

District Academic Senate Executive Meeting

September 27, 2012

1:30-3:30 pm

District Office

Attendance: Don Gauthier, David Beaulieu, Kathleen Bimber, Alex Immerblum, Josh Miller, Angela Echeverri, Tom McFall, and Susan McMurray

1. **Approval of Call to order:** DAS President Gauthier called the meeting to order at 1:35 pm.
2. **Agenda:** Agenda was approved (Miller/Echeverri MSU).
3. **Approval of August 20, 2012 minutes:** Minutes of 8/20/12 DAS Executive meeting were approved (Gauthier/McMurray MSU).
4. **Public Speakers:** None

Action Items

5. **DAS Constitution Changes:** Gauthier explained that the concern about proposed changes to the constitution has to do with who votes and when they are able to vote. This should be addressed in the membership clause. We need to decide whether we are going to have the same process or a separate vote when we ratify the constitution. Beaulieu suggested specifying "faculty senate members" in lines 85-87 and 97-99. Beaulieu/Miller MSU

Article 8: Amendment

Section is going back for reworking.

6. **By Laws:** Will be reviewed later.
7. **Campus Senate Officer Census:** Gauthier asked DAS members to provide him with updated information on campus senate officers. He explained that reassigned time is academic time, while release time is for nonacademic time such as union work. Board rules are not consistent in the use of these terms.
8. **Ongoing Campus Problems:** Gauthier and Beaulieu are meeting with Trustee Mona Field later today. Gauthier did send a private e-mail to Trustee Steve Veres and he has not responded. The chancellor does not appear to be doing anything significant to address ongoing campus problems at Mission. Immerblum proposed going to the Board as a DAS to fully support our sister college and the principle of collegial consultation. It would be helpful to write up a chronicle of all the incidents of improper intrusion by administration at Mission (as was done at Trade, for example). We should also ask some key faculty leaders to address the Board.
9. **Lack of Board Response to Mission Letter:** See above.

10. Released Time: Gauthier said faculty reassigned time is not on the chancellor's radar. The Board rule on this issue was not revised. McFall asked about the idea of the LACCD paying for the local senate reassigned time. Gauthier replied it did not go anywhere. Immerblum asked if this issue should come up at LACCD Strategic Planning Committee to make sure we have sufficient resources for governance. Beaulieu replied the objectives are very general; it is all goal driven. He added it might be better to wait until Proposition 30 passes to talk further about reassigned time.

11. 1st VP Reports/Equivalency and DBC: Beaulieu reported that Eloise Crippens and Gauthier attended an LACCD Accreditation Summit on Wednesday. The participants broke into work groups to talk about faculty minimum qualifications (MQs) and document collection and retention. A question came up about why we have census rosters on paper when exclusion rosters are online. Gauthier had a list of audit findings titled FY 2010-11 State Findings. They discussed hiring and minimum qualifications. Many of those attending did not know you could create a pool of discipline adjunct faculty that could pick up a class or two because they have already been screened or are employed elsewhere in the District. Job applicants need to provide their original transcripts because they are needed to properly interpret academic work and to screen for MQs. We made the point that failure to check MQs could cost the LACCD hundreds of thousands of dollars depending on the circumstances, and could lead to the negation of all grades, certificates, and degrees, as well as having to pay back financial aid. Bimber said that at City VPAA Dan Walden, a department chair and an administrator must sign off on MQs of new hires. Also, Valley President Sue Carleo suggested having an interview as part of the hiring process of part time faculty. The AFT also sponsors a mandatory training for department chairs and deans that usually has a section on hiring and MQs. McMurray asked for a handbook spelling out the roles of department chairs and deans. At Trade Tech, there is a mandatory online training for MQs. McFall participated in the training with VPAA Barajas, department chairs, committee members, and alternates. There is also a list of 10 external audit findings. Beaulieu said there was nothing new to report from DBC.

12. 2nd Vice President/DCC: Bimber asked DAS members to look at E-64 (Procedures for Development and Approval of New Educational Programs). She explained that DCC is reviewing the steps for approval. They had to do process mapping for E-64 and E-65. We need to spell out what happens if the local senate or vice president does not approve a new program; we need to close the loop. We must also determine whether the vice president needs to approve new programs. This usually is not a problem, but it can be. Bimber further reported that disciplines are doing a very good job at revising their courses for repeatability. The LACCD will be under a lot of scrutiny when it comes to repeatability, because of its size. Some of the discipline committees are not happy about the repeatability changes. Bimber explained that Physical Education initially wanted to have 20 course families, but they came down to

half, about 10. Bimber asked DAS members to please remind their faculty that we need to be conservative with repeatability at this point, because the state is trying to save money at all costs. In a couple of years and once the economy improves, things may loosen up a bit. When the list comes to DCC, they have the final say. Gauthier said that Vice Chancellor Yasmin Delahoussaye had praised Bimber for her hard work on repeatability issues. Maury Pearl has also been doing a lot of research on this issue.

13. Treasurer's Report: Immerblum requested the conference forms for the ASCCC Spring 2012 Plenary Session. He explained he is having trouble with SAP, because purchase orders used to be done by a staff member who is no longer doing them. Immerblum asked for SAP training, which is a district function. He was told to go back to East for training because they did not have time to train him. This task requires that he work with several clerks. He has not been able to pay state senate dues and catering. If you do not get your Plenary paperwork in on time, it will not be processed in time. Alex is sending an individual check to each person from the LACCD Office.

14. President's Report

a. Faculty Innovation Day: Gauthier reported that he has received a lot of positive feedback about the Faculty Innovation Day, especially the presentations by Gary Colombo on innovation and by Jorge Mata and Wendy Bass on technology.

b. Board Rule 8603: Gauthier and Bimber are meeting tomorrow with the Student Affairs Committee. Bimber brought up BR 6201.13 and the residency issue. Gauthier shared a handout titled *Multiple College Enrollments* with the LACCD statistics, which detailed these enrollments. The percentage of students enrolled in multiple colleges has been going up (5.6% in 2012 versus 3.2% in 2009-10), probably because the total number of classes has been going down. Immerblum said this doesn't tell you where students are going. Bimber expressed concern that the district leadership will not be proactive about this, because it is a relatively small number of students. Beaulieu said the response must be that the colleges need to control their enrollment management because it is an accreditation issue. He added that before we go to the Board, it is better to go to the Institutional Effectiveness Committee and explain the DAS concerns to the three Board members on that committee. Gauthier said BR 8603 is on the Board agenda for 10/3/12. Beaulieu said we don't want to get into a fight over this issue with students in front of the Board or force the Board to choose between the DAS and the students. Vice Chancellor Delahoussaye has not approached the Board on this issue yet. Beaulieu said we might be able to talk to the Board on Monday. Gauthier said if these things are not done for accreditation, we are in trouble. Bimber said her main concerns have to do with certificates and degree completion. Gauthier added that the faculty have been patient on this issue considering that the discussion began well over a year ago. We will discuss it with one of the trustees tomorrow and the chancellor during consultation.

- c. Website renovation:** Gauthier announced there will be a training session on the 12th at City for the new software and web site redesign. He asked how far back should we keep our DCC, DAS and Exec minutes posted? Bimber said it is important to have an accurate history for curriculum so DCC minutes should be kept. Gauthier asked whether we should have some of these minutes offline or on a backup drive. Beaulieu added that the Equivalency Committee minutes go back five years and should remain online for reference
- d. Bond Steering/Energy Oversight/Moratorium report:** The Bond Steering Committee (BSC) met on September 25th, 2012. Beaulieu reported that the members got the meeting minutes and agenda the day before. Beaulieu was very unhappy about this and the fact that they did not call for agenda items. He said the Energy Oversight Committee should meet before the next BSC meeting. Gauthier sent out the Campus Project Manager (CPM) evaluations compiled by Build LACCD. Gateway at Mission was one of the lowest ranked CPMs. The Exec did get a list of projects, but it is not in electronic format. The MAPA project at LAVC is back on the moratorium after being released this summer. The most recent project release list is on the BuildLACCD website. Gauthier reported that the Inspector General (IG) is not going to be replaced, even though City Controller Wendy Greuel found the IG selection process was seriously flawed. Leadership succession was discussed at a meeting with the Chancellor, Adriana Barrera, Allison Jones and Gauthier. The idea is to replace or revamp the ALP (Administrative Leadership Program) that the District had established a few years back. Options were considered including the Association of California Community College Administrators (ACCCA) which offers Administration 101 and 102 classes as potential training courses to help groom our own administrators. They talked about broadening the circle and about faculty who have served as administrators and returned to the classroom (Colombo, Clerx, and others). Discussion centered on faculty and dean expectations and concerns about moving up in administration. The chancellor has now moved this issue up to 90 days.
- e. Campus Interventions:** We have to talk about developing a policy. We need to ask where we draw the line and what we can do to make things better. People at the campuses need to be ready to work and solve problems together. There are things that should have been solved years ago, but we have campus cultures that seem to be set in stone. We have to figure out ways to break those logjams. We are under close investigation by accreditation agencies. We cast a big shadow and if shared governance isn't working here, it is a bad sign for the entire state. There are good pockets where shared governance functions and there are other places where it is not working. Tom McFall is new and has a new senate. He would like to come to the local senate meetings. Gauthier mentioned that community activist Norma Ramirez may have been given a position at Mission. McMurray said there is no end to the subterfuges.
- 15. Adjourn:** Meeting adjourned at 3:50 pm.

Minutes submitted respectfully by DAS Secretary Angela Echeverri