

# District Academic Senate Executive Committee Meeting

December 15, 2017  
Educational Services Center  
MINUTES

## Attendance

	Present
<b>Officers</b>	Angela Echeverri (President), Naja El-Khoury (1 <sup>st</sup> VP), Elizabeth Atondo (2 <sup>nd</sup> VP: Curriculum), Lourdes Brent (Secretary), Dan Wanner (Treasurer)
<b>City</b>	Dan Wanner
<b>East</b>	Jeff Hernandez
<b>Harbor</b>	
<b>Mission</b>	Deborah Paulsen
<b>Pierce</b>	Anna Bruzzese
<b>Southwest</b>	Robert Stewart
<b>Trade</b>	Martin Diaz
<b>Valley</b>	
<b>West</b>	Holly Bailey-Hofmann
<b>Guests</b>	

**Call to Order:** President Angela Echeverri called the meeting to order at 9:50 a.m.

**Approval of the Agenda:** The agenda was adopted as amended (Hernandez/Stewart) (M/S/P)

**Approval of the November 17, 2017 Minutes:** (Stewart/Hernandez) (M/S/P) as amended

**Public Speakers:** None

## Reports

### President's Report – Echeverri

#### Board update

Echeverri reported that the LACCD Board of Trustees approved contract extensions to 2020 for 7 of the 9 college presidents. There were two exceptions – Southwest and City; Dr. Renee Martinez, City's President, will be retiring in December, 2017. Contracts for Vice Chancellors Roman and Cornner were also extended. These contract extensions were on the Board's consent agenda. Two trustees expressed concerns that these items

30 were on the consent agenda, indicating that no debate or discussion was anticipated.  
31 One trustee in particular expressed district-wide concerns related to the current  
32 enrollment crisis, stating that the Board was, apparently, not holding college presidents  
33 accountable. This trustee went on to recommend that, if college presidents are not held  
34 accountable, then the chancellor should be. Echeverri went on to report that public  
35 speakers at the Board meeting included a long list of complaints about Trade-Tech  
36 including allegations of corruption, racism, and retaliation. Some of these speakers  
37 have been attending Board meetings for a full year. Trustee Kamlager announced that  
38 she would go to Trade to conduct a fact-finding visit. Guild Vice President William  
39 Elarton spoke of the many positive and innovative programs at LATTC.

40  
41 Continuing her Board Report, Echeverri announced that the Board will assemble and  
42 convene a task force on sexual harassment. Trustee Hoffmann will chair and Echeverri  
43 will also be a member. There will be a preliminary meeting on Wednesday, and the task  
44 force has meetings scheduled during the winter intersession. In addition, Trustee  
45 Hoffmann has requested a summary of sexual harassment complaints and claims at all  
46 of the colleges in the District. One possible outcome is that Board Rule language may  
47 have to be revised. Another question refers to any provision regarding sexual  
48 relationships or contact between faculty and students. The task force will also discuss  
49 this issue.

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51 **Enrollment**

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53 Wanner reported that City has faced the issue of declining enrollment perhaps longer  
54 than the District at large. This college may be at the point where viable programs are  
55 being looked at with the idea of program elimination, and there may be a reduction in  
56 force of full-time faculty. If the question of regionalization of programs and majors is  
57 being considered, then such discussions should be spearheaded by the senate.  
58 Hernandez suggested that such topics are appropriate for the DAS to weigh in regarding  
59 parameters or principles when those discussions occur, but specifics should be avoided.  
60 He added that local senate be vigilant about being part of any program viability or  
61 discontinuation processes. El-Khoury strongly recommended that the DAS Executive  
62 Committee dedicate one meeting to enrollment, and noted that there is no *ad hoc*  
63 committee to determine the real problems and solutions regarding enrollment  
64 management. Wanner continued his report, noting that City's Educational Planning  
65 Committee has been working on a process for the possible elimination of viable  
66 programs. This committee has been reviewing best practices as well as the ASCCC  
67 model. Discussion continued, including such topics as PeopleSoft, the lack of a parallel  
68 system, grades, financial aid, the report of former Vice Chancellor Delahoussaye  
69 (regarding anticipated enrollment reversals due to legislative changes in the Board of  
70 Governors' Grant), and the recommendation to include enrollment as a consultation  
71 topic.

72

73 **Action item: Motion to recommend to the Chancellor the establishment of an**  
74 **Enrollment Crisis Response Team**  
75 **Hernandez/Stewart M/S/P**  
76

77 Discussion continued with Wanner suggesting that the colleges and the district focus on  
78 summer enrollment. Hernandez wondered if the district were intending to meet the  
79 full-time faculty obligation number (FON) or pay the penalty to the state for non-  
80 compliance instead. Echeverri observed that, if the district does not meet base, it will  
81 be held harmless for one year. However, we will rebase next year. However, based on  
82 the actions of the Board of Trustees at its last meeting (extend to 2020 the contracts of  
83 all of the college presidents), there appear to be no consequences to the presidents.  
84 Bailey-Hofmann noted that the district is not in the habit of anticipating change and,  
85 perhaps, we need to be more nimble. Enrollment will be an agenda item at the DAS  
86 Exec retreat on January 19<sup>th</sup>, and Echeverri will write a report or newsletter to send to  
87 the district faculty.  
88

89 **1<sup>st</sup> Vice President's Report – Equivalency – El-Khoury**  
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91 El-Khoury reported that TPPS has a list of pending technical projects which represents  
92 millions of dollars. He has requested a list of these projects with brief descriptions  
93 attached. Echeverri attended the latest meeting of the IT Council, but emphasized the  
94 importance of faculty representation at these meetings. El-Khoury distributed the  
95 revised version of the equivalency flowchart approved at the latest meeting of the  
96 Equivalency Committee. May will be the last meeting of the academic year for this  
97 committee. April is the deadline to submit equivalency applications; summer  
98 applications can be forwarded to the DAS Exec for approval.

99 El-Khoury also reported that a nationally recognized performing arts class at Southwest  
100 (an advanced class which usually needs an enrollment of 8 or more) will be cancelled. A  
101 chancellor's directive was cited as the source. El-Khoury wishes to ascertain the source  
102 and validity of this "directive." It will be placed on the consultation agenda.  
103

104 **2<sup>nd</sup> Vice President's Report – Curriculum – Atondo**  
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106 Atondo reported that the review of CurricuNET is ongoing. Representatives from  
107 eLumen will present to DAS Exec at the January Retreat. Atondo observed that 3  
108 colleges do not use eLumen for SLOs (student learning outcomes), but went on to  
109 recommend that all colleges should use the same systems for curriculum, SLOs, etc. The  
110 SLO addenda which colleges currently have in eLumen need to upload and be  
111 incorporated to ECD or CurricuNET or whatever curriculum system is being used. Thus,  
112 that information would be easier to migrate from eLumen to eLumen. Regardless of  
113 what system is chosen, Atondo recommends consistency. For economy of scale and  
114 efficiency, we need consistency. She noted that eLumen would initially cost more than  
115 CurricuNET, but the colleges would be getting more. Each college would have to pay for  
116 their portion of this software. Districtwide attributes are not an issue, even though the

117 district has 9 separate curriculum databases. Paulsen observed that some faculty  
118 members teach at more than one college in the district. El-Khoury reported that  
119 eLumen has agreed to configure districtwide attributes for free should they get the  
120 contract. He also announced that Harbor’s new Curriculum Chair is Mr. Cruz. In  
121 response to a question about how PeopleSoft processed and displayed academic  
122 renewals and course repetition with substandard grades, Atondo replied that all  
123 counselors and articulation officers have the appropriate forms and that perhaps such  
124 forms could be standardized throughout the district.

125

126 **Treasurer’s Report - Wanner**

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128 Wanner reported that the senate assistance funds (\$3,000 per college) have been  
129 distributed to the local accounts. He reminded those who attended the 2017 Fall  
130 Plenary Session to submit their conference reports and reimbursement claims. Any  
131 mileage forms outstanding should also be submitted. He will also work on a projected  
132 DAS budget for next year and will forward the draft to Echeverri. Senate presidents are  
133 reminded that the senate assistance funds may be spent on food for special one-time  
134 events only, not for regularly scheduled meetings or events.

135

136 **Committee Reports**

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138 **Professional Development College – Brent**

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140 Brent reported on the various activities of the PDC, including faculty leadership seminars  
141 on: December 1<sup>st</sup> – a collaboration between the Dolores Huerta Labor Institute (DHLI)  
142 and the DAS Sustainability Institute; December 9<sup>th</sup> – resources for supporting  
143 undocumented students (a collaboration with DHLI); January 12 – AFT Faculty Guild and  
144 the District Academic Senate on the various roles of the union and the senate; March 23  
145 – Adult Education and Curriculum; CTE and Minimum Qualifications; and May 11 –  
146 Administration (presented by Chancellor Rodriguez) and words of wisdom from two past  
147 DAS Presidents. Education 240, Online Teaching and Pedagogy, will be offered as a  
148 hybrid 3-unit late start class through Valley; the in-person component will be held at the  
149 Van de Kamp Innovation Center.

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151 **DBC/ECDBC – Hernandez**

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153 Hernandez reported that the work plan for fall, winter, and spring had been completed.

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155 **College Reports**

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157 Paulsen reported on Mission’s search for a faculty co-chair for Guided Pathways, with a  
158 .4 reassigned time funded through Equity funding for the spring 2018 semester.

159

160 Hernandez reported that East had completed their work plan. They will proceed with 3  
161 faculty facilitators in the areas of student services, liberal arts, and career technical  
162 education (CTE). Each will receive a .4 reassigned time. He suggested that the senate  
163 presidents can co-chair the guided pathways committee, but that the reassigned time  
164 be shared for the faculty facilitators. Hernandez also reminded the senate presidents  
165 that the student services division is still under the purview of the academic senate and  
166 that counseling faculty be included in these committees. Based on instruction from  
167 California Community Colleges Vice Chancellor Laura Holt, Hernandez also suggested  
168 that colleges use their unrestricted general fund center to pay for work related to  
169 Guided Pathways until April, when funds from the state are available. At that point, a  
170 reimbursement through a journal voucher should be possible.

171  
172 Bailey-Hofmann reported on a complaint from a DSPS student who was not properly  
173 accommodated. The issue appeared to be that the faculty member wanted to proctor  
174 the exam personally (asserting faculty purview in this case), but West's vice president of  
175 student services stated that it was West's policy that all DSPS students must take  
176 proctored exams in their facilities. Although this issue was discussed at this meeting,  
177 there was no resolution.

178  
179 Stewart reported on Southwest's continuing enrollment difficulties. Their financial  
180 recovery plan points toward increasing efficiency in enrollment management. As a  
181 result, 43 class sections were closed. Unfortunately, crucial sections were cut,  
182 impacting certain classes which students need to graduate. Stewart's concerns  
183 regarding an open forum for candidates for college president will be placed on the  
184 consultation agenda.

185  
186 **Action Item: Motion for DAS to request District IT set up an Electronic Suggestion Box**  
187 **concerning SIS**  
188 **(Hernandez/Bailey-Hofmann) M/S/P**

189  
190 **Upcoming Events and Other Items**

191 Echeverri announced the following pending items: Updating the list of the District  
192 Discipline Committees; Review of E-115; the Shared Governance consultation process;  
193 Progress on the development of Guided Pathways; a Proposal for an Interdisciplinary  
194 Studies student success course; Sustainability Institute funding. Upcoming events  
195 include a Guided Pathways mini-summit during District Discipline Day.

196  
197 **Consultation: December 18, 2017**  
198 **DAS Retreat: January 19, 2018**  
199 **AB 705 Implementation: February 1, 2018**  
200 **Spring District Discipline Day: March 2, 2018**  
201 **Guided Pathways Mini-Summit**  
202 **Board of Trustees – Wednesday, January 10, 2018, at West Los Angeles College**  
203 **Board Standing Committees – Wednesday, December 13; January 24 at ESC**

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205 **Adjournment**

206 The meeting was adjourned at 11:54 a.m.

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208 Respectfully submitted by Lourdes M. Brent, DAS Secretary