

46 Progress (SP), and Not Passed (NP) after a two-year pilot project across California.
47 The state is not ready to memorialize noncredit grades, but a number of districts
48 have institutionalized the reporting of grades for noncredit courses. She added that
49 the LACCD is not adequately documenting student grades and progress in its
50 noncredit courses and programs.

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52 She explained that while the District has the technology to do so, current LACCD
53 transcripts do not distinguish between students who successfully complete and
54 demonstrate competency for noncredit courses and programs, from those who do
55 not. In other words, the transcripts of students who complete and pass a noncredit
56 course/program, will look the same as those who do not. She added that instructors
57 frequently receive requests to verify that students have successfully completed
58 noncredit courses and programs. However, since there are only eight noncredit
59 instructors throughout the District and most are adjunct, it is very hard to track
60 them down to verify student grades and completion.

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62 Tom-Miura stated that noncredit students are concerned because their certificates
63 are not transcribed and there is no formalized way of documenting successful
64 completion. Furthermore, it is impossible for LACCD colleges to accurately report
65 Career Development and College Preparation (CDCP) certificates to outside
66 agencies. She added that reports on CDCP certificates awarded are now included on
67 colleges' Score Cards. Tom-Miura argued that since noncredit courses and programs
68 were state approved and funded, they should be documented and transcribed like
69 any other apportionment-funded course. She also mentioned that the processes to
70 report the CDCP certificates vary across the nine LACCD colleges.

71
72 Freitas noted that Title 5 allows colleges to give grades for noncredit courses and
73 that there are no restrictions in Title 5 as to how many times a student can take a
74 noncredit class. Freitas suggested the DCC could draft a Board Rule to ensure
75 colleges could report the successful completion of noncredit grades and programs.
76 He added that this would tie in with Assembly Bill 86 (July 2013), which calls for the
77 formation of Adult Education Consortia across the state. Another issue is that the
78 State Chancellor 's Office is not keeping track of the data. Foster stated it would be
79 important to educate the students about the changes during orientation. There are
80 two main types of noncredit certificates:

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- 82 • **Completion certificates:** Workforce and career programs.
- 83 • **Competency certificates:** Academic programs

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85 Tom-Miura concluded by stating that noncredit faculty would like consistency of
86 standards and the ability to memorialize the noncredit competency certificates.

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88 **2. Approval of Minutes:**

89 April 25, 2014 DAS Executive minutes were approved with corrections.

90 Freitas/Foster (MSU)

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92 May 22, 2014 DAS Executive minutes approved with corrections. Oborn/Foster
93 (MSP, Milke abstained)

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95 Gauthier announced there would be no Executive meeting in July.

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97 **Action Items**

- 98 1. **BR 6200-GE (original 21 unit vs. 18 unit plan):** Atondo reported that DCC
99 approved Board Rule language for an 18-unit GE plan, but it seems like a GE plan
100 with 21 units has more faculty support. The Board Rule language needs to be
101 vetted and voted on in the fall of 2014. At this point it appears that Trade may
102 object to the 21-unit GE plan, but other colleges will support it. Gauthier will
103 instruct the DCC to put forward a motion with the original 21-unit plan. Atondo
104 replied that DCC is done and suggested the DAS put together a 21-unit plan.

105

106 **McMurray/Foster moved that the DAS propose a 21-unit GE plan with 3 units**
107 **in Area B1 and 3 units in Area B2 (MSP, Freitas voted against).**

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109 Atondo stated that at the first DAS fall meeting we could vote on the 18-unit
110 proposal and ask for an alternate motion to consider the 21-unit plan. Freitas said
111 the earliest possible approval date would be in October. Milke suggested sending
112 out the original GE plan with 21 units over the summer and voting early fall.

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- 114 2. **Meeting Schedule/Locations:** The 2014-2105 DAS meetings will be held as
115 follows:

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- September 11: Valley

117

- October 9: Mission

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- December 11: Pierce

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- February 19: East

120

- March 12: West

121

- May 14: Harbor

122

123 There was a brief discussion about the best time to hold DAS Executive meetings
124 due to scheduling conflicts for several members. Executive meetings in the fall of
125 2014 will be held on the first Friday of the month at 10:00 am as follows:

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- Friday September 5

127

- Friday, October 3

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- Friday, November 7

129

- Friday, December 5

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131 In the fall the DAS Exec will evaluate whether the Friday time slot works better
132 than the traditional Thursday time.

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- 133 3. **Board meeting coverage for July @ ESC (7/9 and 7/23):** Gauthier will be out
134 of town and will miss two Board meetings during the month of July. He asked
135 for volunteers to cover these Board meetings. He explained that there are

136 usually two Board committee meetings from 12 or 1 until 3 pm. The general
137 session usually starts at 3:30 pm. Oborn volunteered to attend the Board
138 meeting on 7/9/14 and Freitas volunteered for 7/23/14.
139

140 4. **Equivalency issues (Crippens):** See above.
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142 **Discussion Items**

143 1. **Senate reassigned time:** Gauthier reported that the suggestion to increase
144 reassigned time for senate officers by 0.2 at all colleges is harder to implement
145 than allocating funds in the fall to campuses that need them. He suggested
146 discussing how to distribute these funds at the DAS Executive retreat.
147 McMurray asked whether these funds could be used for SLO-related reassigned
148 time; the consensus was that they should not.
149

150 2. **Discussion on resolution in support of Articulation Officers:** Atondo
151 reported that there are several new articulation officers in the district and some
152 are not getting enough support and reassigned time. She added that there is a
153 general lack of awareness of what they do. The articulation officers are putting
154 together a paper describing what they do, their roles and responsibilities, and
155 the importance of transfer center directors and articulation officers being
156 reassigned full time or at least 50%. She mentioned that the Pierce Transfer
157 Center Director has a 0.5 C-basis assignment. Atondo would like the DAS to
158 endorse the recommendations. Gauthier replied we would discuss the
159 document at the DAS retreat in August.
160

161 3. **IT Policies and Procedures:** Gauthier recounted there was a presentation on
162 IT by Jorge Mata and Ann Diga in the Board Room, which will be going on the
163 road and visiting the campuses. He encouraged DAS members to express any
164 concerns to Mata and Diga ahead of time.
165

166 4. **Presidential Searches:** Three new permanent college presidents have been
167 hired as indicated below:
168 • **Harbor:** McMurray reported that President Otto Lee is coming on board
169 August 1, 2014. She mentioned that there were no vice presidents on Harbor's
170 presidential selection committee.
171 • **Valley:** Incoming President Erika Endrijonas is coming on board July 29,
172 2014. She was previously an executive vice president in the Ventura district.
173 • **Southwest:** Gauthier announced that Linda Rose previously from Santa Ana
174 College had been selected as president of Southwest College.
175

176 Freitas recounted that the presidential selection process was changed in a back-
177 door way by changing the job announcement without the committee.
178 Furthermore, the Board changed the Board Rule on presidential hiring and took
179 out the candidate public forums. McMurray expressed her concerns about the

180 presidential hiring process, the undue influence of private consultants, and the
181 lack of public forums.

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1835. **District vs. College budget issues (Freitas):** Freitas asked why the LACCD claims it
184 spends 90% or more for salaries, benefits and utilities, but tells the state it spends
185 around 85% for these items. Foster suggested the DAS go on the record to ask these
186 questions. Gauthier added that the leadership position has been that if more than
187 85% of a college's budget goes to salaries it is in trouble. McMurray noted this
188 information does not include money from grants. Gauthier suggested discussing this
189 issue at the upcoming DAS leadership retreat. McMurray asked about the
190 appropriate level for setting the reserves.

191

192 **New Items**

193 **1. Scheduling evening blocks-work group:** Gauthier argued against scheduling
194 evening classes from 6:50 to 10:00 pm. He stated that many students leave after
195 their first break and 10 pm is too late for them to get out of class. Some students
196 need to catch a bus at 9:40 PM, for example. He added that when classes only meet
197 once a week, you also have to spend more time reviewing the material. He argued
198 the current evening work blocks are inconsistent with student success and
199 challenge the Carnegie Rule. He suggested evening classes be taught twice a week,
200 e.g. from 5:00 to 6:25, 6:40-8:10 or 8:20 to 9:45 pm. Freitas added that teaching 3
201 hour 10 minutes blocks in the spring was awful. Gauthier would like the campuses
202 to discuss this issue. Oborn reported that at Pierce faculty are allowed to configure
203 their own time blocks. Foster countered that this would affect the ability of
204 students to take other classes. Gauthier mentioned that other disciplines such as
205 math already create evening conflicts with the existing schedule.

206

207 **2. Faculty hiring (Foster):** Foster wants to see other hiring policies (HR-120)
208 because their policy is outdated. Milke discussed LAMC's faculty hiring policy. This
209 will be another retreat item.

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211 **Reports of Committees**

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213 **Officer Reports**

214 **President's Report:**

215 Gauthier stated that the Bond Steering Committee will not meet until July.
216 He mentioned we are still working through equivalency issues.

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218 **2nd Vice President Report**

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220 **a) COR Elements:** Atondo recounted that the DAS had discussed Course Outline of
221 Record (COR) elements in the past. She reported that eight of the nine college
222 curriculum committees want to include the Title 5 elements and allow each college
223 to add additional elements if they want to do so. Only one college (East) wants the
224 other colleges to include additional elements in the COR. In July DCC will entertain a
225 motion stipulating the COR will contain the Title 5 required elements and all

226 additional items would be locally determined. This motion will come to DAS in the
227 fall. She asked DAS Executive members to discuss this issue with their curriculum
228 chairs. She added that the COR is a technical document and argued it should not
229 include educational philosophies.

230

231 **b) Curriculum Submittal Deadline Change:** DCC wants to move the curriculum
232 submittal deadline up more from May to the end of March.

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234 **c) Administrative Regulation Changes**

235 **E-66:** Atondo reported this regulation will be up for a vote on in fall. The proposed
236 changes are not major.

237 **E-64 and E-65:** Both the program and course approval processes need a major
238 overhaul. In our curriculum approval process, curriculum goes from senate to the
239 vice president of academic affairs and the college president. There is no good reason
240 for doing that; curriculum should go from senate to Board and the senates need to
241 assert their primacy. We also need to find a better process to vet curriculum
242 throughout the District because challenges happen at the end of the approval
243 process. If there is a challenge, it is because discipline committees are not meeting
244 or talking.

245

246 **d) Prerequisite Policy:** Atondo stated we need to update our prerequisite policies
247 due to Title 5 changes. She distributed a draft policy from Mira Costa Community
248 College. The policy would be part of an administrative regulation (E-reg), go to DCC
249 in July and then to DAS.

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251 **Strategic Execution Plan for Building Programs:** Gauthier discussed a handout
252 summarizing how much bond money is left at the LACCD colleges.

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Meeting adjourned at 3:45 pm

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

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