

District Academic Senate Executive Committee Meeting

July 20, 2018

Educational Services Center

MINUTES

Attendance

	Present
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP), Elizabeth Atondo (2 nd VP: Curriculum), Don Gauthier (Past President), Lourdes Brent (Secretary), Dan Wanner (Treasurer)
City	Dan Wanner
East	Jeff Hernandez
Harbor	
Mission	Deborah Paulsen
Pierce	Anna Bruzzese
Southwest	Robert Stewart
Trade	Martin Diaz
Valley	Josh Miller
West	Holly Bailey-Hofmann
Guests	Dan Keller, Dean of Curriculum and Instructional Support Systems

Call to Order: President Angela Echeverri called the meeting to order at 9:45 a.m.

Approval of the Agenda:

The agenda was adopted as amended. (Hernandez/Bailey-Hofmann) **(M/S/C)**

Approval of the Minutes: June 8, 2018

The minutes were approved as written. (Bailey-Hofmann/Stewart) **(M/S/C)**

Public Speakers: Dan Keller, Dean of Curriculum and Instructional Support Services

Those present at this meeting introduced themselves to the new Dean of Curriculum and Instructional Support Services, Dan Keller, who replaces Bobbi Kimble in this position. Keller has been in the LACCD for 10 years, and most recently, was the Curriculum Chair at L.A. Harbor College.

Action Items:

Approval of DAS Master Calendar (Echeverri)

29 Meeting dates of the District Academic Senate (DAS) were revised and approved.
30 Echeverri noted that there will be an AB 705 Summit on August 10th, and suggested
31 Discipline Days in both the fall and spring semesters, in part to plan and help faculty
32 implement new statewide initiatives including AB 705 and Guided Pathways. The
33 calendar will be finalized at the August 3rd meeting of the DAS Executive Committee
34 (DAS Exec).

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36 **DAS Recommendation to Board on Student Employees (Hernandez)**

37

38 *NOTE:* The motion is one which the DAS urges the LACCD Board of Trustees to adopt as
39 its own.

40 Stewart/Hernandez **(M/S/C)** as amended

41

42 Hernandez reported on a district plan to reduce the number of hours that students may
43 work for the district as unclassified employees (student workers). He referenced a letter
44 which he wrote to the district Chancellor as well as a motion which request exemptions
45 from this policy for tutors and students receiving support from special programs such as
46 CalWORKs. For example, since the role of a tutor would be in a peer capacity,
47 Hernandez argued that such a job category would not be in conflict with job functions in
48 the classified unit. Moreover, this resolution recommends the use of desk audits to
49 identify and address any potential improper job categories or job duties for student
50 workers. Gauthier observed that the classified unit lost a number of employees due to
51 last year's retirement incentive and that there were reductions in classified employee
52 budget line items. That is, some positions were not replaced.

53

54 **Discussion Items**

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56 ○ **AB 705 Implementation (Echeverri and Others)**

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58 Echeverri referred to the recently-released math implementation guidelines from the
59 State Chancellor's Office. It appears that courses to supplement the transfer-level
60 English and Math courses cannot be mandated, i.e., they cannot be co-requisites; they
61 must be optional. The potential effect on local degrees was also discussed. If most
62 students place into transfer level Math, the Intermediate Algebra competence will be
63 assumed. Therefore, students not interested in transfer (those receiving only the local
64 degrees) have the option of taking another course besides Math to satisfy Area D.2.
65 (communication and analytical thinking) General Education (GE) requirement for the
66 Associate's degree. According to district researcher and Associate Vice Chancellor
67 Maury Pearl, 80% of the degrees awarded by the LACCD are local degrees. Thus, there
68 is the potential that students would obtain Associate's degrees without taking any
69 classes in Mathematics. It is possible that a change in Title 5 might be necessary. In any
70 case, district GE requirements and college catalogs must be compliant with AB 705.
71 Keller will identify which local degrees currently have specific Math requirements,
72 especially those which require a Math course which is higher than Intermediate Algebra.

73

74 Additional concerns and options were discussed, including the nature of supplementary
75 courses, the role of non-credit and adult education, the rubric/data requirements for
76 identifying students who are “highly unlikely to succeed” in initial placement in transfer-
77 level English and Math classes (e.g., DSPS students), the possible re-introduction of
78 “technical math” courses, the need for a substantive discussion on identifying
79 appropriate level Math classes per major, the scope of bridge courses, the possibility of
80 shifting some lecture hours to lab hours, and the need to involve the Faculty Guild in
81 these discussions. In any case, various forms of supplemental instruction and other
82 support services were recommended to be available for all students.

83

84 The LACCD and the DAS will co-sponsor a district-wide retreat on AB 705
85 implementation on August 10th. Echeverri recommended a follow-up Fall Discipline Day
86 in October.

87

- 88 ○ **Math and English Implementation guidelines**
- 89 ○ **Curriculum Institute Report**
- 90 ○ **Changes to prerequisites and co-requisites**
- 91 ○ **Upcoming professional development events**
- 92 ○ **Faculty Coordinator position**

93

94 Given the enormity of the requirements and the challenges attached to the
95 implementation of AB 705 and other statewide initiatives, and cognizant of the scope of
96 the conversations which need to take place as well as the geographic distances in our
97 district, a faculty member is needed to go out to the colleges to help the faculty, to
98 serve as a liaison between the colleges/local senates and the DAS, and to help collect
99 data. Echeverri referred to the job description of a DAS Guided Pathways Coordinator.
100 Most likely, two faculty members would share a total of 1.0 FTEF reassigned time. It is
101 hoped to have faculty coordinators in place in August. Echeverri will amend the job
102 description by incorporating suggestions from the floor.

103

104 **Nursing Program at Los Angeles Southwest College (Stewart)**

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106 Stewart reported that there was Bond money to refurbish the building shared by the
107 nursing program and the natural sciences majors. After a determination that it would
108 be less expensive to build a new building instead of renovating an older one, the
109 building was demolished, and then nursing and natural sciences were moved to
110 bungalows. As part of their ongoing accreditation process, the Board of Registered
111 Nursing (BRN) visited Southwest and noted a number of non-compliance issues,
112 including a need to update their nursing curriculum and to upgrade their facilities to
113 meet BRN requirements. The nursing curriculum issues have been addressed.
114 However, instead of locating the nursing program in its own space, as the BRN
115 recommended and Southwest’s own Bond program had planned, the college
116 temporarily relocated the nursing program to the CTE building. The BRN determined

117 that the nursing program at Southwest was out of compliance with registered nursing
118 accreditation standards, and placed the program on warning with intent to close.

119

120 **Motion to draft resolution to support the restoration of the nursing instruction**
121 **facilities at Los Angeles Southwest College in compliance with the Board of Registered**
122 **Nursing requirements**

123 (Hernandez/Gauthier) (M/S/C)

124 Stewart and Gauthier will draft a resolution for the August meeting of the DAS Exec.

125

126 **CTE Program Approval and Role of CTE Deans (Hernandez)**

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128 Hernandez referenced a flow chart he distributed. This chart, drafted by the CTE deans,
129 includes steps in which the deans include themselves in the program creation process.

130 However, Hernandez observed that it is faculty who create programs based on

131 curriculum, not the deans. Keller observed that the most recent revisions to E-64

132 (Procedures for Development and Approval of New Educational Programs and Options)

133 were never approved by the Board. The District Curriculum Committee (DCC) is aware

134 of the issues related to this administrative regulation's (E-64) non-approval, and are

135 working toward a remedy. (Note: E-64 issue date – July 18, 1983; Dates of changes –

136 7-18-01; 7-10-02; 7-30-05; 6-4-10)

137

138 **Noticed Motion on Academic Integrity (Brent/Gauthier)**

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140 Gauthier referenced a July 8th article in the *Los Angeles Times*, and stated that this

141 resolution is in partial response to that article. In this resolution, the DAS Exec: 1) Asks

142 that the Board of Trustees recognize our concern regarding upholding academic and

143 professional integrity; 2) Encourages local senates to be vigilant regarding the purview

144 of the faculty with regard to curriculum; and 3) Reminds everyone that we have a

145 responsibility to adhere to faculty hiring procedures which are in place.

146

147 Diaz observed that, in the case at Trade, the new curriculum was written as a response
148 to a Department of Labor Grant. Also, the grant manager, or principal investigator (P.I.),

149 receives compensation for managing the grant, and that the compensation is written

150 into the grant. However, others noted that extra compensation should not be awarded

151 if such oversight functions are already within the purview of the administrators in

152 question. Moreover, administrative functions should not be compensated through

153 adjunct faculty assignments as was the case here. Also, if there are limits placed on the

154 assignments, and therefore, the earnings of faculty, are there such limits on the

155 earnings of administrators? There was also concern voiced regarding possible

156 implications for other colleges in the district.

157

158 This resolution will be forwarded for action at the August 2018 DAS Exec meeting.

159 (Hernandez/ Stewart)

160

161 **Lack of Diversity on LACCD Board of Trustees (Stewart)**
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163 Stewart distributed handouts on the lack of diversity on the Board of Trustees and how
164 such a situation impacts student success. He noted that the core values of this district
165 refer to the power of diversity, but observed a lack of African American and female
166 voices on the Board. He went on to recommend that incoming Trustee Vela should not
167 accept this appointment, and that the Board should instead reconsider the African
168 American women who applied. Echeverri reported that she made a statement from the
169 resource table at the June Board meeting.
170
171 Stewart will write a resolution for consideration at the August 2018 meeting of the DAS
172 Exec.
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174 Due to the length of the discussion, the items and reports below were deferred until the
175 August DAS Exec meeting.
176
177 **Proposed New Funding Model (Echeverri/Hernandez)**
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179 **Local DAS Representatives (Brent)**
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181 **BR 2801 (Building Naming Policy) – Proposed changes from Faculty Guild (Hernandez)**
182
183 **Pathway Update (Miller)**
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185 **Professional Development (Miller)**
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187 **Senate-Related Reassigned Time at the Colleges (Echeverri)**
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189 **Reports**
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191 **President’s Report - Echeverri**
192 **1st Vice President’s Report – Equivalency – El-Khoury**
193 **2nd Vice President’s Report – Curriculum - Atondo**
194 **Treasurer’s Report – Wanner**
195 **Secretary – Brent**
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197 **Committee Reports**
198 **Professional Development College -Brent**
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200 **College Reports**
201
202 **Other Committees and Task Forces**
203
204

- **Enrollment Management**

- 205 • **Disabled Students**
- 206 • **Title IX**
- 207 • **Institutional Review Board**

208

209 **Future Projects**

210

- 211 ○ **Administrator Evaluations**
- 212 ○ **E-115 and Process for creation of a new subject**
- 213 ○ **Interdisciplinary Student Success Course**
- 214 ○ **LACCD shared governance consultation processes**

215

216 **Noticed for Future Actions**

- 217 1. Resolution on Academic Integrity – Brent/Gauthier – August, 2018
- 218 2. Resolution on LACCD Board of Trustees Diversity – Stewart/Gauthier - August,
- 219 2018

220

221 **Upcoming Meetings**

222 **AB705 Next Steps Planning Meeting: Monday, July 23 at 1 p.m. at ESC, Room TBA**

223 **DAS Retreat – Friday, August, 3, 2018**

224 **Board Meeting – Wednesday, August 8, 2018 at ESC**

225 **AB 705 Implementation Meeting August 10, 2018**

226 **Consultation – Tuesday, August 14, 2018 at 2 p.m.**

227 **Board Standing Committees – Wednesday, August 22, 2018 at ESC**

228 **LACCD DAS Summit – Friday, September 21, 2018 at City**

229

230 **Adjournment**

231 The meeting was adjourned at 12:00 p.m.

232 (Bailey-Hofmann/Bruzzese) **(M/S/C)**

233

234 Respectfully submitted by Lourdes M. Brent, DAS Secretary