

1 **District Academic Senate Executive Committee**
2 **Meeting**

3 **Friday, November 1, 2019**
4 **Educational Services Center**
5 **Board Hearing Room**
6 **MINUTES**

7
8
9 **Attendance**

	Present
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP), Elizabeth Atondo (2 nd VP), Lourdes Brent (Secretary)
City	Michael Kalustian
East	David Hale for Jeff Hernandez
Harbor	
Mission	Carole Akl
Pierce	Barbara Anderson
Southwest	
Trade	
Valley	Chauncey Maddren
West	Holly Bailey-Hofmann
Guests	Daniel Keller (District Dean of Curriculum), Sasha Perez

10
11 **Call to Order:**

12
13 President Angela Echeverri called the meeting to order at 9:43 a.m.

14
15 **Approval of the Agenda:**

16 The agenda was adopted as amended
17 (Hale/Anderson) **M/S/P**

18
19 **Approval of the Minutes:**

20 The minutes of the October 4, 2019 meeting were approved as amended
21 (Maddren/Akl) **M/S/P; Abstentions:** Anderson, Kalustian

22
23 **Public Speakers:** None

24
25 **Action Items**

26
27 **CB 26: Support Course Designation Guidelines for MIS (Passed unanimously by DCC**
28 **10/11/19)**

29
30 **MOTION: Table until December DAS Exec meeting**

31 (Hale/Anderson) **M/S/P**

32

33 Echeverri reported that these courses are intended to be offered to support students
34 while remaining in compliance with AB 705. Referring to page 8 of the packet and the
35 CB codes, Echeverri read the portion pertaining to support course designation. On the
36 subject of relevant codes, Atondo explained that changes to CB 21 affect State MIS
37 updates; this coding does not go through the District Curriculum Committee (DCC).
38 However, CB 25 and CB 26 are new MIS codes which were vetted by both the District
39 English Council and the District Math Council. When the District transitions from ECD
40 (Electronic Curriculum Development) to eLumen, the element in which courses can be
41 identified as being one or two levels below transfer will remain; it will still be
42 determined by discipline faculty.

43

44 Citing a reference in the document currently under review, Anderson inquired as to
45 what kind of data would be required so that disproportionate impact is created (or not).
46 It was not possible to obtain enough information to address that concern definitively at
47 this time. Echeverri observed that sufficient time remained to consider this action item
48 in December and still comply with State deadlines, should the DAS Exec wish to
49 postpone consideration of the item.

50

51 **Administrative Regulation E-110 – Advanced Placement Credit – technical update**
52 **(Passed unanimously by DCC 10/11/19)**

53 (Anderson/Maddren) **M/S/P**

54 Documents are contained on page 10 of the packet.

55

56 **Administrative Regulation E-122 – International Baccalaureate Credit – technical**
57 **update (Passed unanimously by DCC 10/11/19)**

58 (Anderson/Hale) **M/S/P**

59

60 Atondo reported that this administrative regulation aligns with University of California
61 (UC) and California State University (CSU) changes which occurred in spring. The
62 strikeouts in the table indicate exams which are no longer offered. Additional
63 references are in E-120.

64

65 **Noticed Items**

66

67 **LACCD ADT Reciprocity Guidelines Update (On 11/15/19 DCC Agenda)**

68

69 **Endorsement of the LACCD Articulation officer petition “Associate Degree for Transfer**
70 **IGETC 1C Requirement Exception” (On 11/15/19 Agenda)**

71

72 Atondo requested that certain items be placed on the December agenda of the DAS
73 Executive Committee (DAS Exec). Since she cannot attend the December meeting, she
74 wished to notice those items and discuss them now.

75 One noticed item is a recommendation to explicitly support that IGETC GE
76 (Intersegmental General Education Transfer Curriculum General Education) can be used
77 for an AD-T (Associate Degree for Transfer). In that case, IGETC 1.C.
78 (Communications/Speech) need not be taken. This is already the policy at City, East,
79 and Mission. This recommended action has already been approved by the District Office
80 of General Counsel. Students must still fulfill the Communications requirement for
81 transfer to a California State University, but, adoption of the action being recommended
82 today will not preclude a student's receiving of an AD-T if he/she is following the IGETC
83 GE pattern for that AD-T. Atondo referred the Senators to page 30 of the packet which
84 contains a draft document in which a student may request the AD-T IGETC 1.C.
85 Requirement Exception.

86

87 Reports

88

89 * **Officer Reports**

90

91 * **President**

92

93 Echeverri reported on the latest Board of Trustees meeting which took place at Mission
94 on Wednesday, November 6, 2019, the day before the Academic Senate for California
95 Community Colleges (ASCCC) Fall 2019 Plenary Session began. She observed that the
96 Board usually does not micromanage Senate decisions. However, some trustees have
97 expressed concern about the discontinuance of the Jewish Studies program at Valley.
98 Maddren gave a history of the Jewish Studies and Hebrew Studies majors at Valley.
99 Neither had many graduates, and the recommendation for program discontinuance of
100 Jewish Studies came from the department. Valley's Senate approved the department's
101 recommendation. After discussion, the consensus was that using the full program
102 viability process regarding any discussions about program discontinuance was best
103 practice. However, there was also substantive concern regarding the Board's intrusion
104 into the Senate's purview, even if not in an official capacity.

105

106 Continuing her Board report, Echeverri noted that the Student Trustee has been very
107 vocal at Board meetings, especially regarding the implementation of AB 705, the
108 contract renewal and salary increase for LACCD Chancellor Francisco Rodriguez, and the
109 multi-million-dollar marketing campaign for the District. Echeverri reiterated that the
110 District must offer classes to serve the needs of all students, including English and Math
111 courses more than one level below transfer. If it does not, no amount of marketing will
112 entice students to attend. The District's enrollment has declined from 108 thousand
113 total FTES (full-time equivalent students) in 2016-2017 to about 96 thousand total FTES
114 in academic year 2018-2019. This drop in FTES would result in over \$64 million in lost
115 apportionment. Part of this year's 2-3% drop in enrollment this semester might be
116 attributed to the cancellation of most developmental English and Math classes.
117 Echeverri noted that trustees have asked about the plan to increase and stabilize
118 enrollment, but there does not seem to be a coherent district-wide plan at this point.

119 At this juncture of the roll-out of the Student-Centered Funding Formula (SCFF), all
120 California Community Colleges are being held harmless. Although the State could
121 extend the hold harmless period, there is no guarantee that that will happen. She
122 observed that colleges are expected to budget properly and to live within their means.
123 However, if enrollment management decisions which are affecting budgets are being
124 made at the District level, it is considered unfair for colleges to be penalized for the
125 results of those decisions. Trustee Ernie Moreno, who had been ill, has resumed his
126 attendance at the Board meetings.

127

128 Echeverri also reported that the District will soon determine next year's Faculty
129 Obligation Number (FON), and that due to the declines in enrollment, the District
130 administration does not anticipate many new faculty being hired. There is an emphasis
131 being placed on diversity in faculty hiring as well as concerns about a possible reduction
132 in force among faculty. Echeverri encouraged DAS members to express their concerns
133 about the District's direction.

134

135 *** 1st Vice President – Equivalency**

136

137 El-Khoury reported that the Equivalency Committee met on October 14, 2019. At that
138 meeting, there was extensive conversation about the Equivalency flow chart related to
139 the review of requests for discipline equivalency. He sent an email to Vice Chancellor of
140 Human Resources Albert Roman to remove HR-R-101 from the HR Guide; El-Khoury
141 reported that Roman agreed to do so. It is intended that the revised Senate process will
142 be reflected in the HR Guide. The next meeting of the Equivalency Committee will be on
143 November 18, 2019.

144

145 Since faculty members have many commitments and need to plan ahead, El-Khoury will
146 send out a "save the date" for the next Discipline Day. He distributed an attendance
147 chart by college; there was a total of 196 attendees. He is also designing a survey for
148 attendees. Current concerns involve more efficiency in serving lunch and more time for
149 discipline committee meetings. El-Khoury also noted that the keynote speaker was
150 willing to address more LACCD and DAS-related events. He also thanked Maddren for
151 hosting Discipline Day and Akl and Anderson for helping to set up before the event.
152 Echeverri observed that the DAS usually has 220-260 attendees for this event, so she
153 posits that it is likely that not all attendees signed in. Other possible venues for this and
154 other events were discussed.

155

156 *** 2nd Vice President – District Curriculum Committee; eLumen**

157

158 Atondo announced that DCC will meet on Friday, October 11, 2019.

159

160 LACCD Curriculum Dean Dan Keller joined the meeting to answer questions related to
161 CB 25 (General education status) and CB 26 (Support course status). He stated that
162 research will be done over the next two years to determine whether or not colleges

163 meet their throughputs as required in AB 705. Researchers will be reviewing
164 disaggregated data, including data related to protected categories, to review any
165 disproportionate impact. Ideally, this data will help identify where resources are
166 needed for student success. That is, CB 25 and CB 26 will help us to look at the data to
167 determine throughput and identify needs for resource allocation, mitigation plans, etc.
168 Atondo reiterated that the English and Math faculty had full involvement in the vetting
169 process. Echeverri suggested the inclusion of a preamble to indicate that the need for
170 the designation of support courses was for MIS purposes as required by the California
171 Community Colleges Chancellor's Office (CCCCO).

172

173 Keller added that, once there is a definition for what constitutes support courses, he will
174 go through the course list to help identify such courses for CB 26 purposes. His staff will
175 help classes migrate from ECD to eLumen; the faculty will validate those courses in
176 eLumen. He will also create the requested preamble. In response to a question, Keller
177 stated that Math Non-Credit and College Studies are being reviewed by the AFT Faculty
178 Guild to determine faculty load for those disciplines.

179

180 **MOTION: To suspend order to reconsider tabling action item on CB 26: Support**
181 **Course Designation Guidelines for MIS**

182 (Hale/Atondo) **M/S/P**

183 **MOTION: To consider CB 26: Support Course Designation Guidelines for MIS**

184 (Hale/Kalustian) **M/S/P**

185 **MOTION: To approve the document with the stipulation that the discussed preamble**
186 **will be drafted by Dan Keller as agreed in discussion**

187 (Kalustian/Maddren) **M/S/P**

188

189 * **Treasurer** – no report

190

191 * **Secretary**

192 Brent distributed lists of DAS and Professional Development College (PDC)
193 representatives, both electronically and in hard copy, and requested that the Senate
194 Presidents provide updates as necessary.

195

196 * **Professional Development College – Brent**

197 Brent distributed the list of seminars and requested volunteers to either present or be
198 part of a panel discussion related to any topics on the agenda for the March 2020
199 Faculty Leadership Seminars.

200

201 * **Guided Pathways Committee Report – Miller**

202 **Guided Pathways Committee Charter and Membership**

203 Echeverri reported on a Guided Pathways (GP) summit last week which was held at
204 Valley. The next GP summit, also to be held at Valley, will be on November 15, 2019,
205 and will focus on professional development. Shannon Krajewski from Pierce will
206 present on Cornerstone/Vision Resource Center (VRC), which City, East, Southwest, and

207 West are currently using. The professional development coordinators from all of the
208 colleges have been invited to attend as have the PDC liaisons. Echeverri announced that
209 the DAS Exec is free to make recommendations regarding agenda items for this summit.
210 There will be VRC training for the Senate Presidents during the DAS Exec retreat in
211 January. The composition of the Guided Pathways Committee is still under
212 consideration, with committee membership open to students and administrators.

213

214 *** E-100 and Board Rules Alignment Project – Freitas**

215 Since Freitas is out of town, he provided a written electronic report. Echeverri reported
216 that the E-100 task force deemed the administrative regulation too cumbersome and
217 problematic to try and revise. Therefore, it was the consensus to draft a new
218 administrative regulation which was based on Title 5 requirements. This new document
219 would also include the right of discipline faculty to challenge accommodations which
220 they believed would constitute a fundamental alteration of the course curriculum.
221 Interim Deputy Chancellor Melinda Nish is the District administrator in charge of the
222 LACCD Board Rules revision project; Freitas is the DAS point person. Current Board
223 Rules are considered to be too prescriptive. The goal is to have them align with the
224 guidelines from the Community College League of California (CCLC) wherein board rules
225 are general and global, and administrative regulations provide the procedural detail. As
226 this is a lengthy process, the timeline for completion has been pushed back.
227 Recommended revisions will be sent to the DAS Exec and the full DAS to review.

228

229 *** District Budget Committee (DBC-ECDBC) – Hernandez**

230 Hernandez reported that the October 9, 2019 DBC meeting had been cancelled and that
231 the November meeting will be held on the 13th.

232

233 *** Other College, Committees, and Task Force Reports – no other reports**

234

235 **Discussion Items**

236

237 **Proposed Changes to Job Descriptions for Counselors and Admissions and Records**

238 **Evaluation Technicians**

239

240 Atondo reported on related issues which are moving in parallel. The Senate was
241 concerned regarding the evaluation of curriculum done by other than discipline faculty
242 (page 35 of the packet). The DAS, as well as the District administration, has upheld the
243 primacy of faculty in matters of curriculum. Graduation technicians at some colleges
244 had been evaluating student transcripts for courses taken outside the LACCD to meet
245 students' graduation requirements. The evaluators had requested a review of their job
246 descriptions for possible reclassification. In response, the Personnel Commission
247 performed 11 desk audits. Vice Chancellor of Human Resources (HR), Albert Roman,
248 requested the updated job description for the graduation evaluator. He also asked the
249 DAS and the AFT Faculty Guild for a sample job description for counseling faculty.
250 Atondo emphasized that the purpose was not for HR or the Personnel Commission to

251 review or revise any job descriptions for faculty, but rather to have supporting
252 documentation to assist in providing a delineation of functions. Atondo also observed
253 that the evaluation of coursework taken outside the LACCD should be undertaken early
254 in the student’s academic career and not as an immediate prelude to graduation. She
255 referred to a successful process utilized at Mission.

256

257 **MOTION to extend 15 minutes**

258 (Atondo/Hale) **M/S/P**

259

260 **Guided Pathways: Proposed LACCD Partnership with National Center for Inquiry and**
261 **Improvement (NCII)**

262 Referring to a letter from the Foundation for California Community Colleges, Echeverri
263 noted that the foundation was offering additional support for the colleges to promote
264 student success. Maddren observed that, under the terms of the proposed agreement,
265 it is the College President who oversees the support, and there is no requirement to
266 consult with the Academic Senate which is tied to receiving the assistance. Echeverri
267 will place this item on the consultation agenda.

268

269 **Student Tutor Classifications**

270 Hale reported that the issue had been somewhat settled.

271

272 **Proposed Changes to Equivalency Approval Process**

273 El-Khoury referred to a recommendation from the Equivalency Committee that its
274 decisions regarding faculty equivalency be final, and noted that such a recommendation
275 was in line with a document published by the ASCCC. He requested that this item be
276 placed on the DAS Exec agenda for the December 6, 2019 meeting, and stated that
277 members of the Equivalency Committee will be attending the next meeting of the DAS
278 Exec.

279

280 **Update on AB 705 Implementation**

281 **LACCD Math and English enrollment and retention data**

282 Echeverri reported that ASCCC Treasurer, Virginia “Ginni” May, was a guest presenter at
283 the DAS Discipline Day on October 18, 2019. At her breakout session, May referred to
284 preliminary outcomes in English and Math placement and completion, and observed
285 that trends seem to be forming. In general, although throughput (the number of
286 students who pass a course/sequence) has increased, the equity gaps are widening.
287 Although there are gaps for English, the gaps are particularly pronounced for Math
288 courses, especially those in B-STEM (Business, Science, Technology, Engineering, and
289 Mathematics), especially related to gender, ethnicity, and students who are in DSPS.
290 Substantial increases in drop rates have been observed for Math 125 (Intermediate
291 Algebra) in particular. One thousand more students have dropped Math courses this
292 year as compared with last year. Although it is not known definitely why students are
293 dropping, Echeverri referred to anecdotal information from faculty members, and it

294 appeared that students were not prepared for those classes. Echeverri has requested
295 that the DAS be provided with student data related to adds, drops, and completions.

296

297 **AB 705 Implementation for ESL in Fall 2020**

298 Echeverri noted that the guidance memo from California Community Colleges
299 Chancellor's Office (CCCCO) came out very late. There were two breakout sessions for
300 ESL at Discipline Day, one on ESL and CB coding. Many unanswered questions remain,
301 such as: How do we identify ESL students? There is a question in CCC Apply, but it is
302 vague, and refers to the number of years of high school a student has completed in the
303 United States. Another question is related to who can or will do the ESL evaluation. For
304 the moment, the CCCCCO continues to approve assessment for ESL.

305

306 **Other – none**

307

308 **Planning for Upcoming Events in 2019-2020**

309

310 **DAS Newsletter: Submissions due 11/22/19**

311 Echeverri encouraged article submissions for the Fall 2019 DAS Newsletter.

312

313 **Agenda for December 12, 2019 DAS and November 5 consultation meetings**

314 Echeverri issued a reminder that the next DAS meeting will be on December 12, 2019 at
315 Pierce. Consultation with the Chancellor will be on Tuesday, November 5, 2019; she
316 requested agenda items. Some consultation dates for the 2020 Spring Semester are
317 tentative. She observed that the Chancellor's schedule is challenging, so is it often not
318 possible to avoid conflicts with local senate events.

319

320 **Additional Board Docs Training**

321 Echeverri will discuss additional training with IDC Nish, possibly for the January 2020
322 DAS Exec retreat.

323

324 **Proposed Summit Dates: 2/14, 3/6, or 3/14/2020**

325 Echeverri noted possible schedule conflicts for those dates.

326

327 **Retreat Rights Policy for Administrators**

328 There will be a meeting on November 14, 2019 between representatives from District
329 Human Resources, including VC Roman, and representatives from the DAS.

330

331 **MOTION: To extend meeting for 5 minutes**

332 (Atondo/Anderson) **M/S/P**

333

334 **TPPC and Academic Technology Committee**

335 Echeverri announced that a new Chief Information Officer has been recruited. Her
336 name is Carmen Lidz and she is being hired as a Vice Chancellor.

337

338 **Faculty Representation on Human Resources Council**
339 Echeverri reported that this item was on the last consultation agenda. At that meeting,
340 she was assured by the District administration that the DAS will be invited to anything
341 touching on faculty purview. She went on to note that the DAS had the option of
342 accepting the administration's response or of pressing the issue of faculty
343 representation at the District HR Council further.

344
345 **E-88 (Deans' and President's Honor List) and College Graduation Honors**
346 Akl announced that the Academic Senate at Mission will develop a draft revision. If
347 completed, she will bring it to the next meeting of the DAS Exec for consideration.
348

349 **Other items**
350 Kalustian announced that he will be bringing new resolutions to the ASCCC Fall 2019
351 Plenary Session. Anderson announced that the reassigned time for the Articulation
352 Officer at Pierce has been reduced.
353

354 **Upcoming Meetings**
355 **Fall 2019 Curriculum Regional Meeting-South:** Saturday, November 2, 2019, 9:30 a.m.-
356 3:00 p.m., at Pierce
357 **Consultation Meeting:** Tuesday, November 5, 2019, 2:00 p.m., at ESC
358 **Board Meeting:** Wednesday, November 6, 2019, at Mission
359 **ASCCC Fall Plenary Session:** November 7-9, 2019, in Newport Beach
360 **District Budget Committee:** Wednesday, November 13, 2019, 1:30 p.m., at ESC
361 **Board Standing Committees:** Wednesday, November 20, 2019, at ESC
362 **DAS Meeting:** Thursday, December 12, 2019, at Pierce
363

364 **Adjournment**
365 (Hale/Akl) **M/S/P**
366 The meeting was adjourned at 12:22 p.m.
367

368 Respectfully submitted by Lourdes M. Brent, DAS Secretary