District Academic Senate Executive Committee
Meeting
Friday, January 18, 2019
Long Beach, California
MINUTES

Attendance

<table>
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<tr>
<td><strong>Officers</strong></td>
<td>Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP: Curriculum), Lourdes Brent (Secretary), Dan Wanner (Treasurer)</td>
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<td><strong>City</strong></td>
<td>Dan Wanner</td>
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<td><strong>East</strong></td>
<td>Jeff Hernandez</td>
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<td><strong>Harbor</strong></td>
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<td><strong>Mission</strong></td>
<td>Deborah Paulsen</td>
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<td><strong>Pierce</strong></td>
<td>Anna Bruzzese</td>
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<td><strong>Southwest</strong></td>
<td>Robert Stewart</td>
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<td><strong>Trade</strong></td>
<td>Martin Diaz</td>
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<td><strong>Valley</strong></td>
<td>Josh Miller</td>
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<td><strong>West</strong></td>
<td>Holly Bailey-Hofmann</td>
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<td><strong>Guests</strong></td>
<td>Kamy Kashayar (East)</td>
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Call to Order:
President Angela Echeverri called the meeting to order at 10:22 a.m.

Approval of the Agenda:
The agenda was adopted as written
(Hernandez/Atondo) M/S/P

DAS President Angela Echeverri thanked Southwest Senate President Robert Stewart for hosting the retreat for the DAS Executive Committee (DAS Exec), and thanked all the members of the Exec for contributing to the potluck.

Approval of the Minutes:
The minutes were approved as amended
(Atondo/Hernandez) M/S/P Abstentions: Bruzzese; Diaz

Public Speakers: Kamy Kashayar, Professor of Engineering and Manufacture at East Los Angeles College; Chair of the District Engineering and Technology Discipline Committee

Professor Kashayar addressed the DAS Exec regarding a request from East to establish subjects under Engineering Technology: Industrial Engineering Technology; Manufacturing Engineering Technology; Mechanical Engineering Technology; Electrical
Engineering Technology, and Electromechanical Engineering Technology. He referenced conversations on this topic begun with now-retired Chair of the District Curriculum Committee, Kathleen Bimber, and retired district Dean of Curriculum, Bobbi Kimble. He argued that top codes are inconsistent, and some classes are already offered in the district. However, offering other courses in the areas listed above could not move forward without being considered new subjects. In addition, East is on a timeline to offer these classes in order to obtain Strong Workforce funding.

As part of the discussion which ensued, a provisional process until E-115 is approved was suggested but received objections as being inconsistent among colleges and incongruent with past practice. Atondo noted that there is no technical reason that these multiple subjects are needed since curriculum, articulation, state approval, etc. could all fall under Engineering Technology. And if course numbers are problematic, new course numbers could be used as the district moves away from the Electronic Curriculum Development system (ECD).

**Action Items:**

**Update to DAS Master Calendar 2018-2019 (Echeverri)**

(Stewart/Bruzese) **Approval by consensus**

Echeverri identified certain changes to the current 2018-2019 DAS calendar. She noted that consultation dates for the remainder of the academic year had been set, but that there were still potential schedule conflicts. She will look for alternate dates and report to Exec. The start time for DAS consultation with the Chancellor has been changed to 2:30 p.m. instead of 2:00 p.m. Meetings will be held at the Educational Services Center.

Other events this spring were noted: February 8, 2019 for the next meeting of the DAS Exec; February 22 and 23, 2019 for the Guided Pathways design retreat (An event for the DAS Professional Development College will be rescheduled to avoid a conflict.); February 25 and 26, 2019 for Cornerstone training; March 1, 2019 for Discipline Day at Valley; March 2, 2019 for an LACCD hiring fair to be held at Trade-Tech; and April 11-13, 2019 for the Academic Senate for California Community Colleges (ASCCC) Spring Plenary Session - the 50th anniversary of the ASCCC.

**Oppose Personnel Commission Removing Faculty Positions in Child Development Centers**

**NEW – This item was included in the updated agenda as an Urgent Matter**

(Hernandez/Stewart) **M/S/P; NOTE: This motion was adopted unanimously**

Hernandez reported that the district Division of Human Resources (HR) is drafting new draft job descriptions for certain employment positions in the college Child Development Centers (CDCs). The Personnel Commission, including a work group of vice presidents of administrative services, proposes reclassifying certain faculty
positions – including Child Development Center Director and Child Development Center teachers – as classified positions. This issue came to the attention of Joanne Waddell, President of the Los Angeles College Faculty Guild, since faculty in the CDCs are represented by the American Federation of Teachers (AFT). She forwarded to Echeverri a relevant email Waddell originally sent to Vice Chancellor of HR Albert Roman. This matter concerns both the DAS (as it relates to the 10 + 1) as well as the AFT Faculty Guild. Hernandez urged that the DAS voice its concerns as soon as possible. Echeverri stated that she contacted VC Roman, and that the DAS needs to address this potential incursion into the role of faculty immediately. She also cited another potential problem related to a “delineation of duties” concerning counseling faculty and Admissions and Records staff. Echeverri is unsure if this “delineation” issue originated with VC Roman or with Vice Chancellor of Finance and Resource Development, Robert Miller. A meeting for this latter issue is scheduled for February 5, 2019. Echeverri and Atondo will be in attendance.

Retreat rights – review and adopt ASCCC Model Procedure (Paulsen)
https://www.asccc.org/sites/default/files/publications/Retreat_0.pdf

MOTION: That the DAS endorse the ASCCC model procedure for administrator retreat rights, and that through collegial consultation, we work jointly with administration to create a policy for our district.
(Hernandez/Miller) M/S/P

Paulsen observed that the ASCCC adopted this model procedure at its 1990 Spring Plenary Session, and she expressed concern that the administration at Mission was trying to move a classified employee into faculty citing “retreat rights.” (This attempted reassignment did not occur.) Many in the Exec expressed their concerns since the California Education Code (Ed Code) is clear: Retreat rights attach to academic administrators. Issues related to retreating administrators were also raised related to the impact on the Faculty Obligation Number (FON), the impact on the recommendations of each college senate’s Faculty Hiring Prioritization Committee, the lack of a requirement to interview for a position (as faculty who wish to transfer to another college must do), and the need to clarify that academic administrators under certain circumstances have the right to retreat to a faculty position in the district but are not guaranteed a position at their college. In addition, it was noted that the ASCCC policy states that academic administrators must leave their current administrative positions in good standing (and not be dismissed for cause) in order to retain retreat rights. Echeverri recommended that we review the ASCCC policy in detail before approval. Miller recommended that the DAS Exec endorse the ASCCC policy now, review for possible issues, and bring a revised policy to the DAS for adoption. Hernandez made a motion to that effect (see above) which was passed.

East Los Angeles College Request to Create New Subjects under Engineering Technology discipline (Kamy Khashayar)
• Industrial Engineering Technology
Courses can be created already under a General Education subject code. Hernandez also noted that there will be a new process in spring when the administrative regulation dealing with the creation of a new subject is completed. In light of that, he will move that this body table the motion. Khashayar thanked the Exec for its time.

**Recess 11:25 a.m.; Meeting resumed at 12:35 p.m.**

**Discussion Items**

**Review of DAS Goals for 2018-2019**

The Exec reached consensus that it continue working toward its 2018-2019 goals without amendment.

**Revision of E-115 and process for the creation of new subjects**

Echeverri distributed the latest draft of an administrative regulation to replace E-115. Atondo noted that district discipline committees may offer opinions and may be consulted related to discipline-specific matters, but they are not approving bodies. Discussion resumed regarding the approval process, including the description of roles, the establishment of timelines, and posting requirements. Atondo will work with the district division of Educational Planning and Institutional Effectiveness (EPIE) to clarify language regarding posting. It was proposed and agreed that the DAS Executive Committee be the final arbiter for any objections related to the establishment of a new subject; there will be no other appeal. Recommendations for amendments were offered to Echeverri, who will make revisions and send to members of the DAS Exec. It is anticipated that this will be an action item at the February 2019 meetings of the DAS Exec and the full DAS.

**Math Competency Requirement (Paulsen)**

Paulsen described a concern when students go through CCC Apply – when they put in a level of math above intermediate algebra, they receive a notice that they have met competency. Atondo noted that AB 705 explicitly refers to self-reporting, and that the law states that transfer-level students have already met math competency for local degrees. Therefore, the message they are getting through CCC Apply is correct.

**Budget Update**
*LACCD Allocation Model*

Echeverri referred to a list of planned new faculty hires for the fall of 2019. Hernandez reported that a timeline to develop an allocation model is in place for ECDBC (the Executive Committee of the District Budget Committee). There is ongoing discussion regarding colleges which are in debt. There is also an idea to include the Faculty Obligation Number (FON) in the minimum base funding. However, not all full-time faculty are paid through unrestricted funds. Also under discussion are issues related to minimum base funding vis-à-vis AB 705. There is some discussion about building into the allocation model some incentive to do things with “completion” dollars, but also to have an incentive to have colleges use restricted funds which may have been left on the table in prior years. The idea here is that colleges would be incentivized to get success funds when they use their restricted funds. Later, colleges would get incentive funds when they show outcomes.

Stewart expressed his concern about the potential for developing an allocation model separate from dealing with colleges which have debt. Leaving discussion of budget formulas for these colleges to the end will be detrimental to those colleges. He recommended that the conversation about these colleges be held during discussion about minimum base funds. In addition, he argued for disincentives for administrators who do not spend restricted funds in a timely manner. Hernandez countered that in the new allocation model there will be a way to hold college presidents accountable; minimum base funding does not do that. In addition, ECDBC will look at different simulations when dealing with colleges which are in debt. Wanner urged continued discussion about including faculty in minimum base funding. There were concerns voiced about the available transparency to determine that monies are spent appropriately. Hernandez noted that this funding model will generate different reports including Strong Workforce and Student Equity and Achievement (SEA - formerly SSSP, Student Equity, and Basic Skills).

*Funds for New Faculty Hires*

As reported at the District Budget Committee (DBC) and at consultation, the state will provide an additional and ongoing $77,000 per year per position to hire new tenure-track faculty. When the district receives its funding from the state, it will allocate the $77,000 per new faculty position “off the top,” and separate from any allocation model for the colleges. John McDowell from the Faculty Guild will be on the state budget oversight committee.

Planning for Spring 2019 and beyond

*Guided Pathways Events, DAS GP Committee, and DAS GP Coordinators*

Hernandez reported on the gathering at East that occurred on Wednesday, January 16, 2019. At the end of the last DAS summit, there was a meeting of faculty working on Guided Pathways. Likewise, at the AACC’s San Diego Scaling-Up Guided Pathways event
last November, the subject of having a gathering of those working with and interested in Guided Pathways was broached, and people liked the idea. Some key takeaways from this gathering at East included the need for continued communication, as well as the need to obtain more information about budgets, especially regarding allocation and spending. Hernandez further reported that he had been contacted by the ASCCC to get more involved in Guided Pathways at the state level. At the district level, Echeverri reported that Dean of Student Success Deborah Harrington will gather teams from all of the colleges for a design retreat to discuss and settle on the fundamental framework.

Echeverri reported that the position announcements for two Guided Pathways Coordinator positions, which were posted on the district website, close today. Echeverri, Hernandez, and Stewart are on the hiring committee, and it is hoped that interviews can commence before the beginning of the Spring Semester. A charter for the Guided Pathways Committee (which will be a standing committee of the DAS) needs to be developed.

*Spring 2019 District Discipline Day: March 1, 2019 at Valley*

Echeverri announced a continued focus on AB 705 and Guided Pathways at Discipline Day. It is also anticipated that there will be discussion and updates on student-centered instruction. Miller recommended the use of Cornerstone for professional development and to disseminate information about best practices. Echeverri will develop a draft agenda and breakout sessions. District Dean of Adult, Community and Continuing Education Programs and Services Adrienne Ann Mullen will do a breakout on non-credit; Miller volunteered to do a breakout on professional development.

There was discussion related to the lack of commonality among the colleges in the district about which courses fulfill specific general education requirements in CSUGE (California State University General Education) breadth or IGETC (Intersegmental General Education Transfer Curriculum). Atondo noted that it is the California State Universities and the Universities of California which determine the area the courses fulfill; the LACCD has no purview here. In order to have complete commonality, a common course outline of record would be needed, and curriculum content and objectives would need to be identical. Atondo will run a report to determine the extent of the lack of commonality among courses relative to areas they fulfill in CSUGE breadth and IGETC.

*DAS Newsletter for Spring, 2019*

Echeverri announced that the DAS will have a spring 2019 newsletter. Senate presidents are asked to write about their colleges, Bruzzese was asked to submit updates on the ASCCC, and others are encouraged to write articles as well.

*Impact of Funding Model Changes*

Previously reported.
*Impact of LAUSD Strike*
Echeverri reported that the strike of teachers working in L.A. Unified (represented by UTLA – United Teachers Los Angeles) started Monday. There are 400 sections of concurrent enrollment in the 2019 Spring Semester schedule. If the strike goes on after February 4th, the beginning of the LACCD Spring Semester, the start dates of those classes may have to be pushed back so that district faculty teaching in affected schools would not have to cross picket lines.

*AB 705 Implementation*
Funds will be available to the colleges to support tutoring and supplemental instruction.

*DAS Elections 2019-2021*
Echeverri announced that officer positions are up for election. The elections will occur in May. At its February meeting, the DAS will ask for five volunteers for the Elections Committee. Candidates will need to complete and submit statements.

*Administrator Evaluations*
Echeverri will take a fresh look. Hernandez suggested we ask for a matrix of the administrator evaluation schedules at the upcoming consultation.

College Reports and Issues

*Federal Investigation of Los Angeles Trade-Technical College*
Echeverri reported on the topic of a January 12, 2019 Los Angeles Times article regarding a “criminal probe into potential misuse of funds” at Trade-Tech. Echeverri stated that this issue was discussed candidly at consultation, and that she also met with Trade-Tech President Larry Frank on another occasion to express concerns. She also observed that past DAS presidents David Beaulieu and Don Gauthier had described ongoing problems related to the Trade-Tech administration, and observed that if problems are not corrected, that it might deleteriously affect more people. One vice president at Trade-Tech resigned; another transferred; and another is on administrative leave. Echeverri is concerned that if these problems are not corrected, then it could affect the entire district. Hernandez also noted that there is a time when there must be reaffirmation of the rules to provide solace to members of the organization, and hopes that there is a sense that Trade communicates the message that established procedures are being followed. Transparency and accountability at all levels must be promoted.

Motion to extend the meeting for 10 minutes
(El-Khoury/Paulsen) M/S/P

*Status of Proposed Transfer at Los Angeles Mission College*
Echeverri reported that the problem had been resolved in the short term, i.e., the classified employee in question had not been moved to the faculty. However, as previously reported, the “right” of college presidents to reassign employees into the
faculty ranks remains at issue. Hernandez recommended working with Joanne Waddell on this and other issues, including Instructor Special Assignment (ISA) positions.

*Administrative Vacancies and President Searches*

Echeverri reported that there is an interim president at Valley, and that the college hopes to hire a permanent president by July 1, 2019. Bruzzese reported that faculty were involved in the selection of the interim president at Pierce.

**Reports**

**Officer Reports**

**President** – Echeverri
No further report.

**First Vice President** – El-Khoury
Equivalency Committee – El-Khoury reported that work continues related to the disciplines of Computer Science and Computer Information Systems. The courses are substantively different as are the minimum qualifications (MQs). “Bumping rights” related to seniority lists become problematic if an instructor does not have the MQs to teach that class. Since they have been “grandfathered in,” those faculty members retain their bumping rights. To complicate matters, equivalency is granted for the discipline not for the course. The Equivalency Committee continues to discuss issues related to placing those faculty members.

District Technology Planning and Policy (TPPC) – continues to have difficulty attaining quorum at its meetings. El-Khoury requested that senate presidents ask their faculty for greater participation. He will send out an email with information related to the next meeting and ask that interested faculty participate.

**Second Vice President** – Atondo
District Curriculum Committee – Atondo reported that eLumen is still receiving unanimous support from the District Curriculum Committee (DCC). Product development time is approximately 18 months. The district’s Electronic Curriculum Development system (ECD) is not being supported by the district Information Technology area (IT). Therefore, DCC will explore the possibility of using CurricUNET in the interim. All contracts with CurricUNET will be enforceable. Hernandez suggested that the DAS request written communication from LACCD Chancellor Francisco Rodriguez related to the status of the curriculum systems in question – ECD, CurricUNET, and eLumen – and that his communiqué include correspondence between his office and the DAS, as well as language related to projected timelines and the enforceability of contracts. He also suggested that the DAS needs to convince the Board of Trustees regarding the benefits of eLumen, especially with regard to its use in Guided Pathways. Echeverri suggested inviting the chair of the Board Committee on Institutional Effectiveness and Student Success to the Guided Pathways retreat. Wanner
expressed his concern that we not lose sight of the recommendation to adopt eLumen
as the district’s curriculum system given the resources that the district will be
committing to CurricUNET in the short term.

Treasurer – Wanner
Wanner reported that the DAS membership dues for the state academic senate (ASCCC)
were significantly less this year because of the district’s lower enrollment. Echeverri
would like the DAS to support more travel and conference attendance for the
professional development of the faculty. Wanner will send out conference request
forms for the ASCCC Spring Plenary Session. He would like to get the request forms back
by mid-February. Echeverri explained that some of the DAS allocation fluctuates
because of the variable cost of officer salaries, i.e., reassigned time, and plans to
allocate all of the DAS-related funds for the remainder of this fiscal year.

Secretary – Brent
No new report.

Standing Committee Reports

Professional Development College
Brent reported on a busy Winter Intersession for the PDC, including the following:
January 25, 2019 – Budget Seminar related to the Student-Centered Funding Formula
(co-facilitated by Hernandez and Vice Chancellor Ryan Cornner); January 22 and
February 1, 2019 – seminars on The Speed of Trust and The 7 Habits of Highly Effective
People (facilitated by Employee Assistance Program coordinator Katrelia Walker).

DBC/ECDBC
Hernandez reported that ECDBC will have an all-day meeting to review various fiscal
scenarios related to the implementation of the Student-Centered Funding Formula. DBC
will meet on January 30, 2019.

College and/or Committee Reports

Other Committees and Task Forces:

Enrollment Management
Disabled Students – Echeverri reported that the work group to revise E-100 had met
only once. Suggesting that disabled students might benefit from a revised policy in light
of AB 705 implementation, Brent recommended that this task force resume its
meetings.

Title IX
Institutional Review Board
Future Projects:
- Interdisciplinary Student Success Course
- LACCD Shared Governance Consultation processes

Upcoming Meetings
- **Board of Trustees:** Wednesday, February 6, 2019
- **Consultation:** Tuesday, February 5, 2019 at 2:30 p.m.
- **Board Standing Committees:** Wednesday, February 23, 2019 at EST
- **DAS Meeting:** Thursday, February 14, 2019 at Southwest 12:30-3:30 PM

Adjournment
- Stewart/Hernandez (M/S/P)
- The meeting was adjourned at 2:25 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary