

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

3      **Friday, November 16, 2018**  
4      **Educational Services Center**  
5      **MINUTES**

6      **Attendance**

	<b>Present</b>
<b>Officers</b>	Angela Echeverri (President), Naja El-Khoury (1 <sup>st</sup> VP: Equivalency), 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>	Josh Miller
<b>West</b>	Holly Bailey-Hofmann
<b>Guests</b>	

9  
10     **Call to Order and Approval of the Agenda:** DAS President Angela Echeverri called the  
11     meeting to order at 9:45 a.m.

12     **Approval of the agenda**

13     The agenda was adopted as amended. Topics to be included: 1) Basic Skills Credit  
14     courses; 2) Attendance at the Scaling Up event; 3) AB 705 implementation; 4) Website  
15     design; 5) Hiring issues  
16     (Stewart/ Bailey-Hofmann) **M/S/C**

17     **Approval of the Minutes: October 5, 2018**

18     The minutes were approved as written.  
19     (Miller/Hernandez) **M/S/C**  
20     Abstentions: Bruzzese, Bailey-Hofmann

21     **Public Speakers:**

22     None

23     **Discussion Items**

24     Preventing Sexual Harassment in the Workplace (Bruzzese)

30 Motion to adopt resolution from Pierce Academic Senate - as amended:  
31 (Bruzzese/Hernandez) **M/S/C**  
32 **Amended language only:**  
33 "Whereas, the report has focused, effective recommendations that have been  
34 scientifically found to create results;"  
35 "Therefore ...1. Address all forms of sexual harassment..."  
36  
37 Faculty members from Pierce attended a related event and were inspired to write a  
38 resolution for their local senate. It is that resolution that is being brought to the District  
39 Academic Senate Executive Committee (DAS Exec) for a review and a vote. If passed by  
40 DAS Exec, the resolution will then be brought to the full DAS. The district has policies in  
41 place to enforce applicable anti-harassment laws. However, it is hoped that the district  
42 move from a view of compliance to one of changing the campus culture and climate.  
43 Bruzzese noted that the district's investigation times are very lengthy for complaints of  
44 sexual harassment in the workplace, and the district compliance officers need support.  
45 Echeverri reported that the district has had a Title IX task force spearheaded by Trustee  
46 Hoffman, and that some changes to the district procedures will be implemented. For  
47 example, the responsibility for making the ultimate disposition for sexual harassment  
48 complaints will be taken from the college presidents and instead placed with the District  
49 compliance officer. In addition, the timeline from reporting to final disposition will be  
50 accelerated.

51  
52 Echeverri will place the perfected motion on the agenda for the December 13, 2018 DAS  
53 meeting at Mission.

54  
55 **MyPath Implementation (Paulsen)**

56  
57 Paulsen reported on add-on software to CCC Apply, developed by the State Chancellor's  
58 Office, which will offer prospective students appropriate referrals to campus resources.  
59 This software is also has applications for guided pathways and could be linked to the  
60 college website. Mission wanted to move forward with this software application, but it  
61 appeared that all colleges in the district needed to use this same software in order for it  
62 to be implemented; no one college could use it independent of the others. Echeverri  
63 recommended the creation of a DAS Guided Pathways Committee, which the Guided  
64 Pathways Coordinators could co-chair, to review proposed software applications and  
65 other implementation practices and resources. Thus, the DAS could take the faculty  
66 lead for guided pathways, as it is within the 10 + 1. The Coordinators would report to  
67 the DAS, and Guided Pathways Facilitators, likely members of this committee, are  
68 already at the college level. The DAS Exec offered consensus to this approach, and  
69 Echeverri will draft a resolution to establish such a committee for the December 13 DAS  
70 meeting. Miller will send links to MyPath webinars so that members of DAS may view  
71 them prior to the December 13<sup>th</sup> DAS meeting. In the meantime, Echeverri will place  
72 this topic on the December 6 consultation agenda. It may be possible to place this

73 software on the district-wide Student Information System (SIS), but leave the option to  
74 opt-in or opt-out of using the software to the individual college.

75  
76 Echeverri reported on the lack of progress in the proper and accurate posting of the  
77 Guided Pathways Coordinator Positions (.6 and .4 reassigned time). She had hoped that  
78 incumbents would be in their positions before the beginning of the Fall 2018 Semester.  
79 Hernandez asked if it were necessary to go through Human Resources (HR), since the  
80 Guided Pathways Coordinator positions would be reassignments. A selection  
81 committee to interview applicants for the positions has already been established.  
82

83 Paulsen will draft a resolution to regarding MyPath for the December 13, 2018 meeting  
84 of DAS. If all colleges agree to using MyPath, the district office would be responsible for  
85 maintaining and updating the system. Although some colleges use Starfish for alerts  
86 and messages for students, e.g., milestone progress, the district cannot support single-  
87 college stand-alone systems. Instead, Vice Chancellor Cornner recommends an RFP  
88 process to find or develop a sustainable, all-college system.  
89

90 Two resolutions for December 13, 2018 DAS meeting:

91 Establish Guided Pathways Coordinating Committee – Echeverri  
92 District adoption of MyPath – Paulsen  
93

#### 94 **Process for the Creation of New Subjects (E-115)**

95  
96 Echeverri referred to a recent series of emails (in the packet) related to Trade and West.  
97 These colleges are considering creating new subjects. She noted that E-115 is outdated  
98 and needs review and revision (last revised August 28, 2009). One issue is the  
99 definition of a subject, as there is no definition in Title 5. The current E-115 also refers  
100 to a comprehensive review of the alignment of subjects to discipline/MQ area every 6  
101 years. Neither the DAS nor the district office has undertaken this task. In addition, the  
102 current E-115 also refers to the Educational Policy Advisory Committee (EPAC), which no  
103 longer exists. Echeverri also referred to E-XXX (in the packet), a draft of a possible  
104 replacement document written by Cornner.  
105

106 Considerable discussion ensued about possible processes and procedures to be  
107 contained in a revised E-115. There was general agreement on the following:  
108 Interested parties, e.g., college, would generate a request for a new subject. That  
109 request would be sent to the DAS Exec. The DAS Exec would then review and refer that  
110 request to the appropriate district discipline committee and to the District Curriculum  
111 Committee (DCC) simultaneously. A public posting would be possible through DCC.  
112 Thus, DCC and the appropriate discipline committee would inform DAS Exec, which  
113 would consult collegially with district Educational Policies and Institutional Effectiveness  
114 (EPIE). The AFT Faculty Guild would establish the load factor for faculty in the new  
115 subject. Every six years, the district discipline committees would undertake a  
116 comprehensive review of the alignment of subject to appropriate discipline.

117  
118 Echeverri will revise the existing E-115 to include the changes discussed, and will  
119 forward to Atondo. They will then forward the draft to DAS Exec.  
120

121 **eLumen and ECD Status (Atondo)**  
122

123 El-Khoury gave an update on the status of ECD (the district's internal Electronic  
124 Curriculum Development system) and eLumen. He noted that the district was initially  
125 going to replace ECD with CurricUNET. District Curriculum Committee members  
126 encountered problems with CurricUNET. The testing phase was extended one year so  
127 that CurricUNET could fix the problems. El-Khoury is not certain that all of the problems  
128 have been fixed with CurricUNET. Also, if there are problems with eLumen, he is not  
129 aware of what they are. eLumen has much experience developing curriculum software  
130 for individual colleges, but not for district-wide use by multiple colleges. Therefore,  
131 eLumen would have to build something new for district-wide use by the LACCD – a task  
132 that would take two years to implement, according to the District. In the interim, the  
133 district reports that it no longer supporting ECD. Therefore, the options of what to do  
134 if there is a data failure are unclear. Hernandez expressed his concerns about what the  
135 district and the DAS would do when or if ECD fails in a significant manner. For example,  
136 would we migrate to CurricUNET or use PDFs? Wanner reported that City is currently  
137 using CurricUNET, and faculty are undergoing training on that software. El-Khoury  
138 stated that DCC was unaware that any college was currently using CurricUNET.  
139 However, from a data perspective, El-Khoury noted that having several systems housing  
140 data without a clear integration process among these systems is not a good idea. He  
141 also wondered if the district and curriculum users have reviewed the pros and cons  
142 related to decentralizing curriculum. Diaz observed that eLumen has lost SLO data.  
143 Echeverri reported that District Curriculum Dean, Dan Keller, was scheduled to make  
144 presentations to colleges, but also had concerns regarding eLumen and district-wide  
145 attributes. College presidents might also find the cost of eLumen to be prohibitive. El-  
146 Khoury noted the central role which curriculum plays in the colleges, and that  
147 ultimately, the district needs to draft a written commitment regarding curriculum  
148 software, if we need to do further testing and analysis.

149  
150 **Update on DAS Guided Pathways Coordinator Positions**  
151

152 Echeverri previously reported updates. She will speak with Vice Chancellor Roman on  
153 Friday. His schedule permitting, Jeff Hernandez is willing to be added to the selection  
154 committee, currently consisting of Echeverri, Atondo, Stewart, and Dean Deborah  
155 Harrington. Echeverri expressed the value of using two coordinators in order to  
156 maximize availability to the nine colleges. However, DAS might have to reconsider the  
157 reassigned time being offered. Stewart reported that Natalie Nagthall, Professional  
158 Development Coordinator at Southwest, will be one of the regional guided pathways  
159 coordinators.  
160

161 Planning for Fall 2018 and beyond  
162     o Consultation: Thursday, December 6, 2018 at ESC  
163     o DAS Meeting: Thursday, December 13, 2018 at Mission  
164     o DAS Retreat: Friday, January 18, 2019, Location – Long Beach

165

166 **College Reports and Issues**

167

168 **Website**

169 Miller asked the senate presidents present if their colleges use an outside vendor to  
170 design their websites. None does. He went on to report that Valley is using an outside  
171 vendor for such a purpose, and with considerations to college identity, logo, and  
172 branding. September will be the rollout for Valley's redesigned website. Miller then  
173 noted that he is aware that the district will embark on website redesign with the  
174 following proposed timeline: Workgroup started in January or February; RFP in  
175 September. He advised that such a redesign should also contain pathways integration.

176

177 **Faculty Hiring**

178 Miller requested feedback from the other senate presidents regarding their colleges'  
179 local faculty hiring documents. At Valley, the appropriate vice president forms the  
180 committee. Paulsen, Hernandez, Bruzzese, and Stewart reported on their local policies.  
181 Miller reported that the Valley senate might consider revising their local agreement, and  
182 noted that the HR Guide does not go through consultation with the academic senate.

183

184 **Basic Skills Credit courses**

185 Hernandez observed that AB 705 implementation and curriculum models have been  
186 developed, and a constructive discussion with faculty in Non-Credit is ongoing.  
187 However, there are some challenges regarding the number of sections of lower level  
188 math courses that are being offered. AB 705 requires that college data prove that  
189 students have an increased success rate by taking such lower level classes. Colleges will  
190 also only receive apportionment for such courses at 60% FTES using the student-  
191 centered funding formula. Hernandez wondered if the DAS should make a  
192 recommendation regarding limiting the number of such lower level Math courses. He  
193 went on to note that the academic senate at East has recommended AB 705  
194 implementation in spring 2019 with high school GPAs for English and Math placement.  
195 The State Chancellor's Office (CCCCO) and the State Academic Senate (ASCCC) have both  
196 stated that colleges may continue to offer basic skills courses through credit. However,  
197 the option for Non-credit basic skills courses remains. It is not a matter of not offering  
198 basic skills courses for credit, it is a matter of offering many sections of such courses, as  
199 well as transitioning the learning of those skills through non-credit course offerings.  
200 Wanner agreed, suggesting college readiness courses for such students. Hernandez  
201 continued, saying that enrollment management committees as well as budget  
202 committees should revise their models due to the paradigm shift necessitated by AB 705  
203 and the student-centered funding formula.

204

205   **AB 705 Implementation**

206   Wanner discussed certain limitations in the pop-up windows in SIS for English and Math  
207   placement under AB 705. These windows show all of the tiers, and will also compare  
208   English and Math classes for their home college with all of the colleges in the district.  
209   However, this approach may be confusing to students. Miller reported that he had  
210   spoken with some attendees at the 2018 ASCCC Fall Plenary Session regarding guided  
211   self-placement, and that colleges are developing models which both provide clear  
212   information and are user-friendly for students. Cornner is working on programming and  
213   delivery options and Keller is revising English and Math flow charts. Stewart will  
214   forward a Math MOU electronically.

215

216   **E-100**

217   Echeverri reported that the task force to revise E-100 has had only one meeting. She  
218   will follow up and report at the next meeting of DAS Exec.

219

220   **Reports**

221

222   **Officers**

- 223   • President's Report – Echeverri

224   Echeverri reported on the meeting of the Board of Trustees, which took place on  
225   November 14, 2018 at Mission. One major issue related to new legislation related to AB  
226   2160 (Thurmond) related to part-time playground positions of employees of schools and  
227   community college districts. According to this new legislation, student workers may no  
228   longer be employed in certain categories related to employment at community college  
229   Child Development Centers (CDC). The LACCD Personnel Commission agreed to  
230   establish certain new classifications with a flat hourly rate as well as provisional  
231   assignments in some categories for 90 working days. The CDC Directors are of the  
232   opinion that this step will enable the CDCs to operate through the 2019 spring semester.  
233   A student worker task force is still meeting to resolve other classification issues,  
234   including those related to Tutor 2. At the Board meeting, Mission did a presentation on  
235   the college's use of the new funding formula and how the college is support of its  
236   students. It was also announced at the Board meeting that Southwest received funding  
237   to update its SOCTE Building (School of Career and Technical Education) to meet  
238   facilities requirements of the Board of Registered Nursing for the Southwest Registered  
239   Nursing program.

240

- 241   • First VP Report – El-Khoury

242   Equivalency - El-Khoury reported that the Equivalency Committee met on October 8<sup>th</sup> to  
243   review and resolve three cases. Concerns and questions contained in emails are also  
244   being addressed and resolved. He thanked Echeverri and Equivalency Coordinator  
245   Eloise Crippens.

246   TPPC (Technology Planning and Policy Committee) – El-Khoury reported that the district  
247   is reviewing options to increase its cyber security.

248

- 249        • Second VP Report- Atondo  
250      No report  
251  
252        • Treasurer's Report – Wanner  
253      All of the colleges have paid their dues. Wanner will be processing conference/expense  
254      reports for the 2019 ASCCC Fall Plenary Session. Mileage reports will be done at the end  
255      of the year.  
256  
257        • Secretary's Report – Brent  
258      Brent requested that the local senate presidents review and revise lists of DAS  
259      representatives as well as reassigned time for senate-related positions.  
260  
261      DAS Standing Committees  
262  
263      Professional Development College – Brent  
264      Brent reported on future leadership seminars as well as a proposed budget seminar.  
265      Vice Chancellors Robert Miller and Ryan Cornner have agreed to present on the budget  
266      topic.  
267  
268      College and/or Committee Reports  
269  
270      District Budget Committee – Hernandez  
271      Hernandez reported that the District Budget Committee received incomplete  
272      information regarding the faculty obligation number (FON). Information regarding the  
273      FON reported at consultation was also inconclusive. Echeverri will ask Roman for FON  
274      updates when she sees him.  
275  
276      Other Committees, Task Forces, and Future Projects  
277  
278      Echeverri reported on a districtwide EEO (Equal Employment Opportunity) committee  
279      meeting. She will speak with Brittany Grice to see if there are any EEO trainings  
280      scheduled. Stephen Covey, author of Seven Habits of Highly Effective People, did a  
281      presentation for college administrators during the Fall Summit. The district purchased  
282      workbooks/guides, and Katrelia Walker from district HR can make 50 of them available  
283      to the Professional Development College. Brent will contact Walker regarding the  
284      details.  
285  
286      **Upcoming Meetings**  
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288        • Project MATCH and ASCCC Regional Curriculum Institute: Saturday, November  
289                  17, 2018  
290        • Consultation Tuesday, December 6, 2018 at 2 p.m.  
291        • Board Meeting Wednesday, November 14, 2018 at Mission

- 292       • Board Standing Committees Wednesday, November 28, 2018 at ESC  
293       • DAS Meeting: Thursday, December 13, 2018 at Mission

294

295 **Adjournment**

296 The meeting was adjourned at 12:05 p.m.

297 (Miller/Hernandez) **M/S/C**

298

299 Respectfully submitted by Lourdes M. Brent, DAS Secretary