DAS Exec Minutes
ESC 7th Floor Conference Room
Friday, September 5, 2014

Attending: Don Gauthier, David Beaulieu, Elizabeth Atando, Angela Echeverri, Alex Immerblum, Deanna Heikkinen (Valley), April Pavlik (City), Wally Hanley, Kathy Oborn, Susan McMurray, and Leslie Milke

Call to Order: Gauthier called the meeting to order at 10:25 am.

Approval of Agenda: The agenda was approved (Oborn/Echeverri MSU). Immerblum added discussion of additional 0.2 assignments for the local academic senates.

Approval of Minutes: Approval of the minutes of 6/26/2014 was postponed to the following meeting.

Old Business

Adult Education (Ed) Meeting: Gauthier announced there would be a meeting of LACCD and LAUSD administrators and faculty to discuss the future of Adult Education due to passage of Assembly Bill 86. The group will meet at the District’s Van De Kamp Center on Friday 9/12/14 from 9 am to 12 pm. Beaulieu reported that he also met with East President Marvin Martinez to discuss the LACCD’s (and DAS) possible role in Adult Ed. He mentioned that funding figures for the program range from $1 Billion statewide to $1.75 Million for planning in the LACCD Adult Education Consortium. The total Assembly Bill 86 Consortia Award allocation for all 72 California Community College districts is approximately $22.5 M. He recounted that two years ago, Governor Brown suggested the California Community Colleges take over Adult Education for $300 Million, a fraction of what the state was spending at the time.

There are five Adult Education areas that are currently being offered through the K-12 system:

1. Basic Skills
2. ESL/Citizenship: Typically low level noncredit ESL
3. Education Programs for Adults with disabilities
4. Short-Term Career Technical Education (CTE) Programs
5. Programs for Apprentices

Beaulieu stated that decisions have to be made fairly quickly; the Consortium needs to come up with a plan by October 31st. One option suggested was to make a long-term plan, i.e.: the District would take over Adult Education in four to five years. Furthermore, the plan could be limited to certain areas; i.e. the District would take over areas 2 and 4 above, not 3 and 5, and share area 1. The 9/12/14 meeting will include an overview, general discussion of the timeline, funding, tentative plans and
breakout sessions for each of the five areas. Gauthier speculated that Trade, East, and City would probably have the biggest Adult Education numbers due to the five areas mentioned above.

DAS members expressed several concerns about the LACCD taking on Adult Education, including lack of adequate DAS involvement in the discussion and planning stages, curriculum development, instructional space, wages, very low student preparation levels, and a radical change in the college system’s mission. Beaulieu replied that Sacramento could insist on such a radical change. He added that San Diego, San Francisco, and Sacramento Community College Districts have very large Adult Education programs. Immerblum stated that the transition of Adult Education from K-12 to the colleges has to be seamless. He did not agree the District had to offer programs all five areas. Beaulieu added we don’t want to be distracted from our current mission, because we are going to take on a very different group of students.

McMurray asked about external sources of funding for CTE, ESL, apprentice programs, and Basic Skills and inquired where colleges would get additional funding. Gauthier and Beaulieu suggested our position should be to advocate a longer-term plan: phase it in over 5 or 10 years. The other problem is the magnitude of the need to address illiteracy given our service areas with low literacy rates. Immerblum, Beaulieu, Atondo and others suggested starting with short term CTE.

2. Presidential Evaluation: Gauthier reported that Joanne Waddell and he received a report on the comprehensive evaluations of college presidents. It is clear that both the evaluation process and instrument need to be improved. Beaulieu expressed concern that under the current process, college presidents had the ability to pick five out of the seven faculty members that would evaluate them (aside from the senate and union presidents). He added that in the past, the academic senate and AFT selected the individuals who evaluated the presidents.

The following motion was proposed:

*Faculty representation on presidential evaluation committees should be selected by faculty leadership, with the exception of one (Immerblum/Milke MSU)*

This topic will be on the agenda at the next DAS and consultation (Monday, September 22nd at 3-5 pm) meetings. Gauthier stated he would also like to review the evaluation instrument. He reported that the following administrators would be evaluated in Spring of 2015: Deputy Chancellor Adriana Barrera, President Burke (Pierce), President M. Martinez (East), President R. Martinez (City), General Counsel Camille Goulet, President Frank (Trade), and Vice Chancellor Romano (Human Resources).
3. **Student Success Efforts**: Gauthier reported that interim Vice Chancellor Kimble agrees with the DAS consensus that Dean of Student Success Harrington should spend more time focusing on LACCD projects. Harrington will come to the upcoming DAS Summit and Gauthier will invite her to Executive and DAS meetings. Gauthier stated he would like the DAS to approve a resolution to focus on the following three areas:

- Math/English acceleration
- Counseling/first year experience
- Embedded or dedicated tutoring (not necessarily expensive as Supplemental instruction)

Beaulieu expressed concern the District’s discussion on Student Success is too vague. He argued the DAS should bring up its concerns about the lack of coordination of Student Success efforts. McMurray stated there seems to be a total lack of regard with what is going on at the campuses and cited the ill-timed three-day Board retreat at Malibu the first week of the semester. Immerblum discussed the lack of programs to help community college faculty develop effective teaching skills. McMurray stated that CSU Dominguez Hills offers an 18-unit certificate program for faculty to become better teachers. Gauthier announced the Faculty Teaching and Learning Academy (FTLA) would be at the Van De Kamp Center this year and would be accepting applications shortly.

**New Business**

1. **Process for selecting a 4-year degree from District**: Gauthier reported there is a state pilot program in which 15 or 18 California community college districts would be selected to offer bachelor’s degrees. None of our colleges will be in this initial group.

2. **District-wide Food Vendor and Impact on Culinary Vendors**: Gauthier circulated and discussed a report titled "Los Angeles Community College District Food Program Assessment" dated February 26, 2014 authored by Jerry Throener, a consultant who is also a senior district manager for a food service firm called Aramark. The District has formed a task force to review the performance of culinary vendors at the colleges. The report lists common goals of the culinary vendors below:

- Break even financially
- A quality service and product for students
- Fast service
- Food safety
- Students, faculty and staff want to eat there

The report listed three options under consideration:

1. Continue operating as silos at each college
2. Hire a food services specialist to manage the food service from a District enterprise level—the money would not go to the campuses.

3. Outsource it all to a contracted single source Food Service provider

Gauthier stated that the third option seems to be the only one being seriously considered. He has already met with the AFT chapter President Waddell and the campus AFT reps from the three colleges that have culinary programs: Trade, Mission, and Harbor. Trustee Svonkin has taken a special interest in this cause. Milke reported that the food service enterprise at Mission had become very unwieldy and was distracting faculty from the academic program. Gauthier argued that the DAS position needs to be that we are going to lose culinary lab/classroom space and training opportunities for the culinary programs. An external provider would take over the existing culinary space and equipment. There have been complaints that the programs have overbuilt (Mission in particular).

3. 60-unit limit discussion item and possible ASCCC resolution: Freitas would like a resolution at the next ASCCC Plenary Session to allow faculty to determine the number of units for each program and not establish a fixed limit. He explained this is an issue for certain high unit majors like chemistry. Gauthier agreed that certain majors need to be exempt. Atondo expressed ambivalence about establishing a limit. She added that so far all we have is IGETC for STEM majors, which has been opposed by many faculty and has been completely ignored.

4. Summit Senate Break Out: Gauthier asked DAS members to encourage AFT Presidents and ASO Presidents to participate on Friday, September 26, 2014 at LA City College. Some of the breakout topics planned for the Summit include:

- Stepping up for Accreditation 2016: There is a new wrinkle due to the District evaluation and support to the colleges.
- Student Success
- Culturally Responsive Teaching & Learning
- Best Practices Poster Session
- Tech Threads: Data Security, the Online Education Initiative, Technology in the Classroom.
- What’s Next with SB1456

Local senates need to get their teams together (8 senate + 8 administrators + 1 ASO) as soon as possible.

5. Peer Mediation & Conflict Resolution Training: Gauthier stated he would like DAS members to participate in the training process, which is very intense (40 hours a week). Milke stated the training was conducted at Mission and that she felt it was very helpful. Beaulieu argued faculty need to be adamant that our due responsibilities are understood, respected, and honored. Gauthier replied faculty do not have the ability to grieve their peers, so the only way to resolve issues is through respectful dialog and mediation.

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Action Item
Agenda for DAS meeting at LAVC: Agenda items were briefly discussed.

Reports
First Vice President (Beaulieu)
Equivalency: Beaulieu reported no recent news on equivalencies, except that last summer was very busy. Eloise Crippens will return to work on equivalencies starting Monday.

Energy: Beaulieu reported that the Board had a presentation on energy given by AECOM. He stated there was certain contempt for standard governance procedures and essentially three trustees and Jim O’Reilly are running the Bond Program. The committees are increasingly reduced to a perfunctory role. They are doing some good things in terms of efficiency, but there needs to be a better process to get buy in.

Sustainability Institute: Beaulieu reported that since July 1st adjunct faculty member George Leddy had been working (at 0.2) on sustainability. The DAS was able to fund the position through the coming year. The Sustainability Institute will have its first meeting on Friday 9/19/14, in advance of the new Board’s Ad Hoc committee co-chaired by Trustees Field and Pearlman.

DBC: Beaulieu stated there are some big money questions; one of them is the distribution of the student success money. Gauthier has an update; the District has already released about 40% of the total is on its way to the campuses. The DBC has not decided how to distribute the remainder of the funds yet; the state has a recommended formula but it is not mandatory. The state criteria include using it for low income and underrepresented groups.

Student Equity: The deadline for the Student Equity Plan has been moved to January 1, 2015. The plans may need to come to the Board by November or December. Immerblum stated Student Success plans include Student Equity plans and these have to be submitted in November. Milke asked if there was a senate sign-off for the Student Success and Support Plans (3SP also called “matriculation” plans), which have to be postmarked by October 17. McMurray and Gauthier suggested the local senate Exec Boards discuss the Student Equity plans.

Second Vice President (Atondo)
Atondo reported that at the District Curriculum Committee (DCC) meeting next week there will be a discussion on:

BR 6700: Unit Limit on Academic Renewal. The proposal from Trade is to remove the unit limit altogether. DCC’s preliminary recommendation was to leave it as is. There have been discussions with counselors who are against eliminating the unit limit, but are open to raising it.

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Immerblum expressed concern about process, stating the DAS usually gets a recommendation from DCC, before items are discussed at the DAS. Lourdes Brent asked for a full discussion on this issue at the DAS. McMurray asked how many students would be affected by the change. Atondo replied most counselors have not seen this as an issue for students. However, since Trade has some high unit courses, a few of these courses can put a student over the current limit. Beaulieu noted academic renewal is used for exceptional circumstances.

**Noticed motion for Course Outline of Record (COR) Elements:** Atondo reported that Dan Keller, the Harbor Curriculum Committee Chair, would also be the faculty lead on the implementation of CurricuNet. One portion of the database will house the COR (Course Outline of Record). The motion from DCC is to require the Title 5 elements as the basic COR and let each college decide whether to include additional elements. Gauthier added the required elements will always be included, but the other items will be added on an optional basis as each college saw fit. Immerblum expressed concern about removing elements from the COR because faculty use them to develop their syllabi. He stated he would like to know what the elements in the COR would look like and whether the assignments are still going to be there. Atondo and Gauthier replied the assignments have to be in the COR. If you tell the state that critical thinking is included, that has to be in the COR. Immerblum stated that a faculty member was given a “needs to improve” because he was not giving assignments the way other faculty are. The question becomes then what does the COR say. He does not want us to be too hasty in omitting things. Atondo clarified the UCs only want to see the critical elements such as content, and methods of instruction for articulation. Heikkinen argued in favor of uniform District CORs.

**Noticed motion on 6200 on General Education.** Atondo announced the DAS would notice the 21-unit plan in September and vote on it in October. If approved, the District would have a total of three different degree plans: one LACCD plan of 21 units, the CSU General Education plan, and IGETC. Trade is still concerned about the 21 units.

**Prerequisite Policy:** Atondo announced this policy would be noticed as well. The policy is still being vetted, but it has to get approved in the fall of 2014.

**Articulation Officer:** The Articulation Officers drafted a position paper on their role. The DAS is going to ask for a ratification of their positions. A copy of the paper was sent out to faculty in June.

**Other Items**

1. **A&R Deans and the Consultation Process:** Freitas explained that A&R deans meet once a month and he has some concerns that they are making decisions affecting academic programs with no liaison and discussion with the senate. He does not know if they confer with the SSSP group and Enrollment Management Committee. Gauthier stated if a student does not have the proper course
prerequisites, they do not always get swept, but that should happen before the semester starts. It may be a problem of the current DEC system because the flags are not properly set. Immerblum stated Freitas’ concern was that there was no DAS representation at the A&R Committee. This might be a consultation item. According to Dan Walden, the CIOs were not always consulted either. Beaulieu suggested DAS members should sit in on VPAA regular meetings.

**Another Consultation Topic:** Adding community forums to the search process for presidents. Beaulieu discussed past and current practices for faculty representation on administrative selection committees.

**Treasurer’s report:** Immerblum asked the senate presidents to fill out the Local Senate Support Distribution Form so that DAS funds could be sent to the colleges.

**President’s Report:**

**Enrollment:** Gauthier stated that campus enrollment reports are looking pretty good, but achieving 4.75% growth will not be easy.

**Technology TPP:** The committee is still looking for people; they are having trouble reaching a quorum. They meet the third Thursday of the month. In the past, campus Technology Committee chairs and VPs were attending in greater numbers.

**District Planning and Accreditation Committee DPAC:** They had a good meeting last month. The committee focused on comparative needs for data from the district and campuses. The focus on the senate will be to get information from the campuses. Vice Chancellor Maury Pearl discussed ideas about how to share information. DPAC meets the fourth Friday of the month at 1 pm, but will not meet in September due to the Summit.

**Reassignment:** Gauthier reported that he just got the letter today from Deputy Chancellor Barrera regarding additional reassigned time for the local senates equivalent to a 0.2 full year C-basis hourly reassigned time. The District will pay each college $4500 each semester to back-fill one class per semester. It could be used for a senate officer or an Executive committee member. It is not to be used for articulation, student learning outcomes, or professional development. The assignments need to be entered as soon as possible.

**Other items:** Beaulieu reported that there is a request to separate media arts from multimedia disciplines.

**Adjourn:** The meeting was adjourned at 1:17 pm

Minutes respectfully submitted by DAS Secretary Angela Echeverri