MEETING MINUTES
Dolores Huerta Labor Institute Steering Committee
Date: Monday April 29, 2013
Time: 1:30pm
Location: President’s Conference Room, Juniper Hall (ST) 541

Attending:

X DHLI: Shigueru Tsuha, Kenadi Le
__Academic Senate: Don Gauthier
X AFT Faculty Guild: Joanne Waddell
X AFT College Staff Guild: Lori Hunter
X District Office: Yasmin Delahoussaye
__Faculty Advisor: Gary Colombo
X Labor Liaison: Lou Siegel
X LATTC Labor Center: John McDowell
X UCLA Labor Center: Kent Wong

1. Updates
   a. Events
      i. Shigueru passed out a chart of events DHLI held this year. This year DHLI had almost 50 events, by the end of the year we should have about 90-100 total events.
   b. Labor Month
      i. Shigueru gave an update about Labor Month and about a report he gave at the Speakers’ Commission on Labor Education last week. He talked about the event taking place at ELAC, along with the accompanying exhibit and student work.
   c. APA/Labor History Month Event at WLAC
      i. Shigueru gave an update about APAs and Labor History Month Labor StEP event at WLAC run by Grace Chee featuring speakers Mike Eng and State Controller John Chiang.
   d. John recommended adding the number of students participating to the chart of events.
   e. Yasmin recommended explaining what the acronyms stand for. She is interested in knowing who among professors that DHLI typically works with are new additions this year.
   f. Shigueru reviewed the names of faculty who are new faculty this year. He also gave course updates. Zack Knorr will be teaching Philosophy of Labor at Valley in Fall 2013 and it may be offered at Pierce because James McKeever will be the new chair of Sociology and Philosophy at Pierce. Sociology of Labor is still in
progress at Southwest.

2. Program Review (PR)
   a. Yasmin stated that the District will be held to the same accreditation standards as the colleges. She distributed a PR draft template for the Educational Services Center departments. She went over the template. There will be a Response Team to look at PR and point out where there are duplication of efforts. The team should have 18 members representing faculty, unions, etc. DHLI will need to prepare a comprehensive report. A lead administrator (Yasmin) will review the report, then the Response Team will review it and complete a Response Team Report to submit to the Chancellor. Yasmin went over the Planning, Resource Allocation, Implementation and Evaluation Cycle handout, which begins with the LACCD District-wide Strategic Plan. She stated that what is important to the accrediting commission is a showing of improvement. DHLI needs to have people on the PR team from the colleges. There could be some members of the Steering Committee on the PR team, but not all. Yasmin reviewed staffing on page 8. Does DHLI have sufficient staffing? Yasmin stated that DHLI needs to look at facilities and equipment. What have operational budgets been? Any progress/achievements from previous program reviews? She went over page 10 and mentioned that there are annual updates that DHLI must submit. The Response Team will review the program plan and look at the District Functions Handbook to make sure that the college and district responsibilities match. The accrediting commission wants to make sure everyone knows what everyone is supposed to do—what are college responsibilities and district responsibilities to DHLI? Appendix A is District Strategic Plan and Goals. ACCJC will send a team for over 4 days to review the District.
   b. Yasmin asked DHLI to look at the Delineation of Outcomes, Services...Handbook to update it. DHLI is not in there and needs to be put in there.
   c. John asked how PR for District feeds into accreditation process.
   d. Yasmin responded that the commission is requiring the District to meet the same requirements as the colleges. It is essentially accrediting Districts. Yasmin explained how certain standards that apply to colleges also apply to District Office. In 2014 they are changing the standards and the District will be held accountable to the new standards, not the old standards. They will be unveiled in June 2013 and effective 2014.
   e. Shigueru summarized his understanding of the PR process. There will be a PR committee with representatives from the colleges, of people who worked with DHLI and some folks from the Steering Committee.
   f. Yasmin explained that all the PR steps are in the PR template. The PR Committee reviews the DHLI PR report. There is also supposed to be a survey. DHLI can work with Maury Pearl to come up with questions and synthesize them. Maury
collects the data. DHI should measure district-wide participation, i.e. how many people are aware of DHLI? Then look at staffing, facilities, training, operational budget. DHLI is supposed to link budgeting to planning, and planning should drive the budget not the other way around. Yasmin states that the District Office is moving towards real program reviews instead of just customer satisfaction survey. DHLI should start PR in Fall 2013.

g. Shigueru asked what data should DHLI include.

h. Yasmin responded that DHLI needs to look at everything historically. So with budget for example, DHLI would want to look back a few years before it can go forward. Yasmin confirms that DHLI’s report will be treated the same as departments in the colleges and then included in the big district report. Right now DHLI is working on its first big comprehensive report.

i. Yasmin states that PR will probably start in September expecting that people finish by May. DHLI should have a PR team comprised of folks outside of the program and invite a representative from each college.

j. Joanne suggested that faculty who worked with different aspects of DHLI should be on the committee.

k. Yasmin stated that the PR Committee is supposed to help write the program review, report, help write the survey and process it. I.e. DHLI could hold a meeting where DHLI brings in its budget and the PR Committee makes recommendations. Yasmin Once you get feedback from the survey, say 60% of faculty are unaware of DHLI. What are you going to do with that number. Do you want more faculty to participate? Then how do you plan for that? Remember in the cycle of planning, you need to show improvements you want to make, i.e. increase visibility--what resources, etc. that you need to get there? Every 5 years you want to do a comprehensive look. I.e. if you put in a DE course, the next thing you want to do is see what the outcomes are. What are the success rates, retention rates, etc. and why these outcomes? What resources you need to put into place to make sure the students are succeeding at the same level. DHLI must go through a comprehensive plan, then do the annual unit plan. DHLI will turn in an annual unit plan one year at a time.

l. John shared what they do at the Labor Center for PR. Go over what you do the previous year and then go forward from there and see what you want to improve. Each year close the loop.

m. The Steering Committee suggests putting Senate and AFT people and those who know various aspects of DHLI programming on the PR Committee. They suggest asking Don Gauthier to be on the committee.

3. BOT presentation

a. The Steering Committee decided it should be at the second July 2013 meeting. The BOT presentation will be under the Chancellor’s report. Yasmin will DHLI on the agenda, and DHLI will work with Karen Reid.
4. Announcements
   a. Upcoming goals
      i. Shigueru stated that DHLI is updating its goals. DHLI will change the LStEP goals to 9 instead of 18, which is more realistic. DHLI has a goal of doing at least 1 collective bargaining education project at each college next year. Our goal next year is to have at least 1 done at each college. Linda Tubach will be stepping back a little bit and DHLI will take over some of the workshops. Joanne recommended doing collective bargaining in summer session classes. DHLI can count summer programs this or next year. If it starts before June 30, count it for the previous year.
      ii. Yasmin recommended going to the departmental council meetings at each college. She recommended having a dialogue with the PR committee about faculty attrition on programs.

5. Other
   a. Lori will check about AFT 1521A’s check to DHLI’s Foundation.
   b. Year-end Report
      i. Yasmin stated that the end of year report is for the Chancellor as well as for the Board. DHLI can use last year’s format and submit the report by June 30.