

# District Academic Senate Meeting

Thursday, Dec. 10, 2015

LA City College, Student Union, 3<sup>rd</sup> Fl. Multipurpose Room

## MINUTES

### Attendance (see sign-in sheet)

	Present (Local Senate President in parentheses)
<b>Officers</b>	Don Gauthier (President), Angela Echeverri (1 <sup>st</sup> VP), Elizabeth Atondo (2 <sup>nd</sup> VP), Vic Fusilero (Secretary), Alex Immerblum (Treasurer)
<b>City</b>	(Dan Wanner), April Pavlik, Kamale Gray
<b>East</b>	(Alex Immerblum), Jeff Hernandez, Lurelean Gaines, Jean Stapleton
<b>Harbor</b>	(Susan McMurray)
<b>Mission</b>	(Leslie Milke), Curt Riesberg
<b>Pierce</b>	(Anna Bruzzese), Blanca Adajian, Denise Robb
<b>Southwest</b>	(Alistaire Callender)
<b>Trade</b>	Inhae Ahn, Lourdes Brent
<b>Valley</b>	(Josh Miller), LaVergne Rosow, Vic Fusilero
<b>West</b>	(Adrienne Foster), Helen Young
<b>Guests</b>	Lauren Saslow (Pierce), Dr. Cynthia B. Worthen (Dean of Academic Affairs, The Chicago School of Professional Psychology)

**Call to Order and Approval of the Agenda:** President Don Gauthier called the meeting to order at 1:32pm. The agenda was adopted as amended with no objections (Gaines/Pavlik **MSC**)

**Approval of the Minutes:** Milke/Gaines **MSC**. Abstentions: Gray

### Public Speakers:

1. Lauren Saslow (Pierce), LACCD Librarian Discipline Committee, Presentation on SirsiDynix and BLUEcloud. **Motion to approve upgrade to SirsiDynix and BLUEcloud as presented (Rosow/Bruzzese **MSC**).**
2. Dr. Cynthia B. Worthen, Dean of Academic Affairs, The Chicago School of Professional Psychology (CSPP). (PowerPoint handout)

### Action items:

1. **Motion to approve Resolution to Recommend District-Wide Acceptance of Instructure/Canvas as District-Wide Learning Management System:**

*“Whereas, the Distance Education Stakeholders Group and DAS concluded that a single Learning Management System was “feasible” across the District;*

*Whereas, both faculty and students would benefit from using a single system with additional services not currently available in Etudes or Moodle;*

29 *Whereas, the colleges potentially could realize significant savings for traditional LMS*  
 30 *functions in both hybrid and fully-online courses for all faculty;*  
 31 *Whereas, District colleges using Canvas LMS could participate in the CCC system-wide*  
 32 *Course Exchange and other OEI state initiatives in support of our online programs*  
 33 *and courses; and*  
 34 *Whereas, the colleges may continue to use an existing LMS as training and content*  
 35 *transfer into Canvas proceeds and current contracts expire in the coming year or*  
 36 *two;*  
 37 *Resolved, that the District Academic Senate support the move to Instructure/Canvas at a*  
 38 *pace and along a timeline decided by each college;*  
 39 *Resolved, that all nine colleges begin discussion and negotiations with*  
 40 *Instructure/Canvas and begin training all faculty in its use in anticipation of*  
 41 *deployment.”*  
 42 (Rosow/Immerblum **MSC**). Unanimous.

43

## 44 **2. Resolution to Support DAS Version of E-65 / Next Steps:**

45 Foster asked what the current process is. Gauthier answered that the resolution is DAS’s  
 46 final offer. Immerblum asked if lines 44-66 are new. Atondo confirmed that lines  
 47 44-66 are a clearer interpretation of the original lines 66-131.

48 a) **Motion to approve E-65 as amended:** [*secondary line numbers refer to numbering in*  
 49 *amended E-65 document*]

50 39 *Title V, sections 55000-55202 provide the regulatory framework for course curriculum*  
 51 40 *approval. Section 53200© defines the senate role in academic and professional*  
 52 41 *matters, and explicitly lists ‘Curriculum including establishing prerequisites and*  
 53 42 *placing courses within disciplines’ as the first of the 10+1 policy development and*  
 54 43 *implementation matters assigned to faculty in the Education code. However, curriculum*  
 55 44 *doesn’t happen in a vacuum. Rather, courses and programs are crafted by faculty in the*  
 56 45 *context of a college’s educational and strategic master plans as well as departmental*  
 57 46 *goals, and shall reflect the demonstrated needs of students, faculty and the*  
 58 47 *institution. Curriculum development is a collegial and collaborative process involving*  
 59 48 *all college constituencies, as appropriate, because collectively each has a stake in*  
 60 49 *ensuring that the college offers the curriculum that best serves the needs of its*  
 61 50 *students. Faculty, as content experts, and academic administrators, with legal and*  
 62 51 *compliance perspectives, work collaboratively through the process to ensure the highest*  
 63 52 *quality outcome for the college and its students.*

64 53

65 54 *Discussions about the appropriateness of new courses or programs and whether or not*  
 66 55 *they are congruent with existing college plans and goals shall be held well before the*  
 67 56 *suggested curriculum goes to the local senate for approval. Administrators shall*  
 68 57 *communicate any concerns to the faculty proposing courses or programs as early as*  
 69 58 *possible in the process. In some cases, such discussions could lead to a re-evaluation*  
 70 59 *of college or department plans through existing shared governance processes in place at*  
 71 60 *the college.*

72 61 *Finally, there are multiple points during the curriculum process, as described in this*  
 73 62 *policy, when all appropriate constituency groups have opportunities to make suggestions*  
 74 63 *or offer their perspectives on the courses or programs under consideration.*

75 64 *No final review of courses and programs occurs beyond*  
76 65 *that of the local senate, as provided in existing District board rule (18104 A).*  
77 66-131 *[deleted]*  
78 131 *The following describes how the above-referenced regulations shall be*  
79 132 *carried out at the Los Angeles Community College District (District).*  
80 133  
81 .....

82 388 *Step 6) District Board of Trustees (BOT) approval (for proposals type B and D only.)*  
83 389 *a. Following the above steps, four signatures are required before the*  
84 390 *proposed courses are noticed for action “for adoption at any District*  
85 391 *college” on the next available BOT agenda. The four signatures include*  
86 392 *the Chancellor, the Deputy Chancellor, the Vice Chancellor of*  
87 393 *Educational Policy and Institutional Effectiveness and the District*  
88 394 *Academic Senate President.*  
89 413-414 *[deleted]*  
90 415 *b. If approved, the proposal will be forwarded to step 7.*  
91 416 *c. If not approved, the proposal will be returned to the EPIE*  
92 417 *office who will inform the DAS President, DCC Chair, CIO, Academic*  
93 418 *Deans, local Senate President, CC Chair, and the college initiator.*  
94 419 *[deleted]*  
95 420  
96 (Milke/Miller **MSC**).  
97  
98 **b) Motion to approve resolution to approve amended language in E-65:**  
99 **Resolution to Approve Amended Language in E-65**  
100 *Whereas, the District Academic Senate through the consultative process has worked*  
101 *for the past two years to clarify the language and the curriculum process*  
102 *contained in E-65;*  
103 *Whereas, the VPs of Academic Affairs have objected to the language proposed and*  
104 *continue to insist on a final approval of curriculum before it goes to the Board*  
105 *of Trustees;*  
106 *Whereas, the justifications for such final approval offered by the VPAAAs are not*  
107 *sufficient to convince the DAS of such a need, especially given the careful*  
108 *consideration of the collaborative and transparent curricular process and*  
109 *mutual respect for the roles of both faculty and administrators;*  
110 *Whereas, “No legal requirement exists for administrative approvals of new courses and*  
111 *programs following curriculum committee approval and prior to submission to*  
112 *the governing board,”<sup>1</sup> colleges around the state have policies in place whereby*  
113 *curriculum goes directly from the local senate to the Board for approval; and,*  
114 *Whereas, existing Board Rule 18104.A clearly establishes that the Board shall “rely*  
115 *primarily” on the Senate for “curriculum including establishing prerequisites*  
116 *and placing courses within disciplines” per Title 5, Sec. 53200 (c) under*  
117 *professional matters;*

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<sup>1</sup> ASCCC, October, 2015. “Ensuring Effective and Efficient Curriculum Processes.”

118 *Resolved, that the Board of Trustees and/or its designee adhere to faculty primacy in*  
 119 *matters under Title V and the "10 + 1";*

120 *Resolved, that the District Academic Senate approves the attached language in the*  
 121 *preamble to E-65 along with a clarification of Step 6 naming all the signing*  
 122 *parties before any proposed courses are sent to the Board for inclusion on the*  
 123 *BOT agenda.*

124 (Milke/Rosow **MSC**)

125

126 **3. Spring 2016 Agenda:**

127 Gauthier advised that agenda items will depend on the outcome of E-65. Consequently,  
 128 he has asked for items to be sent to him. Gauthier announced the DAS Exec  
 129 Retreat on Jan. 25<sup>th</sup>.

130

131 **Old Business/Discussion:**

132 1. DAS PDC Spring program: Courses offered include *Education 205: Diversity in*  
 133 *Education*, by M.H. Smith at Southwest, *Communication 385: Directed Studies*, by  
 134 Josh Miller at LAVC.

135 2. CCC Registry Day @ LAX Hilton: Jan. 30, 2016. Milke advised that this is DAS's event so  
 136 as many DAS members as possible should attend. Gauthier announced that a  
 137 flyer would be coming out soon.

138 3. EEO Hiring Workshop: Gauthier announced that the EEO Hiring Workshop would be  
 139 held at the end of January. Gauthier also reported discussions he had held with  
 140 HR regarding problems with job descriptions that have multiple MQs. To this,  
 141 Milke reported that Mission has had a few positions with multiple MQs, and  
 142 these were approved. Immerblum expressed concern that the Chancellor was  
 143 not impressed with the seriousness and complexity of the large number of future  
 144 hires. Jeff Hernandez suggested asking District how much was the backlog on  
 145 Notice of Intent to Fill Academic Positions (NOIs). Foster advised that faculty  
 146 needed to take back its leadership position in faculty hiring and to move the  
 147 hiring process and EEO selection forward.

148 3. Status of E-64: Gauthier reported that there was a hold on E-64.

149

150 **New Business:**

151 1. Hiring – Gauthier suggested increasing time for teaching demonstrations. Milke  
 152 reported that faculty were receptive to a 15- to 20-minute teaching  
 153 demonstration. Foster advised that we should not limit the interview process to  
 154 one day, but rather, that we should take several days if necessary. Young agreed  
 155 that two days were feasible, but if interviewing is pushed to April-May, it would  
 156 be difficult for faculty to find extra time to commit to hiring. Jeff Hernandez  
 157 suggested having applicants give guest lectures as part of their teaching  
 158 demonstration.

159 2. Library Materials policy discussion: Gauthier would like DAS to examine the policy  
 160 that currently prevents libraries from selling materials, from which proceeds  
 161 return to the library.

- 162 3. Converting Professional Development Committee Task Force into Steering  
 163 Committee: Gauthier declared his openness to discussions regarding converting  
 164 the task force into a steering committee, but this would have to be acted on  
 165 fairly soon. **Motion for DAS to approve the transition of the PDC Task Force into**  
 166 **a PDC Steering Committee, which would establish mission, goals, and policy.**  
 167 (Immerblum/Gauthier MSC). Unanimous.
- 168 4. Executive Committee: Gauthier reported that the Executive Committee would discuss  
 169 moving their meeting to Thursday, Dec. 17 before DAS Consultation.  
 170 **Motion to extend meeting by 15 minutes. (Brent/McMurray MSC)**  
 171

172 **Reports:**

173 **1. President's Report:**

- 174 a. SIS Presentation: Gauthier reported that Ciber advising should be up by Fall 2016.  
 175 Training will go live by Fall 2016 (e.g. Mandatory PeopleSoft training will be 1-2  
 176 hours in Fall 2016).
- 177 b. Board Meeting, Dec., 9, 2015: Gauthier reported that the board meeting went long;  
 178 yet they spent too little time on important issues, e.g. district strategic policy.  
 179 DAS members discussed the Board's poor behavior (e.g. side discussions) at  
 180 board meetings. Rosow suggested bringing up this issue to Chancellor. Gauthier  
 181 will bring up poor running of BOT meetings to Chancellor.  
 182

183 **2. First VP Report**

- 184 a. Reported on BOT meeting: Echeverri reported on grammatical errors in Board  
 185 meeting documents and rudeness to local presidents during meetings.
- 186 b. Equivalency Committee: Next meeting will be on Monday, Dec. 14, 2015. Equivalency  
 187 Committee will discuss all computer-related disciplines. e.g. Computer sciences,  
 188 Computer Tech, CAOT, and IT.
- 189 c. Discipline Day: Gauthier announced that the District Discipline Day will be held on  
 190 Feb. 26, 2016. Tentative location, LA City College.  
 191

192 **3. Second VP Report**

- 193 a. Curriculum Report: No report.  
 194

195 **4. Treasurer's Report:**

196 Immerblum reported that the current petty cash balance was \$1,715.70, which reflects  
 197 dues payment from eight colleges. Current DAS Fund 10059 balances as of  
 198 10/07/15 excluding non-teaching accounts 12100 and 141500:  
 199

200	Unallocated Certificated (Account 109100)	\$9,378
201	Office and Clerical (Account 213100)	\$6,400
202	Unclassified-Non-Instructional (Account 239200)	\$2,000
203	Office Supplies (Account: 452100)	\$2,500
204	Printing (Account: 453100)	\$2,500
205	Membership (Account: 583100)	\$ 5*

206	Mileage (Account: 584100)	\$3,500
207	Travel (Account: 586100)	\$19,794
208	Other Expenses (Account: 58900)	\$21,000
209	Equip. Expense (Account: 640100)	\$2,000
210	<u>Low Value Asset: Equipment (Account: 642300)</u>	<u>\$2,000</u>
211	TOTAL:	\$71,077

212

213 \*Indicates changes in specific accounts from previous DAS Treasurer's Report

214

215 **Adjournment**

216 The meeting was adjourned at 3:50pm. (Pavlik/Fusilero MSC)

217

218 **Future dates**219 Project Match, Monday, Dec. 14, 2015, LA City College, 3<sup>rd</sup> Fl., 5:30-7:30pm

220 DAS - Chancellor's Consultation, Thursday, Dec. 17, 2015, ESC Hearing Room, 2-3:30pm

221 DAS Exec – Thurs., Dec. 17, 2015, ESC Hearing Room, 10am-1pm

222 DAS Hiring Workshop, Jan. 29, 2016 @ ESC Board Room, 8:30am Register-12:30pm

223 CCC Registry, LAX Hilton, Jan. 30, 2016

224 Discipline Day, Feb. 26, 2016, tentative location, LA City College

225

226 Respectfully submitted by Vic Fusilero, DAS Secretary