District Academic Senate Executive Committee

Meeting
Friday, November 1, 2019
Educational Services Center
Board Hearing Room
MINUTES

Attendance

<table>
<thead>
<tr>
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<th>Present</th>
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<tbody>
<tr>
<td>Officers</td>
<td>Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP), Lourdes Brent (Secretary)</td>
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<tr>
<td>City</td>
<td>Michael Kalustian</td>
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<tr>
<td>East</td>
<td>David Hale for Jeff Hernandez</td>
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<td>Harbor</td>
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<td>Mission</td>
<td>Carole Akl</td>
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<td>Pierce</td>
<td>Barbara Anderson</td>
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<td>Southwest</td>
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<td>Trade</td>
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<tr>
<td>Valley</td>
<td>Chauncey Maddren</td>
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<td>West</td>
<td>Holly Bailey-Hofmann</td>
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<td>Guests</td>
<td>Daniel Keller (District Dean of Curriculum), Sasha Perez</td>
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Call to Order:

President Angela Echeverri called the meeting to order at 9:43 a.m.

Approval of the Agenda:
The agenda was adopted as amended
(Hale/Anderson) M/S/P

Approval of the Minutes:
The minutes of the October 4, 2019 meeting were approved as amended
(Maddren/Akl) M/S/P; Abstentions: Anderson, Kalustian

Public Speakers: None

Action Items

CB 26: Support Course Designation Guidelines for MIS (Passed unanimously by DCC 10/11/19)

MOTION: Table until December DAS Exec meeting
Echeverri reported that these courses are intended to be offered to support students while remaining in compliance with AB 705. Referring to page 8 of the packet and the CB codes, Echeverri read the portion pertaining to support course designation. On the subject of relevant codes, Atondo explained that changes to CB 21 affect State MIS updates; this coding does not go through the District Curriculum Committee (DCC). However, CB 25 and CB 26 are new MIS codes which were vetted by both the District English Council and the District Math Council. When the District transitions from ECD (Electronic Curriculum Development) to eLumen, the element in which courses can be identified as being one or two levels below transfer will remain; it will still be determined by discipline faculty.

Citing a reference in the document currently under review, Anderson inquired as to what kind of data would be required so that disproportionate impact is created (or not). It was not possible to obtain enough information to address that concern definitively at this time. Echeverri observed that sufficient time remained to consider this action item in December and still comply with State deadlines, should the DAS Exec wish to postpone consideration of the item.

**Administrative Regulation E-110 – Advanced Placement Credit – technical update**
*(Passed unanimously by DCC 10/11/19)*
(Anderson/Maddren) M/S/P
Documents are contained on page 10 of the packet.

**Administrative Regulation E-122 – International Baccalaureate Credit – technical update (Passed unanimously by DCC 10/11/19)**
(Anderson/Hale) M/S/P

Atondo reported that this administrative regulation aligns with University of California (UC) and California State University (CSU) changes which occurred in spring. The strikeouts in the table indicate exams which are no longer offered. Additional references are in E-120.

**Noticed Items**

**LACCD ADT Reciprocity Guidelines Update (On 11/15/19 DCC Agenda)**

**Endorsement of the LACCD Articulation officer petition “Associate Degree for Transfer IGETC 1C Requirement Exception” (On 11/15/19 Agenda)**

Atondo requested that certain items be placed on the December agenda of the DAS Executive Committee (DAS Exec). Since she cannot attend the December meeting, she wished to notice those items and discuss them now.
One noticed item is a recommendation to explicitly support that IGETC GE (Intersegmental General Education Transfer Curriculum General Education) can be used for an AD-T (Associate Degree for Transfer). In that case, IGETC 1.C. (Communications/Speech) need not be taken. This is already the policy at City, East, and Mission. This recommended action has already been approved by the District Office of General Counsel. Students must still fulfill the Communications requirement for transfer to a California State University, but, adoption of the action being recommended today will not preclude a student’s receiving of an AD-T if he/she is following the IGETC GE pattern for that AD-T. Atonto referred the Senators to page 30 of the packet which contains a draft document in which a student may request the AD-T IGETC 1.C. Requirement Exception.

Reports

* Officer Reports

* President

Echeverri reported on the latest Board of Trustees meeting which took place at Mission on Wednesday, November 6, 2019, the day before the Academic Senate for California Community Colleges (ASCCC) Fall 2019 Plenary Session began. She observed that the Board usually does not micromanage Senate decisions. However, some trustees have expressed concern about the discontinuance of the Jewish Studies program at Valley. Maddren gave a history of the Jewish Studies and Hebrew Studies majors at Valley. Neither had many graduates, and the recommendation for program discontinuance of Jewish Studies came from the department. Valley’s Senate approved the department’s recommendation. After discussion, the consensus was that using the full program viability process regarding any discussions about program discontinuance was best practice. However, there was also substantive concern regarding the Board’s intrusion into the Senate’s purview, even if not in an official capacity.

Continuing her Board report, Echeverri noted that the Student Trustee has been very vocal at Board meetings, especially regarding the implementation of AB 705, the contract renewal and salary increase for LACCD Chancellor Francisco Rodriguez, and the multi-million-dollar marketing campaign for the District. Echeverri reiterated that the District must offer classes to serve the needs of all students, including English and Math courses more than one level below transfer. If it does not, no amount of marketing will entice students to attend. The District’s enrollment has declined from 108 thousand total FTES (full-time equivalent students) in 2016-2017 to about 96 thousand total FTES in academic year 2018-2019. This drop in FTES would result in over $64 million in lost apportionment. Part of this year’s 2-3% drop in enrollment this semester might be attributed to the cancellation of most developmental English and Math classes. Echeverri noted that trustees have asked about the plan to increase and stabilize enrollment, but there does not seem to be a coherent district-wide plan at this point.
At this juncture of the roll-out of the Student-Centered Funding Formula (SCFF), all California Community Colleges are being held harmless. Although the State could extend the hold harmless period, there is no guarantee that that will happen. She observed that colleges are expected to budget properly and to live within their means. However, if enrollment management decisions which are affecting budgets are being made at the District level, it is considered unfair for colleges to be penalized for the results of those decisions. Trustee Ernie Moreno, who had been ill, has resumed his attendance at the Board meetings.

Echeverri also reported that the District will soon determine next year’s Faculty Obligation Number (FON), and that due to the declines in enrollment, the District administration does not anticipate many new faculty being hired. There is an emphasis being placed on diversity in faculty hiring as well as concerns about a possible reduction in force among faculty. Echeverri encouraged DAS members to express their concerns about the District’s direction.

* 1st Vice President – Equivalency

El-Khoury reported that the Equivalency Committee met on October 14, 2019. At that meeting, there was extensive conversation about the Equivalency flow chart related to the review of requests for discipline equivalency. He sent an email to Vice Chancellor of Human Resources Albert Roman to remove HR-R-101 from the HR Guide; El-Khoury reported that Roman agreed to do so. It is intended that the revised Senate process will be reflected in the HR Guide. The next meeting of the Equivalency Committee will be on November 18, 2019.

Since faculty members have many commitments and need to plan ahead, El-Khoury will send out a “save the date” for the next Discipline Day. He distributed an attendance chart by college; there was a total of 196 attendees. He is also designing a survey for attendees. Current concerns involve more efficiency in serving lunch and more time for discipline committee meetings. El-Khoury also noted that the keynote speaker was willing to address more LACCD and DAS-related events. He also thanked Maddren for hosting Discipline Day and Akl and Anderson for helping to set up before the event. Echeverri observed that the DAS usually has 220-260 attendees for this event, so she posits that it is likely that not all attendees signed in. Other possible venues for this and other events were discussed.

* 2nd Vice President – District Curriculum Committee; eLumen

Atondo announced that DCC will meet on Friday, October 11, 2019.

LACCD Curriculum Dean Dan Keller joined the meeting to answer questions related to CB 25 (General education status) and CB 26 (Support course status). He stated that research will be done over the next two years to determine whether or not colleges
meet their throughputs as required in AB 705. Researchers will be reviewing disaggregated data, including data related to protected categories, to review any disproportionate impact. Ideally, this data will help identify where resources are needed for student success. That is, CB 25 and CB 26 will help us to look at the data to determine throughput and identify needs for resource allocation, mitigation plans, etc. Atondo reiterated that the English and Math faculty had full involvement in the vetting process. Echeverri suggested the inclusion of a preamble to indicate that the need for the designation of support courses was for MIS purposes as required by the California Community Colleges Chancellor’s Office (CCCCO).

Keller added that, once there is a definition for what constitutes support courses, he will go through the course list to help identify such courses for CB 26 purposes. His staff will help classes migrate from ECD to eLumen; the faculty will validate those courses in eLumen. He will also create the requested preamble. In response to a question, Keller stated that Math Non-Credit and College Studies are being reviewed by the AFT Faculty Guild to determine faculty load for those disciplines.

MOTION: To suspend order to reconsider tabling action item on CB 26: Support Course Designation Guidelines for MIS
(Hale/Atondo) M/S/P
MOTION: To consider CB 26: Support Course Designation Guidelines for MIS
(Hale/Kalustian) M/S/P
MOTION: To approve the document with the stipulation that the discussed preamble will be drafted by Dan Keller as agreed in discussion
(Kalustian/Maddren) M/S/P

* Treasurer – no report

* Secretary
Brent distributed lists of DAS and Professional Development College (PDC) representatives, both electronically and in hard copy, and requested that the Senate Presidents provide updates as necessary.

* Professional Development College – Brent
Brent distributed the list of seminars and requested volunteers to either present or be part of a panel discussion related to any topics on the agenda for the March 2020 Faculty Leadership Seminars.

* Guided Pathways Committee Report – Miller
Guided Pathways Committee Charter and Membership
Echeverri reported on a Guided Pathways (GP) summit last week which was held at Valley. The next GP summit, also to be held at Valley, will be on November 15, 2019, and will focus on professional development. Shannon Krajewski from Pierce will present on Cornerstone/Vision Resource Center (VRC), which City, East, Southwest, and
West are currently using. The professional development coordinators from all of the colleges have been invited to attend as have the PDC liaisons. Echeverri announced that the DAS Exec is free to make recommendations regarding agenda items for this summit. There will be VRC training for the Senate Presidents during the DAS Exec retreat in January. The composition of the Guided Pathways Committee is still under consideration, with committee membership open to students and administrators.

* E-100 and Board Rules Alignment Project – Freitas
Since Freitas is out of town, he provided a written electronic report. Echeverri reported that the E-100 task force deemed the administrative regulation too cumbersome and problematic to try and revise. Therefore, it was the consensus to draft a new administrative regulation which was based on Title 5 requirements. This new document would also include the right of discipline faculty to challenge accommodations which they believed would constitute a fundamental alteration of the course curriculum.

Interim Deputy Chancellor Melinda Nish is the District administrator in charge of the LACCD Board Rules revision project; Freitas is the DAS point person. Current Board Rules are considered to be too prescriptive. The goal is to have them align with the guidelines from the Community College League of California (CCLC) wherein board rules are general and global, and administrative regulations provide the procedural detail. As this is a lengthy process, the timeline for completion has been pushed back. Recommended revisions will be sent to the DAS Exec and the full DAS to review.

* District Budget Committee (DBC-ECDBC) – Hernandez
Hernandez reported that the October 9, 2019 DBC meeting had been cancelled and that the November meeting will be held on the 13th.

* Other College, Committees, and Task Force Reports – no other reports

Discussion Items

Proposed Changes to Job Descriptions for Counselors and Admissions and Records Evaluation Technicians

Atondo reported on related issues which are moving in parallel. The Senate was concerned regarding the evaluation of curriculum done by other than discipline faculty (page 35 of the packet). The DAS, as well as the District administration, has upheld the primacy of faculty in matters of curriculum. Graduation technicians at some colleges had been evaluating student transcripts for courses taken outside the LACCD to meet students’ graduation requirements. The evaluators had requested a review of their job descriptions for possible reclassification. In response, the Personnel Commission performed 11 desk audits. Vice Chancellor of Human Resources (HR), Albert Roman, requested the updated job description for the graduation evaluator. He also asked the DAS and the AFT Faculty Guild for a sample job description for counseling faculty. Atondo emphasized that the purpose was not for HR or the Personnel Commission to
review or revise any job descriptions for faculty, but rather to have supporting
documentation to assist in providing a delineation of functions. Atondo also observed
that the evaluation of coursework taken outside the LACCD should be undertaken early
in the student’s academic career and not as an immediate prelude to graduation. She
referred to a successful process utilized at Mission.

MOTION to extend 15 minutes
(Atondo/Hale) M/S/P

Guided Pathways: Proposed LACCD Partnership with National Center for Inquiry and
Improvement (NCII)
Referring to a letter from the Foundation for California Community Colleges, Echeverri
noted that the foundation was offering additional support for the colleges to promote
student success. Maddren observed that, under the terms of the proposed agreement,
it is the College President who oversees the support, and there is no requirement to
consult with the Academic Senate which is tied to receiving the assistance. Echeverri
will place this item on the consultation agenda.

Student Tutor Classifications
Hale reported that the issue had been somewhat settled.

Proposed Changes to Equivalency Approval Process
El-Khoury referred to a recommendation from the Equivalency Committee that its
decisions regarding faculty equivalency be final, and noted that such a recommendation
was in line with a document published by the ASCCC. He requested that this item be
placed on the DAS Exec agenda for the December 6, 2019 meeting, and stated that
members of the Equivalency Committee will be attending the next meeting of the DAS
Exec.

Update on AB 705 Implementation
LACCD Math and English enrollment and retention data
Echeverri reported that ASCCC Treasurer, Virginia “Ginni” May, was a guest presenter at
the DAS Discipline Day on October 18, 2019. At her breakout session, May referred to
preliminary outcomes in English and Math placement and completion, and observed
that trends seem to be forming. In general, although throughput (the number of
students who pass a course/sequence) has increased, the equity gaps are widening.
Although there are gaps for English, the gaps are particularly pronounced for Math
courses, especially those in B-STEM (Business, Science, Technology, Engineering, and
Mathematics), especially related to gender, ethnicity, and students who are in DSPS.
Substantial increases in drop rates have been observed for Math 125 (Intermediate
Algebra) in particular. One thousand more students have dropped Math courses this
year as compared with last year. Although it is not known definitely why students are
dropping, Echeverri referred to anecdotal information from faculty members, and it
appeared that students were not prepared for those classes. Echeverri has requested that the DAS be provided with student data related to adds, drops, and completions.

**AB 705 Implementation for ESL in Fall 2020**

Echeverri noted that the guidance memo from California Community Colleges Chancellor’s Office (CCCCO) came out very late. There were two breakout sessions for ESL at Discipline Day, one on ESL and CB coding. Many unanswered questions remain, such as: How do we identify ESL students? There is a question in CCC Apply, but it is vague, and refers to the number of years of high school a student has completed in the United States. Another question is related to who can or will do the ESL evaluation. For the moment, the CCCCCO continues to approve assessment for ESL.

**Other – none**

**Planning for Upcoming Events in 2019-2020**

**DAS Newsletter: Submissions due 11/22/19**

Echeverri encouraged article submissions for the Fall 2019 DAS Newsletter.

**Agenda for December 12, 2019 DAS and November 5 consultation meetings**

Echeverri issued a reminder that the next DAS meeting will be on December 12, 2019 at Pierce. Consultation with the Chancellor will be on Tuesday, November 5, 2019; she requested agenda items. Some consultation dates for the 2020 Spring Semester are tentative. She observed that the Chancellor’s schedule is challenging, so is it often not possible to avoid conflicts with local senate events.

**Additional Board Docs Training**

Echeverri will discuss additional training with IDC Nish, possibly for the January 2020 DAS Exec retreat.

**Proposed Summit Dates: 2/14, 3/6, or 3/14/2020**

Echeverri noted possible schedule conflicts for those dates.

**Retreat Rights Policy for Administrators**

There will be a meeting on November 14, 2019 between representatives from District Human Resources, including VC Roman, and representatives from the DAS.

**MOTION: To extend meeting for 5 minutes**

(Atondo/Anderson) M/S/P

**TPPC and Academic Technology Committee**

Echeverri announced that a new Chief Information Officer has been recruited. Her name is Carmen Lidz and she is being hired as a Vice Chancellor.
Faculty Representation on Human Resources Council
Echeverri reported that this item was on the last consultation agenda. At that meeting, she was assured by the District administration that the DAS will be invited to anything touching on faculty purview. She went on to note that the DAS had the option of accepting the administration’s response or of pressing the issue of faculty representation at the District HR Council further.

E-88 (Deans’ and President’s Honor List) and College Graduation Honors
Akl announced that the Academic Senate at Mission will develop a draft revision. If completed, she will bring it to the next meeting of the DAS Exec for consideration.

Other items
Kalustian announced that he will be bringing new resolutions to the ASCCC Fall 2019 Plenary Session. Anderson announced that the reassigned time for the Articulation Officer at Pierce has been reduced.

Upcoming Meetings
Fall 2019 Curriculum Regional Meeting-South: Saturday, November 2, 2019, 9:30 a.m.-3:00 p.m., at Pierce
Consultation Meeting: Tuesday, November 5, 2019, 2:00 p.m., at ESC
Board Meeting: Wednesday, November 6, 2019, at Mission
ASCCC Fall Plenary Session: November 7-9, 2019, in Newport Beach
District Budget Committee: Wednesday, November 13, 2019, 1:30 p.m., at ESC
Board Standing Committees: Wednesday, November 20, 2019, at ESC
DAS Meeting: Thursday, December 12, 2019, at Pierce

Adjournment
(Hale/Akl) M/S/P
The meeting was adjourned at 12:22 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary