

1 **DAS EXEC SPRING RETREAT MINUTES**
2 **2/4/15 10:30 am-2:30 pm**
3 **Educational Services Center Hearing Room**
4

5 **Attending:** Don Gauthier (President), David Beaulieu (1st Vice President), Elizabeth
6 Atondo (2nd Vice President), Alex Immerblum (Treasurer, East), Angela Echeverri
7 (Secretary), Susan McMurray (Harbor), John Freitas (City), Leslie Milke (Mission),
8 Kathy Oborn (Pierce), Wally Hanley (Trade), Adrienne Foster (West) and Allison
9 Moore (Southwest)

10
11 **Absent:** Josh Miller (Valley)

12
13 **Guests:** Tom Vessella (CTE Instructor at Trade)

14
15 **Call to Order:** President Gauthier called meeting to order at 10:45 am.

16
17 **Approval of Agenda:** Immerblum asked to move District Full Time Obligation
18 Number (FON) ahead of reports. The following item was added to the agenda
19 (Immerblum/Milke MSU):

- 20 • Budget (Beaulieu)

21
22 **Approval of Minutes of December 5, 2014:** The minutes for the DAS Executive
23 meeting of 12/5/14 were approved with a few corrections (Hanley/Freitas MSP;
24 Moore and Freitas abstained).

25
26 **Time-Certain Discussion BR 6200 (18 to 21 units for AA degree)-LATTC**

27 **Concerns:** Tom Vessella, Career Technical Education (CTE) instructor and former
28 Curriculum Committee chair at Trade, introduced himself to the DAS Exec. Gauthier,
29 Beaulieu, and Freitas met recently with Vessella in order to review data on how
30 many units Trade's CTE students were completing to get their associate degrees.
31 Gauthier added that it was apparent CTE students were taking more units than they
32 needed, including many remedial units. Vessella replied that since 95% of Trade
33 students are not prepared for college, they typically take a high number of remedial
34 units. Vessella reported that Trade faculty are concerned that they have many CTE
35 majors with a high number of degree applicable units (in the 46-48 unit range) and
36 a very low number of CTE students complete an associate's degree. They feel that
37 the 21-unit GE requirement will make it even harder for CTE students to get their
38 associate degrees. He stated Trade faculty believe that maintaining the minimum
39 Title 5 requirement was the best option for the success of their students. Vessella
40 maintained that since most CTE students are not in transfer degree programs, these
41 degrees are terminal, and faculty do not want to make it any harder to obtain an
42 associate degree. He added that historically most of Trade's CTE degrees started out
43 with 60 units, but over the years additional GE requirements bumped most of them
44 to the 64 to 67 unit range. Vessella recalled that the District Curriculum Committee
45 (DCC) had discussed BR 6200 at length, coming to the conclusion that 18 units of GE

46 was a better option than to increase the requirement to 21 units. He added that he
47 was very surprised when he later learned the full DAS had voted to increase the GE
48 requirement to 21 units.

49
50 Beaulieu reported that he met with Atondo, Gauthier, and Freitas to discuss
51 Vessella's claim and to review the CTE unit data. He added that the group was
52 sympathetic to Trade's position and briefly considered the possibility of not
53 requiring the Physical Education (PE) and Health requirement for all local CTE
54 degrees in the District. However, a few issues were raised about IGETC and CSU
55 patterns in terms of PE/KIN that our transfer students are required to take and it
56 also became apparent that PE would be disproportionately affected if not required
57 as part of the CTE GE requirements. Beaulieu explained that after the meeting they
58 looked at the unit data again and agreed that while the degree applicable units of
59 most CTE programs district-wide were high, the units at Trade were even higher.
60 The consensus was that the number of degree applicable units at Trade could be
61 reduced, especially if students had more guidance by counseling (which is
62 forthcoming with the new state SSSP requirements) and advising by faculty in CTE
63 disciplines. Beaulieu recalled that the median number of units completed by CTE
64 students in accounting was 91, for example, but only 47 of these units were required
65 for the major. Given this scenario, they felt that the additional three units would not
66 impose a major additional burden on CTE students.

67
68 Beaulieu explained that a key argument in the decision was that the 18-unit degree
69 requirement only includes 15 units of academic work, because three of those 18
70 units are in PE and Health, which don't satisfy any of the IGETC and CSU GE
71 requirements. Beaulieu stated that the addition of the three units was an attempt to
72 strengthen the Social and Behavioral Science portion of the GE requirement of the
73 CTE degrees. Vessella countered that IGETC and CSU GE have no relevance for a
74 majority of Trade's CTE majors, because many of their degrees are nontransferable.
75 He stated most CTE programs have a cohort base with blocks of multiple co-
76 requisites and include a number of units for exploratory courses.

77
78 Atondo reiterated that the local CTE GE plan is designed for CTE students, because
79 with the new Associate Degrees for Transfer (ADTs) colleges are required by law to
80 follow the IGETC or CSU GE requirements (37 and 39 units respectively), without
81 adding or removing anything. Therefore, transfer students will be following the
82 IGETC or CSU GE plans, while CTE students will be following the local degree plan.
83 While the majority of students transferring to private universities follow the IGETC
84 or CSU GE requirements, colleges such as USC, Pepperdine and Loyola have their
85 own transfer requirements (most are around 30 GE units). Atondo concurred that
86 DCC recommended the Title 5 minimum requirement of 18 units, but over the
87 subsequent year and a half the full DAS discussed several proposals and ultimately
88 approved a 21-unit plan based on adding one class in the social and behavioral
89 sciences. Freitas asked whether parallel noncredit courses could be created for
90 exploration of CTE disciplines to help address the unit issue. Vessella replied that
91 some students avoid noncredit courses because they can't get financial aid for

92 taking them. He added that one challenge CTE programs face is that they commonly
93 have trouble finding qualified CTE instructors because many of their former
94 students or trainees who get jobs in the industry sector do not have associate
95 degrees.

96
97 Freitas asked whether 19 units would be an acceptable alternative. Vesella replied
98 that most of Trade's CTE majors are at 66 units. He added they would love to pare
99 this down, but even if they got creative they would not be able to get them down to
100 60 without cutting content. One of the constraints is the time needed to build skills,
101 which takes practice. Immerblum argued that colleges need to have more enhanced
102 noncredit in their budgets. He asked for clarification on the status of the
103 recommendation since the DAS has already approved the 21-unit plan and asked
104 about the next step. Gauthier replied BR 6200 was pulled from the Board agenda in
105 January to allow for further discussion and a review of Trade's data.

106
107 Beaulieu stated there appear to be conflicting goals, which are resulting in this
108 disagreement. He argued the local associate degree is important, because it is the
109 only chance to give GE instruction to CTE students. Furthermore, the District made
110 an unusual decision many years ago to add the PE and Health into the 18-unit GE
111 requirement. Beaulieu surmised that given the unit constraints, perhaps CTE
112 students no longer have the luxury of taking courses to explore different careers and
113 we may need to find a way to limit this. Freitas replied that from a parliamentary
114 standpoint, BR 6200 is an official recommendation; a reversal would require a
115 motion to change the Board Rule and a vote by the full DAS.

116
117 Vessella and Hanley thanked the DAS members for their time and attention to this
118 matter. Gauthier replied it would be up to the larger body to decide; the next DAS
119 meeting is at Valley on 2/12/15. Immerblum expressed concern about the process
120 and asked whether the general DAS could take action to reconsider, even if the DAS
121 Exec does not do so. Beaulieu replied that any senator could request that the DAS
122 reconsider the 21-unit GE requirement; it does not require Exec action. Hanley
123 replied he might do so and also propose a remedy. He stated that while he feels the
124 intent is good, a different standard for CTE programs might be necessary. Beaulieu
125 replied the DAS had looked at the issue thoroughly before making a decision. Foster
126 stated she would like to recommend the formation of a task force of CTE
127 knowledgeable individuals to help Trade develop a local solution, rather than
128 impeding the other eight LACCD colleges who have agreed to the 21 units. She
129 added it was not fair to the eight other colleges to spend an unlimited amount of
130 time on this issue. Foster argued that student success and student issues are being
131 affected because of our unwillingness to take a stand.

132
133 Freitas suggested that since Health and PE courses usually range from one to three
134 units, we could consider requiring a 1-unit PE course instead of health, which would
135 bring the total down from 21 to 19 units. Atondo replied Area E is a 3-unit
136 requirement with a minimum of one unit of activity and the other area is health.
137 Title 5 states the minimum GE requirement is 18 units, with 3 free-floating units,

138 which do not have to be PE. Gauthier stated many other colleges in the state have
139 CTE degrees that require more GE units and he does not feel our District should
140 have the lowest number of required GE units. Beaulieu added this issue was a bit
141 analogous to when the LACCD had lower Math and English unit requirements for an
142 associate degree than many other colleges in the state.

143

144 **District Hiring for FON Compliance/Report from CCC Registry Job Fair:**

145 Immerblum reported that Notices of Intent (NOIs) for faculty positions are being
146 held up by Human Resources and they are requiring the job descriptions in order to
147 post them. He stated that the delays would make it difficult to hire new faculty in a
148 timely manner. Immerblum asked whether inadequate staffing in HR was causing
149 the problem. Milke reported it is taking three to four weeks for HR to process NOIs.
150 She also reported that HR had changed some of the job announcements. At this point
151 in time, most of the jobs have not been posted; only 38 of 150 positions are posted
152 and nothing has been posted since 1/28/15. Gauthier will ask Vice Chancellor
153 Roman why NOIs are not being processed in a timely manner and why job
154 announcements are being changed. Immerblum stated it is a problem when an
155 administrator is holding up the formation of a selection committee, adding he would
156 almost request an immediate e-mail to the Chancellor. McMurray reported that none
157 of Harbor's positions have been posted and two of their vice presidents are leaving,
158 which will make hiring even more difficult. Hanley reported that Trade has not
159 settled on a list of faculty positions, but President Frank promised he would finalize
160 the list by today. Foster urged Gauthier to get a specific timeline to meet the hiring
161 obligations. Gauthier replied he would follow up on the matter and inform the Exec.

162

163 Gauthier reported that the CCC Registry job fair on 1/31/15 at the Los Angeles
164 Airport Westin went very well. Echeverri reported that she and others spoke to a
165 large number of job seekers who visited the LACCD area during the job fair.

166

167 **1st Vice President's Report (Beaulieu):**

168 **Equivalency:** Beaulieu reported that since December things have been very busy in
169 the equivalencies area. Quite a few people have been requesting eminence or
170 equivalency evaluations. While they are back on track now, he expressed concern
171 about being swamped in the spring with all the hiring going on. Foster asked what
172 would happen when Eloise Crippens retires. Gauthier replied she has been putting
173 together a database with all the approvals and processes. Beaulieu added one
174 person could handle the job if they did not do anything else. Foster suggested
175 having someone shadow Crippens, adding she doesn't feel we are prepared for her
176 eventual retirement. Immerblum asked Beaulieu to send an email to all the senate
177 presidents on how to communicate their concerns about MQs (minimum
178 qualifications) and equivalencies to help move the process along faster. Beaulieu
179 replied he would do so, adding that some of the equivalency cases can be very time
180 intensive. Freitas stated that hiring committees needed to be warned about not
181 making decisions regarding MQs.

182

183 **Bond Steering:** Beaulieu reported there was supposed to be a AECOM-BuildLACCD
184 partnership meeting, but AECOM did not communicate this to the faculty on the
185 Bond Steering Committee (BSC). Instead, the chancellor asked the college presidents
186 to select a group of individuals to go over to AECOMM and meet people as part of the
187 partnering effort. After Beaulieu, Gauthier, Carol Anderson, and Joanne Waddell
188 protested the exclusion of faculty leaders at the BSC, AECOM was persuaded to
189 cancel the meeting.

190
191 **District Budget Committee (DBC):** Beaulieu reported that the latest DBC meeting
192 was not that significant; he sent the committee documents to the Exec. There is
193 great news about the good state budget. ECDBC has not made a decision on changing
194 the allocation for Southwest; their sheriff's bill is a high percentage of their total
195 budget. Moore stated that if colleges pay less for the sheriffs, they get less service.
196 She added that Southwest is getting less funding per full-time equivalent student
197 (FTES) than Valley. Beaulieu reported Valley is in trouble due to their large deficit
198 and they have been told to look into making cuts in athletics and faculty reassigned
199 time. Gauthier added that Valley did cut a single coaching position, which impacted
200 track and field, and soccer. McMurray stated that with five colleges facing deficits,
201 the allocation model would be an issue during the 2016 accreditation visit. She
202 argued that the whole issue of how the smaller colleges are funded has not been
203 adequately addressed. Beaulieu replied that DBC allocated additional money to
204 Southwest, while East lost \$4 million. McMurray expressed concern about the high
205 levels of the reserve (up to 14%) and the statutory sizing of general and contingency
206 reserves (6.5 and 3.5%). Gauthier replied that Trustee Svonkin's position is that the
207 bond sellers prefer the District's high balances and that's what is driving the
208 Trustees to maintain these reserves.

209
210 Beaulieu added that part of the problem is that District administrators do not want
211 to confront or challenge the Board members. However, bondholders would
212 probably be happy with a 10% versus a 14% reserve. Moore argued that the budget
213 allocation model needed to be more equitable. Beaulieu reported DBC is working on
214 the model; for 2016, 80% of growth distribution will be based on FTES and the
215 other 20% will be based on equity factors. The state equity money has to be
216 distributed along equity lines; however, last year the cabinet based the distribution
217 solely on FTES. The state provided a model allocating 40% of the funds based on
218 FTES and the other 60% based on equity factors (educational attainment in the area,
219 college attainment, etc.). Under such a model, colleges like Pierce and Valley would
220 get less, while Southwest, Trade, and Mission would probably get more. Freitas
221 asked why all the LACCD documents are not posted on the internet.

222
223 **2nd Vice President's Report (Atondo):**
224 Atondo reported that the new administrative regulation on the prerequisite policy
225 would be noted at the DAS in February, to be voted on in March. BR 6700
226 (Academic Standards) will be noticed at both DCC and DAS this month; it was sent
227 out in December; most of the changes are to get the District in compliance with Title

228 5. It also includes the increase in academic renewal units (from 18 to 30 units) that
229 the DAS already approved.

230 **E-65:** Atondo explained that the DAS needs to update and change the course
231 approval process. An ad hoc committee is working on E-65 and it will come to the
232 DAS this spring. Currently curriculum approval goes from the local senates to the
233 vice president of academic affairs, and then to the college president. There is no
234 reason for the administration to sign off on curriculum. She mentioned that the
235 president at Santa Monica College does not approve the Course Outlines of Record
236 (CORs).

237
238 **Board Rule 6200:** This Board Rule increases the GE requirement from 18 to 21
239 units.

240
241 Coming to DAS soon after a problem at the state, they forgot to post the loss of
242 eligibility for BOG fee waiver due to poor academic grades.

243
244 DCC will also look at the English and ESL transition. Atondo reported that some
245 English courses at three colleges (Harbor, Valley and Pierce) need to change their
246 subject code. No action is required by any of the colleges.

247
248 **Treasurer's Report:** Immerblum reported that the DAS is running out of petty cash
249 and currently has a balance of about \$500.

250
251 **LUNCH BREAK: Return: 1:00 pm**

252
253 **President's Report:**
254 Gauthier announced that Project MATCH needs volunteers to help screen
255 applications on 2/20/15. There are nearly 400 applicants this year to this very
256 successful mentorship program. Mentor requests will be going out shortly after the
257 list of successful applicants is finalized. He mentioned that several years ago the
258 DAS passed a resolution calling for a minimum of one full time faculty member in
259 every discipline on our campuses. Without adequate staffing, we end up with
260 departments that are in trouble and then the program viability studies follow. In the
261 rush to hire at our campuses, it behooves the Senate to keep an eye on departments
262 that have not had any hires for quite some time, especially where there is
263 documented need, i.e. where there is no fulltime faculty member but a number of
264 adjuncts.

265
266 **Sustainability Institute-Alta Sea Project:** Efforts are moving forward under the
267 leadership of Director George Leddy. The Institute is working with the Legal
268 Department to approve the contract with Alta Sea Consortium. Chancellor
269 Rodriguez has agreed to pay the annual fee for the first year.

270
271 Gauthier is working on the DAS Web site. The locations for the fall 2015 meetings
272 were discussed:

273

- 274 • Sept 10: City
- 275 • Sept 25: District Summit (Yom Kippur is on 9/23)
- 276 • October 8: Mission
- 277 • December 10: Harbor

278

279 **Elections:** Gauthier requested volunteers for the 2015 DAS elections. Elections will
280 be held at the May 14 meeting. In February the DAS president shall appoint
281 someone to serve on the Elections Committee. Kathy Oborn, Leslie Milke, and Josh
282 Miller volunteered.

283

284 **Discussions and Developing Spring DAS Agenda:**

285 **BA Process:** Foster reported that the dental hygiene bachelor's degree programs at
286 WLAC and Foothill are not being contested by the 4-year universities. Their target
287 start date is fall of 2016. She is looking for people who would be interested in
288 working in a small group to further develop the BA approval process. Foster will
289 make a short presentation at the 2/12/15 DAS and solicit volunteers.

290

291 **Accreditation/Student Success SB1440 Issues:** Reports from Campuses. Gauthier
292 wants to hear about concerns, questions, or complaints coming from the campuses.
293 He suggested having DAS folks give a brief presentation at the 2/12/15 meeting.

294

295 **AB86-Adult Education:** Curt Riesberg from Mission has been given 0.2 release time
296 from the District to work on Adult Education; the DAS will be hearing more from
297 him about the issue at future meetings. The governance part is a real mess;
298 everyone involved (including prisons) is weighing in. The DBC Exec reported the
299 state governor's budget is holding firm on the \$200 million Adult Ed allocation for
300 community colleges; \$300 million will go to maintenance of effort, so that the K-12
301 districts can continue with their programs. The project is supposed to start as early
302 as the summer, but there is a tremendous amount of work to do and many issues to
303 be resolved. The legislature rejected requests to delay the implementation of the
304 bill.

305

306 **Chancellor's Directive #70 re: LACCD shared governance processes:** Gauthier
307 reported that this will take some work. He discussed a handout titled *District-wide*
308 *Internal Management Consultation Process*. He would like faculty input on this.
309 Freitas observed the process was all management driven, with very little
310 consultation. There is no connection to the senates or the faculty guild (AFT). Freitas
311 has already volunteered to help. Gauthier stated the functions document developed
312 by Colombo has all the flowcharts of how things are supposed to work. This is an
313 earlier document on consultation, and there is no place for the senate. The
314 Functions manual states the senate or union can weigh in at any time of the process.
315 Beaulieu recalled that former Vice Chancellor Clerx managed the consultation
316 process very well. Gauthier, Beaulieu and Freitas volunteered to help out in this
317 area.

318

319 **District Discipline Day:** The event will take place on 2/27/15 from 8:30 am to 2:30
320 pm at City's Student Union and will focus on disciplines that have a likelihood of
321 being impacted by AB 86 Adult Education planning. The theme will be Alignment
322 and Acceleration. There will be a panel discussion on accelerated Math and English
323 pathways through 3CSN. Gauthier suggested limiting the audience to 150 total and
324 targeting certain disciplines such as Math, English, and ESL, as well as AB 86 related
325 disciplines (e.g.: Child Development, CAOT, and other CTE areas). Dean Adrienne
326 Ann Mullen and Curt Riesberg are invited to give a status report on AB86 and
327 request faculty work groups in impacted disciplines. Moore suggested splitting the
328 disciplines in half and having the event in the spring and fall. Freitas suggested
329 including a discussion on differences in prerequisites and accepting cut scores from
330 other colleges. McMurray talked about the assessment of Adult Ed students.
331 Gauthier will send out a list of topics.

332

333 **Full-time faculty:** Oborn and Freitas stated full time faculty should only be hired in
334 viable disciplines.

335 **Study Abroad:** Freitas stated this has been a festering issue because there is no
336 coordination of study abroad programs. He reported that an Anthropology
337 instructor at City was trying to set up a study abroad course in Cameroon. The first
338 issue is that a Board-approved third party needs to be used to arrange travel,
339 housing, insurance, etc. The District requires an agreement that stipulates what is
340 covered by liability insurance. Beaulieu reported that East has pretty ambitious
341 study abroad programs (e.g. architecture) to France and Spain, with a significant
342 number of students going in the summer. Pierce (Connie Moffit) also has
343 international offerings. Gauthier reported there is a group out of Whittier College
344 called the College Consortium on International Education (CCIE) that works to
345 coordinate these activities regionally and suggested that campuses get in touch with
346 these folks. Freitas stated it seems there is very little administrative support for
347 these activities. We need to look at our administrative regulations in this area and
348 compare them to other districts. Freitas argued the District should do a better job at
349 offering these opportunities to our students.

350

351 **Upcoming issues from legal counsel:** Pending. Freitas discussed the possibility of
352 Kimble subscribing to the CCC League's service to update changes to Title 5 and
353 policies and procedures that have been vetted legally.

354

355 **International Students Push:** One of the trustees has an interest in bringing in
356 more international students to the District. East has about 500 international
357 students. Oborn, who used to be the International Student Director at Pierce, stated
358 that the student visa requirements are much more stringent than before.

359

360 **DE Stakeholders Committee:** Gauthier would like the Distance Education
361 Committee to be a standing DAS Committee. Some people have trouble with the
362 committee's name, because it also includes hybrid and web enhanced learning. The
363 DE coordinators, as well as Gauthier and Beaulieu usually attend the meetings.

364 There are about 75 people on the distribution list but only about a dozen or so
365 faculty and administrators attend. Freitas stated the Senate could create a new
366 committee through a bylaw change. Foster added the same should be true for the
367 Transfer Committee. Gauthier will bring these issues to the DAS in February and
368 March. Atondo and others discussed the lack of support for articulation officers. Part
369 of the problem is that they do not report to anyone and they are in different areas.
370 Gauthier suggested having a Transfer and Articulation Committee and the Online
371 Education Committee (OEC) as DAS standing Committees. Freitas said we need
372 something like the committee formerly known as Matriculation because the SSSP
373 Committees took over this function and they report to Student Services.

374

375 Milke reported President Perez is talking about a high school on Mission's campus
376 run by the Youth Policy Institute (YPI). The college has also been approached about
377 on-campus housing.

378

379 **Adjourn:** Meeting adjourned at 2:25 pm (Echeverri/Oborn).

380

381

Minutes submitted respectfully by DAS Secretary Angela Echeverri