DAS Executive Meeting Agenda  
June 27, 2013 1:30 pm  
770 Wilshire Hearing Room

Attendance: Don Gauthier, David Beaulieu, Elizabeth Atondo, Angela Echeverri, Tom McFall, Jeff Hernandez, John Freitas, Susan McMurray, and Josh Miller

81. Call to Order: Gauthier called the meeting to order at 1:40 pm.

92. Approval of Agenda: Agenda was approved Freitas/Atondo MSU

103. Approval of May 23, 2013 Minutes: Freitas/Atondo MSU

112. Action Items:

134. DAS Goals for 2013-14

14a. Senate Faculty Training: Gauthier stated that training senate members and new faculty about the senate should be a senate priority. McMurray reported Harbor has a training program for new probationary faculty, which has fostered bonding among faculty, and offers to share best practices. However, Harbor does not provide division chair training. Atondo reported that Pierce started orientation sessions for their senate members. These sessions were implemented because not all of the senators understood that they were responsible for reporting back to their constituents, which caused a breakdown in communication. Hernandez, Echeverri, and Freitas added that their campuses (East, Mission, and City) also conduct training workshops or academies for new probationary faculty.

Hernandez stated that the interdisciplinary nature of the General Education Student Learning Outcome (GE SLOs) has made their assessment more challenging. The senate position is that the senators from the related areas need to be part of the GE SLO assessment committees, but there has been some resistance to this. One issue is that the ELAC senate constitution does not spell out member obligations or duties in a comprehensive manner. While most of the members accepted that the assessment of SLOs was a senate responsibility, faculty were not too enthusiastic about it. Atondo reported the same was true at Pierce. Gauthier asked whether senate presidents would be comfortable working with the AFT leadership to provide department chair training for MQs in hiring fulltime and adjunct faculty. Freitas replied one key area in which the senate could work with the AFT is in training for faculty evaluations. Beaulieu added another area we need to work with the AFT and deans is in hiring faculty and verifying minimum qualifications (MQs). Unfortunately many department chairs and deans are not adequately verifying the MQs of adjunct instructors. We may need to follow up with the local senates and attend department chair meetings to inform them of the issues. Beaulieu, Crippens, discipline committee members and others in HR are spending many hours on faculty equivalencies. Freitas suggested the DAS should also offer equivalency training for District Discipline Committee members. He mentioned the Chemistry Discipline Committee had been a bit lax in the past because campuses wanted to hire hourly instructors in a timely manner. Atondo asked whether discipline committee members have set terms. Echeverri replied that it is very difficult to have defined
member terms at small campuses which may have only a single full-time faculty member in certain disciplines.

49b. **Shared Practices:** Miller said he wants to know what other campuses do and suggested that all could benefit from these discussions.

52c. **Finish Bylaws:** Freitas volunteered to meet with Gauthier to revise the DAS bylaws.

58e. **SB1456 and Enrollment Management:** Hernandez stated we need to ensure that enrollment management is being fostered at the District level. Enrollment Management Committees need to be established; SB 1456 should not be about storing data. He added that much of this ties back to counseling and how there is not sufficient counseling at the campuses. Many of the students at our colleges are underprepared and need a lot more handholding in order to be successful. McMurray expressed concern about Student Services people who believe they own the new dollars for matriculation coming from the state budget, yet are resistant to doing anything except hiring more counselors. Counselors are competing against other faculty instead of collaborating with them. Freitas mentioned each college should be sending a team of three people to an upcoming Sacramento meeting. He added that it is bothersome that the Student Services folks think they own Student Success, since this one of the senate’s 10+1 senate areas.

725. **DAS Annual Self Evaluation:** Gauthier reported that Vice Chancellor Delahoussaye believes that the DAS needs to be evaluated. Delahoussaye contacted Barbara Beno at the ACCJC office, who replied everyone needs to be evaluated, including the chancellor. Beaulieu explained the ACCJC is going to evaluate the District Office. However, Delahoussaye does not evaluate the DAS and the DAS does not report to her. She does sign off for conference release purposes, but other than that we don’t report to the District. Beaulieu agreed the DAS should compile a self-evaluation history for the ACCJC. The senate conducts elections and that is how it works in a political structure. Gauthier will compile meeting dates and attendance to prepare a paper trail for the full DAS evaluation.

836. **Meeting Dates for DAS:** By consensus the DAS Executive agreed to meet Thursday, August 15 at 10:00 AM until 2:30 PM in a retreat-style meeting at a place to be named later. General DAS meetings will be:

- September 12: Southwest
- October 10: West
- December 12: East
- Feb 13: Mission
Atondo asked about the possibility of changing the DAS Exec meeting dates, because of conflicts with Pierce meetings. Gauthier replied one possibility would be to meet from 10:00 am to 12:30 pm the same day of District Planning and Assessment Committee (DPAC) meetings, the fourth Friday of the month. Gauthier will send out a proposed list of meeting dates.

7. **Photo Day:** Freitas asked Gauthier to clean up the DAS e-mail distribution list.

**Discussion Items**

1. **Hiring-Chancellor Update:** Since receiving a letter in May from Board President Steve Veres responding to DAS concerns about the chancellor hiring process (in which he stated he would be in communication) Gauthier has only heard from him once. Waddell and Gauthier have expressed their concerns about faculty representation on the committee, both in person and in writing, but the Board has not responded. Additionally, the union objected to the label they were given in the language (union versus collective bargaining group). The AFT Executive met with Trustees Veres and Miguel Santiago about the hiring committee, but they have not done anything. Veres also stated that a “national firm” recommended having two faculty representatives and claimed no one pointed out to them that past practice was having four faculty (2 DAS and 2 AFT). Santiago implied the Board was unaware of this; however, Deputy Chancellor Barrera stated during consultation that she did inform them of the past practice. Atondo questioned the motivation of limiting faculty participation on the chancellor selection committee. Beaulieu replied the only reason would be to prevent faculty from keeping certain candidates out of the running. Beaulieu said there is a legal opinion about implementation of AB 1725, which states faculty should be the primary voice. Santiago wanted to form an ad hoc search committee, because he wanted the Board to make quick decisions that couldn’t be made with a regular search committee process. Santiago also reiterated his contention that there be a Board member on the selection panel, which could have the effect of intimidating administrators and others on the committee. Gauthier stated he was very reluctant to participate in the chancellor selection process under these circumstances. The Board has approved four faculty (2+2) for presidential hiring committees so why shouldn’t the same number participate in the hiring of a chancellor. Beaulieu said the immediate challenge would be to send a letter to all faculty explaining the situation. Veres hasn’t responded to faculty concerns and seems to be stalling. Echeverri suggested Gauthier send out a letter to all faculty explaining the situation and soliciting their feedback.

2. **Report on June 14 Consultation:** Gauthier reported there was a commitment to hire a Dean of Institutional Effectiveness and possibly a Vice Chancellor of Educational Programs and Accreditation at the District Office. The Teamsters are complaining about hiring the Student Success Dean on behalf of Deborah Harrington. After many
years, open positions in the educational programs and IE areas appear close to being
filled, but Chancellor La Vista will be retired before they are filled.

3. District Governance: Freitas expressed concern he still does not understand the
district governance structure. Because of the complexity of the LACCD, a district shared
governance committee would be huge because it would have to have 10 senate and 10
AFT representatives along with representation from other constituency groups. Freitas
looked at various level LACCD committees; two report to the cabinet and five report to
the chancellor, which doesn't make sense. For example, the Bond Steering Committee
reports directly to the chancellor. Additionally, the Human Resources (HR) Council
deals with HR guides and faculty hiring (HR-120); Freitas asked whether it should have
a DAS liaison. Freitas contended there should be one overarching body that brings
recommendations back to the chancellor. Beaulieu said there are ways we could
improve communication; there are many different bodies that operate in silos.
Hernandez stated that if a District Shared Governance Council were established, there
could be items that were handled internally without going through a lengthy process.
He added some of the other groups might not be too keen about an overarching
council with senate dominance. Beaulieu said DBC was a good committee and asked
what its mission should be. Gauthier replied "tying budget to planning." Beaulieu
suggested that's what DPAC should do.

Gauthier stated the current DAS position is very precarious. The chancellor and Board
have demonstrated a lack of respect for the role of the senate. Freitas stated that a
shared governance committee body would have no role in academic and professional
matters. He argued consultation means mutual agreement or rely primarily and only
applies to the senate. Gauthier suggested we should try to arrange a joint meeting with
the AFT Executive Board and discuss matters of common concern in advance of new
contract negotiations. Hernandez contended there was a need for a committee or group
that would address the areas not being currently addressed. Freitas added there is no
opportunity for discussion at a district-wide level with all constituents. Beaulieu stated
the District Budget Committee (DBC) and BSC have district-wide representation.
Freitas countered there is no mechanism for constituents to object to certain decisions
because all recommendations go straight to the Chancellor or the Board. He added
college senate presidents can't be at every single meeting, but if there were a shared
governance committee we could attend. Beaulieu replied sometimes analogies don't
always work; the district is not equivalent to a campus: it doesn't generate money or
have students. Gauthier suggested the DAS turn its next meeting into a daylong retreat;
he will try to find a place.

4. BR 8603-Definition of Home College Snag: Gauthier reported that the time of
implementation of the home college definition is so close. Delahoussaye, Kimble, and
others have asked Gauthier to convince the DAS to wait until the fall of 2014, instead of
winter and spring 2014. They claim it is not as pressing of an issue anymore because
there are funds to offer more classes. Hernandez whether that means they do not want
to forward the revised Board language for approval. Gauthier replied that was the case.
Hernandez stated that was a problem, because the language includes the priority
groups. According to the Board of Governor’s (Title 5 section 58108 finalized in January of 2013) districts have 180 days to adopt a Board rule. That is why they need to put in the priorities in their Board rules by June; they have until 2014 to implement the changes. Also, colleges need to be implementing changes in advance of the start of classes in Fall of 2014.

District-wide Collaboration on uniform policies: The new SIS is forcing the much needed discussion of policies and practices that will inevitably occur in the implementation of new educational code and regulations. These include policies regarding add/drop/no-show, curriculum, co- and prerequisites, enrollment limits, a single, district-wide Learning Management System, and assessment tools and cut scores. Gauthier pledged to do his best to keep faculty informed, but strongly encouraged senate presidents to attend the meetings whenever possible to help get the message out to faculty.

Consolidated Bookstore Operation: Gauthier discussed the recently completed LACCD Bookstore consultant report on the bookstores. McMurray reported the Harbor Bookstore Manager was forced into retirement; the bookstore is going to be torn down. There has been no discussion with the college’s shared governance council, senior staff or senate about the decision to order books at Harbor through the LATTC bookstore. McMurray reported she asked the Vice President of Administration to explain how this decision had been made in a vacuum, even the other vice presidents did not know about the decision. She stated that students need to obtain books and supplies in a timely manner in order to succeed in their classes. McMurray added it is not necessarily a bad idea; the problem is that it was never discussed. Gauthier replied it is bad enough that administrators don’t adhere to shared governance, but this decision crosses the line that impacts the classroom.

Adult Education: LaVista and the Board are pushing Adult Education, even though many believe that it does not fit into our mission. Beaulieu reported there is $25 to $30 million for a pilot to for consortia to take over or share adult education in cooperation with the K-12 system. If we decide not to pursue the funds, LAUSD could work with Glendale, Pasadena, or Santa Monica Colleges. We are not obligated to participate, and the LAUSD administrators are reluctant to collaborate with the LACCD. LAUSD Superintendent John Deasy’s perspective is shifting. The funding for K-12 is improving, and along with the state fiscal crisis, which was driving this, is passing, which may slow down the push to add Adult Education considerably. McMurray stated there are several adult education populations: veterans, English as a Second Language (ESL) learners, and reentry students. Gauthier mentioned that in the San Diego District, Adult Education is on a separate campus. Beaulieu stated that from the Sacramento perspective, politicians see some campuses have taught Adult Education for many years and may wonder why it couldn’t be done at other districts. At San Francisco Community College, Adult Education is a huge part of their program. McFall added that the Regional Occupational Programs have lost many faculty in recent years.

New Items/Report
1st VP-Equivalency, Energy, DBC: Beaulieu will send everybody the latest list of the discipline committees, he asked DAS members to send to the department chairs and ask them to send any corrections or changes. He will also send out the guidelines for Discipline Committees.

Equivalency and Instructor Qualifications (IQ) Project: Beaulieu reported the District literally doesn’t know how many faculty files with problems we have to deal with, but it is somewhere between 600 and 1000. So far they have reviewed 124 files, which are generated when Protocol, DEC, and SAP can’t read each other and generate error reports. Out of the first 124 they have reviewed, all but 36 (roughly) are in order. Out of these 36, there are 12 that have one or more significant problems and may have to be denied. The files will have to be reviewed one by one. Conceivably, it may take months, with the DAS and HR working to accelerate the process in advance of visits by external auditors. Human Resources is understaffed which is part of the problem.

Educational Services admitted they saw a problem, but they did not act on it until recently. Beaulieu stated the remarkable situation has been created by a combination of understaffing, inattention, and human errors. He reported that problems are mainly lack of MQs for adjunct faculty, but there are also issues with regular faculty not meeting MQs in an hourly class they teach in another discipline. We have to check if there are cross-listing issues, coding issues, data input errors, etc. Gauthier stated the cross-listing issue is very important because all cross-listings, not specifically requested to be renewed, expired about three years ago. Beaulieu added that only a few cross-listed courses have been approved since then (e.g.: Chicano Studies 37/Spanish 46, Chicano Studies 44/Spanish 12, Geography 3/Meteorology 3, Geography 10/Environmental Science 7, Geography and GIS courses, and Environmental Science 34/Chemistry 34). Beaulieu stated that so far we are talking about a minimum of 36 people who should not teach in the fall. Freitas asked whether it was normal to verify MQs for Project Match participants.

DBC: Beaulieu reported that more state money is coming in. The LACCD is getting 1.63% in growth and a 1.6% Cost of Living Adjustment. There are other monies from Proposition 39 ($4 million) and a restoration of the Student Success categorical program ($4.8 Million). We are aiming for about 4 percent more growth. The District Office is in deficit. A debt reduction policy will probably pass at the next DBC meeting to assist colleges who have incurred debt and are ending the fiscal year in the red. It has been proposed that if colleges stay in the black for three years and pay their debt payments in a timely manner, the rest of the debt will be absolved once they pay off 50% of their outstanding balance. Beaulieu added some in the District are talking about declining enrollments in the near future, which doesn’t make sense. Gauthier added that many new requirements are being added to colleges and this is hindering the flow of students through the pipeline. Gauthier contended this is not designed to help colleges; we are going to become part of the problem.

Motion to extend at 4:05 pm (McMurray/Atondo)
2nd VP-Curriculum Streamlined COR, QTOPs: Atondo reported DCC discussed setting broad goals for the coming year. The committee will look at the Course Outline of Record (COR) form to potentially streamline it. Atondo will collect sample CORs from around the state. She has also reviewed the ASCCC paper to see what elements the CORs should contain. DCC looked at CurricUNET as one tool to aid our colleges that would replace the district’s ECD program. The new program uses the basic elements required by the California universities for course articulation such as course description, prerequisites, hours, objectives, method of evaluation, and textbooks.

Atondo contended that DCC, DAS, and the Discipline Committees have to drive the discussion on common prerequisites, common hours and other issues, otherwise the SIS and other players will. We have to begin to drive this in the fall as soon as possible. Beaulieu stated the DAS talked about a second Discipline Day this year to get disciplines talking district-wide about these issues. Freitas said we may have to take a position as a district on common course numbering and hours. Beaulieu reported there are only a couple of District Discipline Committees that are having trouble meeting (e.g. sociology and psychology).

Atondo reported another goal at DCC is that we are going to review the General Education plans A & B, which don’t make any sense in the context of unit limits and TMC degrees.

10. President’s Report

QTOPs: Gauthier reported QTOPs were invented by the LACCD using the Top Codes from the state inventory of programs, which were created to be used at the state level and specifically NOT for any other purpose. Our district’s mixing of these codes has generated confusion and assignment problems regarding the faculty service areas. Meanwhile, Carlos Covarrubias tried to put together a committee to streamline QTOPs; Gauthier informed him we have the MQs and will use those. McMurray asked how the information would be distributed to all those who need it in a timely manner and whether there was an implementation timeline. Gauthier replied there wasn’t yet a formal timeline but both the ASCCC and the CCCCO have posted copies of the minimum qualifications for disciplines.

Bond Steering Committee: BSC wrote a letter to LAMC saying they would not support their idea for an energy producing plant, but would agree to fund a central plant from 40J bond funds. This would allow LAMC to recoup some of its early investments in solar that were above the District mandates.

Learning Management System Task Force: The group is looking at different possibilities. Etudes user fees have increased as users of the software have grown along with online programs. A concern about Etudes is that it does not address all issues such as limited file size that challenges art and science instructors. However, Moodle has fewer file size issues but seems to have limited student and faculty support capabilities.

SoCal Marine Institute: Gauthier has agreed to meet with Vice Chancellor Cajayon and the Director of the Institute to talk about potential programs at Wharf 1 in the harbor.
Dominic Moretti, a geography professor and former longshoreman at the Harbor, has played a significant role in keeping the LACCD engaged.

**DAS Summit:** The DAS Summit is scheduled for Friday, September 20, 2013. Check-in will start at 8:15 am. There will be presentations on accreditation, authentic assessment, curriculum changes, and student success. Nathan Tharp, an instructor at Feather River College, will be the keynote speaker. His remarks will focus on creating cultures of success, largely based on his dissertation research comparing so-called X and Y colleges. In a side remark, it was stated that some faculty are worried about their syllabi and they want to have it password protected. Gauthier said the syllabus is a public document and faculty need to follow the COR.

**Enrollment Management Task Force:** They are moving full speed ahead; decisions will be made soon and we have to be ready. Changes are coming down with the Board of Governor's fee waiver.

**Common Assessment:** The state (SB 1456) wants colleges to use CCC Assess; potentially, all California colleges will be required to use it. Cut scores, at least initially, will be local. Beginning in 2013-14, colleges will receive funding based on FTES, then the next year it will be based on educational plans, orientation, counseling appointments, etc. So, the need to collect and maintain data showing completions in these areas would provide the funds for college operations. This is an additional challenge for all of our colleges.

**Faculty advising:** Other types of advising are being considered. The LACCD Counseling Committee is looking at developing a Faculty Advisor Program. Advising can be done during office time or FLEX hours.

**State Level Issues:** Two issues will be considered in coming year that originated in resolutions passed at previous plenaries. One is from the spring of 2013 that calls for the establishment of a task force to revise Title 5 regulations to allow for the “failure of students for egregious acts of academic dishonesty while also protecting all students’ rights to due process.” The other issue comes from the Student Success Task Force and addresses recommendations from the Chancellor’s Office Professional Development Committee. This issue is covered in the Rostrum of April 2013. Gauthier stated that professional development has been downgraded at many of the colleges due to cuts at the state.

Freitas reported there is a lawsuit challenging the legality of the 10+1, by the Shireman group. He stated that the state Vice Chancellor for legal affairs is a bit worried about it.

Adjourned at 4:40 pm.

Minutes submitted respectfully by DAS Secretary Angela Echeverri