District Academic Senate Executive Committee

Meeting

Friday, November 16, 2018
Educational Services Center

MINUTES

Attendance

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Call to Order and Approval of the Agenda: DAS President Angela Echeverri called the meeting to order at 9:45 a.m.

Approval of the agenda

The agenda was adopted as amended. Topics to be included: 1) Basic Skills Credit courses; 2) Attendance at the Scaling Up event; 3) AB 705 implementation; 4) Website design; 5) Hiring issues (Stewart/ Bailey-Hofmann) M/S/C

Approval of the Minutes: October 5, 2018

The minutes were approved as written. (Miller/Hernandez) M/S/C

Abstentions: Bruzzese, Bailey-Hofmann

Public Speakers:

None

Discussion Items

Preventing Sexual Harassment in the Workplace (Bruzzese)
Motion to adopt resolution from Pierce Academic Senate - as amended:

(Bruzzese/Hernandez) M/S/C

Amended language only:

“Whereas, the report has focused, effective recommendations that have been scientifically found to create results;”

“Therefore ...1. Address all forms of sexual harassment...”

Faculty members from Pierce attended a related event and were inspired to write a resolution for their local senate. It is that resolution that is being brought to the District Academic Senate Executive Committee (DAS Exec) for a review and a vote. If passed by DAS Exec, the resolution will then be brought to the full DAS. The district has policies in place to enforce applicable anti-harassment laws. However, it is hoped that the district move from a view of compliance to one of changing the campus culture and climate.

Bruzzese noted that the district’s investigation times are very lengthy for complaints of sexual harassment in the workplace, and the district compliance officers need support.

Echeverri reported that the district has had a Title IX task force spearheaded by Trustee Hoffman, and that some changes to the district procedures will be implemented. For example, the responsibility for making the ultimate disposition for sexual harassment complaints will be taken from the college presidents and instead placed with the District compliance officer. In addition, the timeline from reporting to final disposition will be accelerated.

Echeverri will place the perfected motion on the agenda for the December 13, 2018 DAS meeting at Mission.

MyPath Implementation (Paulsen)

Paulsen reported on add-on software to CCC Apply, developed by the State Chancellor’s Office, which will offer prospective students appropriate referrals to campus resources. This software is also has applications for guided pathways and could be linked to the college website. Mission wanted to move forward with this software application, but it appeared that all colleges in the district needed to use this same software in order for it to be implemented; no one college could use it independent of the others. Echeverri recommended the creation of a DAS Guided Pathways Committee, which the Guided Pathways Coordinators could co-chair, to review proposed software applications and other implementation practices and resources. Thus, the DAS could take the faculty lead for guided pathways, as it is within the 10 + 1. The Coordinators would report to the DAS, and Guided Pathways Facilitators, likely members of this committee, are already at the college level. The DAS Exec offered consensus to this approach, and Echeverri will draft a resolution to establish such a committee for the December 13 DAS meeting. Miller will send links to MyPath webinars so that members of DAS may view them prior to the December 13th DAS meeting. In the meantime, Echeverri will place this topic on the December 6 consultation agenda. It may be possible to place this
software on the district-wide Student Information System (SIS), but leave the option to opt-in or opt-out of using the software to the individual college.

Echeverri reported on the lack of progress in the proper and accurate posting of the Guided Pathways Coordinator Positions (.6 and .4 reassigned time). She had hoped that incumbents would be in their positions before the beginning of the Fall 2018 Semester. Hernandez asked if it were necessary to go through Human Resources (HR), since the Guided Pathways Coordinator positions would be reassignments. A selection committee to interview applicants for the positions has already been established.

Paulsen will draft a resolution to regarding MyPath for the December 13, 2018 meeting of DAS. If all colleges agree to using MyPath, the district office would be responsible for maintaining and updating the system. Although some colleges use Starfish for alerts and messages for students, e.g., milestone progress, the district cannot support single-college stand-alone systems. Instead, Vice Chancellor Cornner recommends an RFP process to find or develop a sustainable, all-college system.

Two resolutions for December 13, 2018 DAS meeting:
1. Establish Guided Pathways Coordinating Committee – Echeverri
2. District adoption of MyPath – Paulsen

Process for the Creation of New Subjects (E-115)

Echeverri referred to a recent series of emails (in the packet) related to Trade and West. These colleges are considering creating new subjects. She noted that E-115 is outdated and needs review and revision (last revised August 28, 2009). One issue is the definition of a subject, as there is no definition in Title 5. The current E-115 also refers to a comprehensive review of the alignment of subjects to discipline/MQ area every 6 years. Neither the DAS nor the district office has undertaken this task. In addition, the current E-115 also refers to the Educational Policy Advisory Committee (EPAC), which no longer exists. Echeverri also referred to E-XXX (in the packet), a draft of a possible replacement document written by Cornner.

Considerable discussion ensued about possible processes and procedures to be contained in a revised E-115. There was general agreement on the following: Interested parties, e.g., college, would generate a request for a new subject. That request would be sent to the DAS Exec. The DAS Exec would then review and refer that request to the appropriate district discipline committee and to the District Curriculum Committee (DCC) simultaneously. A public posting would be possible through DCC.

Thus, DCC and the appropriate discipline committee would inform DAS Exec, which would consult collegially with district Educational Policies and Institutional Effectiveness (EPIE). The AFT Faculty Guild would establish the load factor for faculty in the new subject. Every six years, the district discipline committees would undertake a comprehensive review of the alignment of subject to appropriate discipline.
Echeverri will revise the existing E-115 to include the changes discussed, and will forward to Atondo. They will then forward the draft to DAS Exec.

**eLumen and ECD Status (Atondo)**

El-Khoury gave an update on the status of ECD (the district’s internal Electronic Curriculum Development system) and eLumen. He noted that the district was initially going to replace ECD with CurricUNET. District Curriculum Committee members encountered problems with CurricUNET. The testing phase was extended one year so that CurricUNET could fix the problems. El-Khoury is not certain that all of the problems have been fixed with CurricUNET. Also, if there are problems with eLumen, he is not aware of what they are. eLumen has much experience developing curriculum software for individual colleges, but not for district-wide use by multiple colleges. Therefore, eLumen would have to build something new for district-wide use by the LACCD—a task that would take two years to implement, according to the District. In the interim, the district reports that it no longer supporting ECD. Therefore, the options of what to do if there is a data failure are unclear. Hernandez expressed his concerns about what the district and the DAS would do when or if ECD fails in a significant manner. For example, would we migrate to CurricUNET or use PDFs? Wanner reported that City is currently using CurricUNET, and faculty are undergoing training on that software. El-Khoury stated that DCC was unaware that any college was currently using CurricUNET. However, from a data perspective, El-Khoury noted that having several systems housing data without a clear integration process among these systems is not a good idea. He also wondered if the district and curriculum users have reviewed the pros and cons related to decentralizing curriculum. Diaz observed that eLumen has lost SLO data. Echeverri reported that District Curriculum Dean, Dan Keller, was scheduled to make presentations to colleges, but also had concerns regarding eLumen and district-wide attributes. College presidents might also find the cost of eLumen to be prohibitive. El-Khoury noted the central role which curriculum plays in the colleges, and that ultimately, the district needs to draft a written commitment regarding curriculum software, if we need to do further testing and analysis.

**Update on DAS Guided Pathways Coordinator Positions**

Echeverri previously reported updates. She will speak with Vice Chancellor Roman on Friday. His schedule permitting, Jeff Hernandez is willing to be added to the selection committee, currently consisting of Echeverri, Atondo, Stewart, and Dean Deborah Harrington. Echeverri expressed the value of using two coordinators in order to maximize availability to the nine colleges. However, DAS might have to reconsider the reassigned time being offered. Stewart reported that Natalie Nagthall, Professional Development Coordinator at Southwest, will be one of the regional guided pathways coordinators.
Planning for Fall 2018 and beyond

- Consultation: Thursday, December 6, 2018 at ESC
- DAS Meeting: Thursday, December 13, 2018 at Mission
- DAS Retreat: Friday, January 18, 2019, Location – Long Beach

College Reports and Issues

Website
Miller asked the senate presidents present if their colleges use an outside vendor to design their websites. None does. He went on to report that Valley is using an outside vendor for such a purpose, and with considerations to college identity, logo, and branding. September will be the rollout for Valley’s redesigned website. Miller then noted that he is aware that the district will embark on website redesign with the following proposed timeline: Workgroup started in January or February; RFP in September. He advised that such a redesign should also contain pathways integration.

Faculty Hiring
Miller requested feedback from the other senate presidents regarding their colleges’ local faculty hiring documents. At Valley, the appropriate vice president forms the committee. Paulsen, Hernandez, Bruzzese, and Stewart reported on their local policies. Miller reported that the Valley senate might consider revising their local agreement, and noted that the HR Guide does not go through consultation with the academic senate.

Basic Skills Credit courses
Hernandez observed that AB 705 implementation and curriculum models have been developed, and a constructive discussion with faculty in Non-Credit is ongoing. However, there are some challenges regarding the number of sections of lower level math courses that are being offered. AB 705 requires that college data prove that students have an increased success rate by taking such lower level classes. Colleges will also only receive apportionment for such courses at 60% FTES using the student-centered funding formula. Hernandez wondered if the DAS should make a recommendation regarding limiting the number of such lower level Math courses. He went on to note that the academic senate at East has recommended AB 705 implementation in spring 2019 with high school GPAs for English and Math placement. The State Chancellor’s Office (CCCCO) and the State Academic Senate (ASCCC) have both stated that colleges may continue to offer basic skills courses through credit. However, the option for Non-credit basic skills courses remains. It is not a matter of not offering basic skills courses for credit, it is a matter of offering many sections of such courses, as well as transitioning the learning of those skills through non-credit course offerings. Wanner agreed, suggesting college readiness courses for such students. Hernandez continued, saying that enrollment management committees as well as budget committees should revise their models due to the paradigm shift necessitated by AB 705 and the student-centered funding formula.
AB 705 Implementation

Wanner discussed certain limitations in the pop-up windows in SIS for English and Math placement under AB 705. These windows show all of the tiers, and will also compare English and Math classes for their home college with all of the colleges in the district. However, this approach may be confusing to students. Miller reported that he had spoken with some attendees at the 2018 ASCCC Fall Plenary Session regarding guided self-placement, and that colleges are developing models which both provide clear information and are user-friendly for students. Corner is working on programming and delivery options and Keller is revising English and Math flow charts. Stewart will forward a Math MOU electronically.

E-100

Echeverri reported that the task force to revise E-100 has had only one meeting. She will follow up and report at the next meeting of DAS Exec.

Reports

Officers

- President’s Report – Echeverri

Echeverri reported on the meeting of the Board of Trustees, which took place on November 14, 2018 at Mission. One major issue related to new legislation related to AB 2160 (Thurmond) related to part-time playground positions of employees of schools and community college districts. According to this new legislation, student workers may no longer be employed in certain categories related to employment at community college Child Development Centers (CDC). The LACCD Personnel Commission agreed to establish certain new classifications with a flat hourly rate as well as provisional assignments in some categories for 90 working days. The CDC Directors are of the opinion that this step will enable the CDCs to operate through the 2019 spring semester. A student worker task force is still meeting to resolve other classification issues, including those related to Tutor 2. At the Board meeting, Mission did a presentation on the college’s use of the new funding formula and how the college in support of its students. It was also announced at the Board meeting that Southwest received funding to update its SOCTE Building (School of Career and Technical Education) to meet facilities requirements of the Board of Registered Nursing for the Southwest Registered Nursing program.

- First VP Report – El-Khoury

Equivalency - El-Khoury reported that the Equivalency Committee met on October 8th to review and resolve three cases. Concerns and questions contained in emails are also being addressed and resolved. He thanked Echeverri and Equivalency Coordinator Eloise Crippens.

TPPC (Technology Planning and Policy Committee) – El-Khoury reported that the district is reviewing options to increase its cyber security.
Second VP Report - Atondo

No report

Treasurer’s Report – Wanner

All of the colleges have paid their dues. Wanner will be processing conference/expense reports for the 2019 ASCCC Fall Plenary Session. Mileage reports will be done at the end of the year.

Secretary’s Report – Brent

Brent requested that the local senate presidents review and revise lists of DAS representatives as well as reassigned time for senate-related positions.

DAS Standing Committees

Professional Development College – Brent

Brent reported on future leadership seminars as well as a proposed budget seminar. Vice Chancellors Robert Miller and Ryan Cornner have agreed to present on the budget topic.

College and/or Committee Reports

District Budget Committee – Hernandez

Hernandez reported that the District Budget Committee received incomplete information regarding the faculty obligation number (FON). Information regarding the FON reported at consultation was also inconclusive. Echeverri will ask Roman for FON updates when she sees him.

Other Committees, Task Forces, and Future Projects

Echeverri reported on a districtwide EEO (Equal Employment Opportunity) committee meeting. She will speak with Brittany Grice to see if there are any EEO trainings scheduled. Stephen Covey, author of Seven Habits of Highly Effective People, did a presentation for college administrators during the Fall Summit. The district purchased workbooks/guides, and Katrelia Walker from district HR can make 50 of them available to the Professional Development College. Brent will contact Walker regarding the details.

Upcoming Meetings

- Project MATCH and ASCCC Regional Curriculum Institute: Saturday, November 17, 2018
- Consultation Tuesday, December 6, 2018 at 2 p.m.
- Board Meeting Wednesday, November 14, 2018 at Mission
- Board Standing Committees Wednesday, November 28, 2018 at ESC
- DAS Meeting: Thursday, December 13, 2018 at Mission

Adjournment

The meeting was adjourned at 12:05 p.m.
(Miller/Hernandez) M/S/C

Respectfully submitted by Lourdes M. Brent, DAS Secretary