District Academic Senate Executive Committee

Meeting

July 20, 2018
Educational Services Center
MINUTES

Attendance

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers</td>
<td>Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP: Curriculum), Don Gauthier (Past President), Lourdes Brent (Secretary), Dan Wanner (Treasurer)</td>
</tr>
<tr>
<td>City</td>
<td>Dan Wanner</td>
</tr>
<tr>
<td>East</td>
<td>Jeff Hernandez</td>
</tr>
<tr>
<td>Harbor</td>
<td></td>
</tr>
<tr>
<td>Mission</td>
<td>Deborah Paulsen</td>
</tr>
<tr>
<td>Pierce</td>
<td>Anna Bruzzese</td>
</tr>
<tr>
<td>Southwest</td>
<td>Robert Stewart</td>
</tr>
<tr>
<td>Trade</td>
<td>Martin Diaz</td>
</tr>
<tr>
<td>Valley</td>
<td>Josh Miller</td>
</tr>
<tr>
<td>West</td>
<td>Holly Bailey-Hofmann</td>
</tr>
<tr>
<td>Guests</td>
<td>Dan Keller, Dean of Curriculum and Instructional Support Systems</td>
</tr>
</tbody>
</table>

Call to Order: President Angela Echeverri called the meeting to order at 9:45 a.m.

Approval of the Agenda:
The agenda was adopted as amended. (Hernandez/Bailey-Hofmann) (M/S/C)

Approval of the Minutes: June 8, 2018
The minutes were approved as written. (Bailey-Hofmann/Stewart) (M/S/C)

Public Speakers: Dan Keller, Dean of Curriculum and Instructional Support Services
Those present at this meeting introduced themselves to the new Dean of Curriculum and Instructional Support Services, Dan Keller, who replaces Bobbi Kimble in this position. Keller has been in the LACCD for 10 years, and most recently, was the Curriculum Chair at L.A. Harbor College.

Action Items:
Approval of DAS Master Calendar (Echeverri)
Meeting dates of the District Academic Senate (DAS) were revised and approved. Echeverri noted that there will be an AB 705 Summit on August 10th, and suggested Discipline Days in both the fall and spring semesters, in part to plan and help faculty implement new statewide initiatives including AB 705 and Guided Pathways. The calendar will be finalized at the August 3rd meeting of the DAS Executive Committee (DAS Exec).

**DAS Recommendation to Board on Student Employees (Hernandez)**

*NOTE:* The motion is one which the DAS urges the LACCD Board of Trustees to adopt as its own.

Stewart/Hernandez (M/S/C) as amended

Hernandez reported on a district plan to reduce the number of hours that students may work for the district as unclassified employees (student workers). He referenced a letter which he wrote to the district Chancellor as well as a motion which request exemptions from this policy for tutors and students receiving support from special programs such as CalWORKs. For example, since the role of a tutor would be in a peer capacity, Hernandez argued that such a job category would not be in conflict with job functions in the classified unit. Moreover, this resolution recommends the use of desk audits to identify and address any potential improper job categories or job duties for student workers. Gauthier observed that the classified unit lost a number of employees due to last year’s retirement incentive and that there were reductions in classified employee budget line items. That is, some positions were not replaced.

**Discussion Items**

- **AB 705 Implementation (Echeverri and Others)**

Echeverri referred to the recently-released math implementation guidelines from the State Chancellor’s Office. It appears that courses to supplement the transfer-level English and Math courses cannot be mandated, i.e., they cannot be co-requisites; they must be optional. The potential effect on local degrees was also discussed. If most students place into transfer level Math, the Intermediate Algebra competence will be assumed. Therefore, students not interested in transfer (those receiving only the local degrees) have the option of taking another course besides Math to satisfy Area D.2 (communication and analytical thinking) General Education (GE) requirement for the Associate’s degree. According to district researcher and Associate Vice Chancellor Maury Pearl, 80% of the degrees awarded by the LACCD are local degrees. Thus, there is the potential that students would obtain Associate’s degrees without taking any classes in Mathematics. It is possible that a change in Title 5 might be necessary. In any case, district GE requirements and college catalogs must be compliant with AB 705. Keller will identify which local degrees currently have specific Math requirements, especially those which require a Math course which is higher than Intermediate Algebra.
Additional concerns and options were discussed, including the nature of supplementary courses, the role of non-credit and adult education, the rubric/data requirements for identifying students who are “highly unlikely to succeed” in initial placement in transfer-level English and Math classes (e.g., DSPS students), the possible re-introduction of “technical math” courses, the need for a substantive discussion on identifying appropriate level Math classes per major, the scope of bridge courses, the possibility of shifting some lecture hours to lab hours, and the need to involve the Faculty Guild in these discussions. In any case, various forms of supplemental instruction and other support services were recommended to be available for all students.

The LACCD and the DAS will co-sponsor a district-wide retreat on AB 705 implementation on August 10th. Echeverri recommended a follow-up Fall Discipline Day in October.

- Math and English Implementation guidelines
- Curriculum Institute Report
- Changes to prerequisites and co-requisites
- Upcoming professional development events
- Faculty Coordinator position

Given the enormity of the requirements and the challenges attached to the implementation of AB 705 and other statewide initiatives, and cognizant of the scope of the conversations which need to take place as well as the geographic distances in our district, a faculty member is needed to go out to the colleges to help the faculty, to serve as a liaison between the colleges/local senates and the DAS, and to help collect data. Echeverri referred to the job description of a DAS Guided Pathways Coordinator. Most likely, two faculty members would share a total of 1.0 FTEF reassigned time. It is hoped to have faculty coordinators in place in August. Echeverri will amend the job description by incorporating suggestions from the floor.

Nursing Program at Los Angeles Southwest College (Stewart)

Stewart reported that there was Bond money to refurbish the building shared by the nursing program and the natural sciences majors. After a determination that it would be less expensive to build a new building instead of renovating an older one, the building was demolished, and then nursing and natural sciences were moved to bungalows. As part of their ongoing accreditation process, the Board of Registered Nursing (BRN) visited Southwest and noted a number of non-compliance issues, including a need to update their nursing curriculum and to upgrade their facilities to meet BRN requirements. The nursing curriculum issues have been addressed. However, instead of locating the nursing program in its own space, as the BRN recommended and Southwest’s own Bond program had planned, the college temporarily relocated the nursing program to the CTE building. The BRN determined
that the nursing program at Southwest was out of compliance with registered nursing accreditation standards, and placed the program on warning with intent to close.

Motion to draft resolution to support the restoration of the nursing instruction facilities at Los Angeles Southwest College in compliance with the Board of Registered Nursing requirements (Hernandez/Gauthier) (M/S/C)

Stewart and Gauthier will draft a resolution for the August meeting of the DAS Exec.

CTE Program Approval and Role of CTE Deans (Hernandez)

Hernandez referenced a flow chart he distributed. This chart, drafted by the CTE deans, includes steps in which the deans include themselves in the program creation process. However, Hernandez observed that it is faculty who create programs based on curriculum, not the deans. Keller observed that the most recent revisions to E-64 (Procedures for Development and Approval of New Educational Programs and Options) were never approved by the Board. The District Curriculum Committee (DCC) is aware of the issues related to this administrative regulation’s (E-64) non-approval, and are working toward a remedy. (Note: E-64 issue date – July 18, 1983; Dates of changes – 7-18-01; 7-10-02; 7-30-05; 6-4-10)

Noticed Motion on Academic Integrity (Brent/Gauthier)

Gauthier referenced a July 8th article in the Los Angeles Times, and stated that this resolution is in partial response to that article. In this resolution, the DAS Exec: 1) Asks that the Board of Trustees recognize our concern regarding upholding academic and professional integrity; 2) Encourages local senates to be vigilant regarding the purview of the faculty with regard to curriculum; and 3) Reminds everyone that we have a responsibility to adhere to faculty hiring procedures which are in place.

Diaz observed that, in the case at Trade, the new curriculum was written as a response to a Department of Labor Grant. Also, the grant manager, or principal investigator (P.I.), receives compensation for managing the grant, and that the compensation is written into the grant. However, others noted that extra compensation should not be awarded if such oversight functions are already within the purview of the administrators in question. Moreover, administrative functions should not be compensated through adjunct faculty assignments as was the case here. Also, if there are limits placed on the assignments, and therefore, the earnings of faculty, are there such limits on the earnings of administrators? There was also concern voiced regarding possible implications for other colleges in the district.

This resolution will be forwarded for action at the August 2018 DAS Exec meeting. (Hernandez/ Stewart)
Lack of Diversity on LACCD Board of Trustees (Stewart)

Stewart distributed handouts on the lack of diversity on the Board of Trustees and how such a situation impacts student success. He noted that the core values of this district refer to the power of diversity, but observed a lack of African American and female voices on the Board. He went on to recommend that incoming Trustee Vela should not accept this appointment, and that the Board should instead reconsider the African American women who applied. Echeverri reported that she made a statement from the resource table at the June Board meeting.

Stewart will write a resolution for consideration at the August 2018 meeting of the DAS Exec.

Due to the length of the discussion, the items and reports below were deferred until the August DAS Exec meeting.

Proposed New Funding Model (Echeverri/Hernandez)

Local DAS Representatives (Brent)

BR 2801 (Building Naming Policy) – Proposed changes from Faculty Guild (Hernandez)

Pathway Update (Miller)

Professional Development (Miller)

Senate-Related Reassigned Time at the Colleges (Echeverri)

Reports

President’s Report - Echeverri

1st Vice President’s Report – Equivalency – El-Khoury

2nd Vice President’s Report – Curriculum - Atondo

Treasurer’s Report – Wanner

Secretary – Brent

Committee Reports

Professional Development College -Brent

College Reports

Other Committees and Task Forces

Enrollment Management
• Disabled Students
• Title IX
• Institutional Review Board

Future Projects

o Administrator Evaluations
o E-115 and Process for creation of a new subject
o Interdisciplinary Student Success Course
o LACCD shared governance consultation processes

Noticed for Future Actions

1. Resolution on Academic Integrity – Brent/Gauthier – August, 2018
2. Resolution on LACCD Board of Trustees Diversity – Stewart/Gauthier - August, 2018

Upcoming Meetings

AB705 Next Steps Planning Meeting: Monday, July 23 at 1 p.m. at ESC, Room TBA
DAS Retreat – Friday, August, 3, 2018
Board Meeting – Wednesday, August 8, 2018 at ESC
AB 705 Implementation Meeting August 10, 2018
Consultation – Tuesday, August 14, 2018 at 2 p.m.
Board Standing Committees – Wednesday, August 22, 2018 at ESC
LACCD DAS Summit – Friday, September 21, 2018 at City

Adjournment

The meeting was adjourned at 12:00 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary