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

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

Absent: Josh Miller (Valley)

Guests: Tom Vessella (CTE Instructor at Trade)

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

Approval of Agenda: Immerblum asked to move District Full Time Obligation Number (FON) ahead of reports. The following item was added to the agenda (Immerblum/Milke MSU):
• Budget (Beaulieu)

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

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

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

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

Atondo reiterated that the local CTE GE plan is designed for CTE students, because with the new Associate Degrees for Transfer (ADTs) colleges are required by law to follow the IGETC or CSU GE requirements (37 and 39 units respectively), without adding or removing anything. Therefore, transfer students will be following the IGETC or CSU GE plans, while CTE students will be following the local degree plan. While the majority of students transferring to private universities follow the IGETC or CSU GE requirements, colleges such as USC, Pepperdine and Loyola have their own transfer requirements (most are around 30 GE units). Atondo concurred that DCC recommended the Title 5 minimum requirement of 18 units, but over the subsequent year and a half the full DAS discussed several proposals and ultimately approved a 21-unit plan based on adding one class in the social and behavioral sciences. Freitas asked whether parallel noncredit courses could be created for exploration of CTE disciplines to help address the unit issue. Vessellas replied that some students avoid noncredit courses because they can’t get financial aid for
taking them. He added that one challenge CTE programs face is that they commonly have trouble finding qualified CTE instructors because many of their former students or trainees who get jobs in the industry sector do not have associate degrees.

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

Beaulieu stated there appear to be conflicting goals, which are resulting in this disagreement. He argued the local associate degree is important, because it is the only chance to give GE instruction to CTE students. Furthermore, the District made an unusual decision many years ago (in the early 1990s) to add the PE and Health into the 18-unit GE requirement. Beaulieu surmised that given the unit constraints, perhaps CTE students should no longer have the luxury of taking courses to explore different careers. Freitas replied that from a parliamentary standpoint, BR 6200 is an official recommendation; a reversal would require a motion to change the Board Rule and a vote by the full DAS.

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

Freitas suggested that since Health and PE courses usually range from one to three units, we could consider requiring a 1-unit PE course instead of health, which would bring the total down from 21 to 19 units. Atondo replied Area E is a 3-unit requirement with a minimum of one unit of activity and the other area is health. Title 5 states the minimum GE requirement is 18 units, with 3 free-floating units,
which do not have to be PE. Gauthier stated many other colleges in the state have CTE degrees that require more GE units and he does not feel our District should have the lowest number of required GE units. Beaulieu added this issue was a bit analogous to when the LACCD had lower Math and English unit requirements for an associate degree than many other colleges in the state.

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

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

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

**1st Vice President’s Report (Beaulieu):**

**Equivalency:** Beaulieu reported that since December things have been very busy in the equivalencies area. Quite a few people have been requesting eminence or equivalency evaluations. While they are back on track now, he expressed concern about being swamped in the spring with all the hiring going on. Foster asked what would happen when Eloise Crippens retires. Gauthier replied she has been putting together a database with all the approvals and processes. Beaulieu added one person could handle the job if they did not do anything else. Foster suggested having someone shadow Crippens, adding she doesn’t feel we are prepared for her eventual retirement. Immerblum asked Beaulieu to send an email to all the senate presidents on how to communicate their concerns about MQs (minimum qualifications) and equivalencies to help move the process along faster. Beaulieu replied he would do so, adding that some of the equivalency cases can be very time intensive. Freitas stated that hiring committees needed to be warned about not making decisions regarding MQs.
**Bond Steering:** Beaulieu reported there was supposed to be a AECOM-BuildLACCD partnership meeting, but AECOM did not communicate this to the faculty on the Bond Steering Committee (BSC). Instead, the chancellor asked the college presidents to select a group of individuals to go over to AECOM and meet people as part of the partnering effort. After Beaulieu, Gauthier, Carol Anderson, and Joanne Waddell protested the exclusion of faculty leaders at the BSC, AECOM was persuaded to cancel the meeting.

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

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

**2nd Vice President’s Report (Atondo):**
Atondo reported that the new administrative regulation on the prerequisite policy would be noted at the DAS in February, to be voted on in March. BR 6700 (Academic Standards) will be noticed at both DCC and DAS this month; it was sent out in December; most of the changes are to get the District in compliance with Title
5. It also includes the increase in academic renewal units (from 18 to 30 units) that the DAS already approved.

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

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

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

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

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

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

**President’s Report:**

Gauthier announced that Project MATCH needs volunteers to help screen applications on 2/20/15. There are nearly 400 applicants this year to this very successful mentorship program. Mentor requests will be going out shortly after the list of successful applicants is finalized.

He mentioned that several years ago the DAS passed a resolution calling for a minimum of one full-time faculty member in every discipline on our campuses. Without adequate staffing, we end up with departments that are in trouble and then the program viability studies follow. In the rush to hire at our campuses, it behooves the Senate to keep an eye on departments that have not had any hires for quite some time, especially where there is documented need, i.e. where there is no full-time faculty member but a number of adjuncts.

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

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

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

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

**Discussions and Developing Spring DAS Agenda:**

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

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

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

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

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

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

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

Upcoming issues from legal counsel: Pending. Frietas discussed the possibility of
Kimble subscribing to the CCC Leagues service to update changes to Title 5 and
policies and procedures that have been vetted legally.

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

DE Stakeholders Committee: Gauthier would like the Distance Education
Committee to be a standing DAS Committee. Some people have trouble with the
committee’s name, because it also includes hybrid and web enhanced learning. The
DE coordinators, as well as Gauthier and Beaulieu usually attend the meetings.
There are about 75 people on the distribution list but only about a dozen or so faculty
and administrators attend. Freitas stated the Senate could create a new committee
through a bylaw change. Foster added the same should be true for the Transfer Committee. Gauthier will bring these issues to the DAS in February and March.

Atondo and others discussed the lack of support for articulation officers. Part of the problem is that they do not report to anyone and they are in different areas. Gauthier suggested having a Transfer and Articulation Committee and the Online Education Committee (OEC) as DAS standing Committees. Freitas said we need something like the committee formerly known as Matriculation because the SSSP Committees took over this function and they report to Student Services.

Milke reported President Perez is talking about a high school on Mission’s campus by the Youth Policy Institute (YPI). They have also been approached about on-campus housing.

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

Minutes submitted respectfully by DAS Secretary Angela Echeverri