

# DAS Executive Meeting Minutes

Thursday, May 22, 2014

1:00 to 3:30 PM

ESC Board Room

**Present:** Don Gauthier, David Beaulieu, Alex Immerblum, Elizabeth Atondo, Angela Echeverri, Allison Moore, Tom McFall, Adrienne Foster, and Kathy Oborn

**1. Call to Order/Approval of Agenda:** President Gauthier called the meeting to order at 1:10 pm.

**2. Approval of April 25, 2014 Minutes:** Postponed.

**3. Public Speakers:** None

## ***Future Actions***

### ***4. Noticed Motions for First DAS Meeting in Fall, 2014***

**a. LACCD GE Plan BR 6200:** Atondo reported that the District Curriculum Committee (DCC) changes in Board Rule 6200 would be up for a vote (18-unit plan with Area B open). She added that someone could make a motion on the floor to adopt a 21-unit GE plan (Model 3). Immerblum stated there was a general consensus to adopt a 21-unit GE plan. Beaulieu added there are two big arguments in favor of a 21-unit plan: the need to include American Institutions and the need to review the units of many of the CTE programs.

**b. E-66 Guidelines for CSU GE Certification:** Atondo reported that E-66 language has been cleaned up and is ready for a vote in the fall.

**c. Course Outline of Record (COR):** Atondo stated she would make a presentation to the full DAS in the fall, covering the required elements of the COR and demonstrating CurricUNET. She added that CurricUNET is a much more dynamic system than ECD; the COR document is more fluid and additional information does not appear as addenda. It would be up to colleges to decide what else they would to include in the COR in addition to the required elements. When sending the CORs to UCs or C-ID, they will only see the required elements. Atondo explained that adoption of CurricUNET is working its way through contracts and legal, and we do not have a firm date when it will be implemented. McFall asked whether the software could handle noncredit and not for credit courses. Atondo replied it could handle noncredit. Our current system (ECD) does not handle noncredit; which requires using hard copies of the CORs. At its last meeting, the DCC asked Atondo to report what each college Curriculum Committee had decided. She reported that eight out of the nine colleges (with the exception of East) would like to see the required Title 5 elements in the COR and have each college determine what else to include. Currently our CORs contain many elements that are not required under Title 5.

Immerblum asked whether we really want different CORs at each campus and argued that the integrity of the COR was at stake. He stated he would like the local academic senates go through each element of the COR and discuss the need to include them. Atondo replied that the local curriculum committees have already had this discussion. She added that the common course descriptions recently developed by the discipline committees were only for the SIS (Student Information System) portal; they had nothing to do with CORs and curriculum. Gauthier stated, as an example, that non-CTE (career technical education) CORs do not need to include the SCANS portion of the COR because they are not applicable to academic courses. Other items such as self-reflective learning are not part of the COR. Gauthier reported we

48 would like faculty to understand that it is not a good idea to have SLOs in the COR because people are  
49 assessing and revising SLOs on an ongoing basis. Immerblum countered that he would like faculty to  
50 consider what should be part of the COR, in addition to what is required by the state. He argued that  
51 because self-reflective learning is one of our goals, it should not be dropped from the COR. Gauthier  
52 replied that not all colleges would agree. Immerblum stated that E-65 should have included self-  
53 reflective learning under professional development for faculty. Others believe self-reflective learning  
54 should be in the educational plans. Immerblum questioned how self-reflective learning would be  
55 supported if it is not in any document. Atondo replied the COR is the minimal rigid structure of a course;  
56 every faculty member is required to cover that information. Nuances are in the syllabi, which contain  
57 more detail and maybe hours spent in a given area. Atondo added that the content and objectives are  
58 the most important parts of the COR. It is not practical to ask the faculty to spend time on elements that  
59 are not required, when we are reviewing hundreds of CORs every semester. Immerblum expressed  
60 concern that the DAS voted to include self-reflective learning but does not really support it. Atondo and  
61 Gauthier replied self-reflective learning doesn't belong in the COR and we should not mandate from the  
62 District to the other campuses. Immerblum questioned whether the curriculum chairs have shared this  
63 information with the local senates. Beaulieu reported that arguments to add sustainability, self-  
64 reflective learning and other items to the COR did not get a lot of support. People want to keep the COR  
65 as a technical document. Moore expressed concerns about infringements on academic freedom.

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67 **d. Coming Adult Ed – AB 86 discussions (dual-, concurrent enrollment, LA consortium):** Gauthier  
68 reported there was a Board ad hoc committee meeting at LAUSD's Beaudry building to discuss Adult  
69 Education, Assembly Bill 86, and dual and concurrent enrollment. The consortium is creating an  
70 umbrella organization that includes local K-12 and LACCD representatives. At the meeting, there was a  
71 discussion about dual enrollment and concurrent enrollment differences, and how the consortium is  
72 going to be run. The consortium members are currently focusing on legal issues, not educational issues.  
73 He explained that dual enrolled students could be enrolled at both a high school and college, whereas in  
74 concurrent enrollment only one school receives funding. Gauthier, Beaulieu, Waddell, and others were  
75 involved at the very beginning. Trustee Mike Eng, President Larry Franks, and President Marvin Martinez  
76 have been attending the meetings. Gauthier stated that Trustee Eng publishes the meeting agendas  
77 beforehand and his ad hoc committee holds open public meetings. Gauthier reported that so far the  
78 discussions have centered on how they are going to admit students and run the program. Moore and  
79 Foster expressed concern that administrators have driven the consortium and faculty have not been a  
80 part of this discussion. Foster argued that someone should be there representing the senate; we need a  
81 designated person to report back to faculty on the developments. We also need to discuss who is going  
82 to pick up different students. Gauthier added there were huge legal issues surrounding how the  
83 program components are going to be spelled out.

84  
85 Beaulieu and Gauthier expressed concern that the master document for Adult Education created by Vice  
86 Chancellor Cayajon did not include many faculty views expressed at the meeting. Beaulieu added that  
87 the number of high school students in college classrooms is a faculty concern. He argued that the point  
88 of this initiative is to serve a certain population (e.g. ESL students), not to take the cash and run with it  
89 to do CTE. He added that one problem is that many the Adult Ed students do not have anyone  
90 representing their interests and have a limited power base. There was a discussion about how some  
91 administrators might view Adult Education as a "cash cow." Moore said the danger is that  
92 administrators may be more concerned about the money, but faculty need to be at the table to discuss  
93 how we are going to bring these students to a higher level. Immerblum asked for more guidance on  
94 what should be discussed at the local senate meetings. Gauthier will distribute Cayajon's early proposal  
95 that was never implemented. Gauthier added that we need to discuss and have a District position on

96 Adult Education. Once the law came forward, it had certain requirements and the funding was much  
97 reduced, to about \$125 million statewide. The initial proposal was to give Adult Ed to the California  
98 Community College system in one fell swoop (about \$400 M to do \$ 1 Billion + worth of work). Gauthier  
99 explained that interested K-12 and community college districts have two years to form an organized  
100 consortium and emphasized that faculty need to participate and attend whenever possible. Echeverri  
101 suggested asking for funding for a faculty stipend. Immerblum asked if there were faculty on the hiring  
102 committee for an upcoming dean position and expressed concern about hiring someone with no  
103 educational experience. Gauthier replied that there were at least two faculty, one appointed by the  
104 Senate and another by the AFT, both with significant experience in non-credit programs.  
105

106 **e. Unprepared Students 2013 Scorecard:** Gauthier distributed and discussed a report dated 4-30-14  
107 that was prepared by Vice Chancellor Maury Pearl's office. About 85% of incoming LACCD students are  
108 unprepared and place in remedial math or English (below college level). Statewide this figure is 73%.  
109 There is also a mismatch between what the demand for certain classes, the number of sections, and  
110 class size. We are not offering enough sections of some classes, which are heavily impacted and have  
111 large class sizes. The question is how to address this. For example, math classes that are four levels  
112 below college level have an average of 54 students/class. The completion rate for underprepared  
113 students in the LACCD is lower (36%) than statewide (41%). Mission, Southwest, and Trade have among  
114 the lowest ranked underprepared students. The clear solution is to offer more sections of classes for  
115 those less prepared with smaller enrollments and increase, if necessary, the enrollment in sections of  
116 higher level courses.  
117

118 Beaulieu discussed the LACCD's lack of a comprehensive and substantial joint Student Success plan in  
119 recent years. Gauthier mentioned the LACCD's AtD (Achieving the Dream) program, which is being  
120 renewed for a fourth year. However, other than this effort, not much is getting done for Student  
121 Success. Immerblum agreed there was a lack of coordination and support in this area. Beaulieu added  
122 that former Chancellor La Vista agreed to hire a full-time dean of student success shortly before he left,  
123 but this has not moved forward. Dean Deborah Harrington is being paid by the Basic Skills Initiative  
124 (BSI), not the District, and most of her efforts have been directed into FTLA (Faculty Teaching and  
125 Learning Academy) and 3CSN (Habits of Mind). Harrington was not getting any evaluative information  
126 about the success of the FTLA program. Gauthier reported that FTLA has been institutionalized at Valley.  
127 Beaulieu expressed concern that the transfer and student success numbers at Valley had not moved an  
128 inch. Foster stated that black students still have huge achievement gaps and we need to prioritize  
129 student success over other items. Beaulieu argued this is why we need a dean to take the lead on this  
130 effort. Initially, the plan was for Beaulieu, Gary Colombo and Deborah Harrington to work on student  
131 success. However, Gary Colombo got distracted with accreditation, Deborah Harrington was busy  
132 working with the state, and Beaulieu got distracted with the bond program.  
133

134 Immerblum questioned the need to have a districtwide Student Success (SS) committee, since each  
135 college has a SS committee. Gauthier stated SS happens in the classroom and suggested having the SS  
136 committees give presentations to the DAS. Foster stated the DAS needs to put recommendations  
137 forward in writing and request that the LACCD hire a Dean of Student Success. Echeverri agreed with  
138 Foster and stated the DAS should go on the record on this issue. She added there might be more interest  
139 from the administration when low completion numbers start to cost the District state funding. Beaulieu  
140 stated there are many good things happening at the colleges, but there is no district coordination.  
141 Immerblum added SS should undergo program review and have a plan. McFall reported that at LATTC,  
142 the SS Committee get reports of what is happening at the campuses and shares ideas, but that is as far  
143 as it goes. Immerblum proposed a DAS recommendation to have the Chancellor ask the Dean Harrington

144 to prepare a report detailing all of the SS efforts that are conducted at the campuses. Beaulieu reported  
145 that the grant just got renewed and suggested the DAS should ask the incoming chancellor what he  
146 wants to do organizationally to work on student success. He added that the Board is not meeting until  
147 July 9th to have its annual retreat.

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149 **Meeting quorum was lost**

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151 **f. SIS Degree Audit:** Atondo reported that Betsy Regalado wants the DAS to take a position on the SIS  
152 degree audit. There is an issue with students applying online on CCCApply because they are asked to  
153 select a major, undecided, transfer, or a specific degree before they attend an orientation. Under the  
154 current plan, students who select undecided and transfer would be given a degree audit against IGETC  
155 so they can see how they are progressing toward their degree or certificate requirements. This would  
156 cover UC/CSU transfers and associate degrees. Zimring-Towne feels that this may be uninformed and we  
157 should not initiate any degree audit before students are informed because many don't know the  
158 difference between UC and CSU, AA or BA, etc. Foster asked how this would affect their ranking for  
159 priority registration. Atondo replied she did not think it was connected to registration priority.  
160 Immerblum added colleges wouldn't get apportionment if a student has not declared a major. Atondo  
161 and Beaulieu replied that was true only after completing 15 units. The consensus of DAS members  
162 present was to support Zimring-Towne's position and that new students should not be audited under  
163 IGETC.

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165 **g. Faculty Grade Submission:** Atondo reported she attended the SIS implementation meeting yesterday  
166 to review faculty grade submission in People Soft. She explained that in the current SIS system, faculty  
167 can save partial grades for a class. Once submitted, the grades are immediately available to students.  
168 Surprisingly, the new system does not allow for the submission of partial grades. Faculty can save them  
169 temporarily, but all grades need to be submitted simultaneously. Gauthier and Foster asked Atondo to  
170 inquire why the new system was less flexible in this respect than the old one.

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173 **Discussion Items**

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175 **1. Senate Release Time proposal:** Gauthier reported on the DAS consultation follow up. Interim  
176 Chancellor Barrera would like to allocate additional senate reassigned time next year (14-15) and then  
177 additional funding through 2015-16. The example of an additional 0.2 FTE per year was meant to show  
178 how the funds would come through the DAS and would be assigned to the campuses through the  
179 budget transfer (BTA) process. One challenge is that the local senates do not have the same officer  
180 positions. He explained that these funds should be used for senate officers, not SLO coordinators or  
181 curriculum chairs, since these are positions best left to the colleges to fund as needed.

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183 **2. DAS – District Summit Planning - Save the date – Friday, Sept. 26<sup>th</sup> 2014 @ LA City College:** Gauthier  
184 reported we have agreed on a date and location (LA City on the third floor of the student union). The  
185 plan would be to use adjacent classrooms for breakout sessions. There was a discussion on the agenda,  
186 which could include Student Success, Common Core (we should invite Beth Smith), Adult Education,  
187 Student Equity, and equity in campus funding.

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189 **3. DAS Meeting Calendar for 2014-15 & DAS Retreat – August 21, 2014 – 9:00 AM – 1:00 PM:** Gauthier  
190 announced he would distribute a proposed meeting calendar for 2014-15. Foster suggested we obtain

191 some of our retreat agenda items from ASCCC, Brown Act, vote counting, etc. Gauthier asked DAS  
192 members to suggest possible agenda items.

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194 **4. Meet/Welcome New Chancellor – June 16<sup>th</sup> 2:30 – 4:00 PM:** Chancellor Francisco Rodriguez is  
195 coming on board June 1<sup>st</sup>. Gauthier stated he would try to have a short consultation meeting with  
196 Barrera beforehand.

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198 **5. Presidential & Administrative searches (Reports, HR Guide changes, etc.):** Gauthier reported that  
199 Valley, Southwest, and Harbor colleges are wrapping up their presidential selection processes. Valley  
200 will also need to hire a Vice President of Administrative Services. Pierce has not hired a Vice President of  
201 Academic Affairs yet. Pasadena Community College is looking for a President and Dean of Student  
202 Success.

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204 **6. Sled Style Student Desks:** Immerblum briefly discussed concerns about sled style desks in the  
205 classrooms.

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208 **Reports**

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210 **1. Past President's / 1<sup>st</sup> VP Report**

211 **a. Energy Oversight:** Beaulieu reported the committee members are meeting tomorrow trying to get  
212 money for Central Plants for Mission and West, which did not get automatically approved. There is a lot  
213 less money in the 40J Energy budget than previously thought. The subcommittee also received  
214 additional requests from Trade and City.

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216 **b. Bond Steering:** Beaulieu expressed increasing doubts about the effectiveness of AECOM.

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218 **c. DBC report:** The District Budget Committee made an important and unanimous decision to give more  
219 money to Southwest because it continues to struggle with low enrollment. The campus is persistently  
220 under-enrolled with less than 5,000 FTES (full time equivalent students). Southwest has low Latino  
221 enrollment partly because Latino students are hesitant to enroll at the campus. They also have to  
222 compete with El Camino College and Firestone Center (ELAC), which are close by. This year they are  
223 breaking even, but it's clear they have a structural deficit. President Marvin Martinez (ELAC) is replacing  
224 President Burke (LAPC) as DBC co-chair. DBC also voted to give all the colleges more money to help  
225 enrollment growth. Mission is approximately at 6000, Harbor at 6000, and West at 7000 FTES.

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227 **2. 2<sup>nd</sup> VP Report**

228 **a. Curriculum:** See discussion above.

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230 **3. President's Report:** Gauthier reported that many campuses make money from independent vendors  
231 and filming. However, the insurance rates are going from \$1 Million to \$5 Million, which may effectively  
232 price us out of the film business. Additionally, vendors are required to have what they view as excessive  
233 levels of worker's compensation coverage in order to be able to sell on our campuses, which is making  
234 many of the vendors disappear.

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236 **a. Constitution vote:** Gauthier reported that the recently revised DAS Constitution was approved by a  
237 total of 279 faculty districtwide.

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- 239 **b. TPPC – Literacy Statement:** Gauthier announced that the statement would go out shortly.  
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241 **c. Sustainability Institute:** The Institute gave a great presentation at the last Board meeting at  
242 Southwest College. The Board members were interested and open to the idea that the District become  
243 more involved in this effort.  
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245 **4. Treasurer’s Report:** Immerblum reported the DAS has a balance of \$140 in petty cash.  
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247 **5. Committee & Campus Reports:** None given.  
248 **a. SIS report**  
249 **b. Student Success /SSSP**  
250 **c. Student Equity**  
251 **d. Achieving the Dream / Basic Skills**  
252 **e. Transfer committee**  
253 **f. Campus reports**  
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255 **6. Other Issues / Announcements:** Gauthier announced he would prepare plaques for Kathleen Bimber  
256 and Beth Smith at the ASCCC. Some suggested Gauthier invite Kathleen Bimber to the upcoming Summit  
257 hosted at City.  
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259 **Future Meetings:**

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261 Consultation 6/16/2014 @ 2:30-4:00 PM – Hearing Room  
262 DAS Exec – 6/26/2014 Thursday @ 1:00 – 3:30 PM – Hearing Room  
263 DAS Retreat – 8/21/2014 Thursday 9:00 AM – 1:00 PM - Hearing Room  
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267 **Meeting adjourned at 3:40 pm**

268 **Minutes respectfully submitted by DAS Secretary Angela Echeverri**  
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