District Academic Senate Executive Committee

Meeting
December 15, 2017
Educational Services Center
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: Curriculum), Lourdes Brent (Secretary), Dan Wanner (Treasurer)</td>
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<tr>
<td>City</td>
<td>Dan Wanner</td>
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<tr>
<td>East</td>
<td>Jeff Hernandez</td>
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<td>Harbor</td>
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<td>Mission</td>
<td>Deborah Paulsen</td>
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<td>Pierce</td>
<td>Anna Bruzzese</td>
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<td>Southwest</td>
<td>Robert Stewart</td>
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<td>Trade</td>
<td>Martin Diaz</td>
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<td>Valley</td>
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<td>West</td>
<td>Holly Bailey-Hofmann</td>
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<td>Guests</td>
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Call to Order: President Angela Echeverri called the meeting to order at 9:50 a.m.

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

Approval of the November 17, 2017 Minutes: (Stewart/Hernandez) (M/S/P) as amended

Public Speakers: None

Reports

President’s Report – Echeverri

Board update
Echeverri reported that the LACCD Board of Trustees approved contract extensions to 2020 for 7 of the 9 college presidents. There were two exceptions – Southwest and City; Dr. Renee Martinez, City’s President, will be retiring in December, 2017. Contracts for Vice Chancellors Roman and Cornner were also extended. These contract extensions were on the Board’s consent agenda. Two trustees expressed concerns that these items
were on the consent agenda, indicating that no debate or discussion was anticipated.

One trustee in particular expressed district-wide concerns related to the current enrollment crisis, stating that the Board was, apparently, not holding college presidents accountable. This trustee went on to recommend that, if college presidents are not held accountable, then the chancellor should be. Echeverri went on to report that public speakers at the Board meeting included a long list of complaints about Trade-Tech including allegations of corruption, racism, and retaliation. Some of these speakers have been attending Board meetings for a full year. Trustee Kamlager announced that she would go to Trade to conduct a fact-finding visit. Guild Vice President William Elarton spoke of the many positive and innovative programs at LATTC.

Continuing her Board Report, Echeverri announced that the Board will assemble and convene a task force on sexual harassment. Trustee Hoffmann will chair and Echeverri will also be a member. There will be a preliminary meeting on Wednesday, and the task force has meetings scheduled during the winter intersession. In addition, Trustee Hoffmann has requested a summary of sexual harassment complaints and claims at all of the colleges in the District. One possible outcome is that Board Rule language may have to be revised. Another question refers to any provision regarding sexual relationships or contact between faculty and students. The task force will also discuss this issue.

Enrollment

Wanner reported that City has faced the issue of declining enrollment perhaps longer than the District at large. This college may be at the point where viable programs are being looked at with the idea of program elimination, and there may be a reduction in force of full-time faculty. If the question of regionalization of programs and majors is being considered, then such discussions should be spearheaded by the senate. Hernandez suggested that such topics are appropriate for the DAS to weigh in regarding parameters or principles when those discussions occur, but specifics should be avoided. He added that local senate be vigilant about being part of any program viability or discontinuation processes. El-Khoury strongly recommended that the DAS Executive Committee dedicate one meeting to enrollment, and noted that there is no ad hoc committee to determine the real problems and solutions regarding enrollment management. Wanner continued his report, noting that City’s Educational Planning Committee has been working on a process for the possible elimination of viable programs. This committee has been reviewing best practices as well as the ASCCC model. Discussion continued, including such topics as PeopleSoft, the lack of a parallel system, grades, financial aid, the report of former Vice Chancellor Delahoussaye (regarding anticipated enrollment reversals due to legislative changes in the Board of Governors’ Grant), and the recommendation to include enrollment as a consultation topic.
Action item: Motion to recommend to the Chancellor the establishment of an
Enrollment Crisis Response Team
Hernandez/Stewart M/S/P

Discussion continued with Wanner suggesting that the colleges and the district focus on
summer enrollment. Hernandez wondered if the district were intending to meet the
full-time faculty obligation number (FON) or pay the penalty to the state for non-
compliance instead. Echeverri observed that, if the district does not meet base, it will
be held harmless for one year. However, we will rebase next year. However, based on
the actions of the Board of Trustees at its last meeting (extend to 2020 the contracts of
all of the college presidents), there appear to be no consequences to the presidents.
Bailey-Hofmann noted that the district is not in the habit of anticipating change and,
perhaps, we need to be more nimble. Enrollment will be an agenda item at the DAS
Exec retreat on January 19th, and Echeverri will write a report or newsletter to send to
the district faculty.

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

El-Khoury reported that TPPS has a list of pending technical projects which represents
millions of dollars. He has requested a list of these projects with brief descriptions
attached. Echeverri attended the latest meeting of the IT Council, but emphasized the
importance of faculty representation at these meetings. El-Khoury distributed the
revised version of the equivalency flowchart approved at the latest meeting of the
Equivalency Committee. May will be the last meeting of the academic year for this
committee. April is the deadline to submit equivalency applications; summer
applications can be forwarded to the DAS Exec for approval.
El-Khoury also reported that a nationally recognized performing arts class at Southwest
(an advanced class which usually needs an enrollment of 8 or more) will be cancelled. A
chancellor’s directive was cited as the source. El-Khoury wishes to ascertain the source
and validity of this “directive.” It will be placed on the consultation agenda.

2nd Vice President’s Report – Curriculum – Atondo

Atondo reported that the review of CurricuNET is ongoing. Representatives from
eLumen will present to DAS Exec at the January Retreat. Atondo observed that 3
colleges do not use eLumen for SLOs (student learning outcomes), but went on to
recommend that all colleges should use the same systems for curriculum, SLOs, etc. The
SLO addenda which colleges currently have in eLumen need to upload and be
incorporated to ECD or CurricuNET or whatever curriculum system is being used. Thus,
that information would be easier to migrate from eLumen to eLumen. Regardless of
what system is chosen, Atondo recommends consistency. For economy of scale and
efficiency, we need consistency. She noted that eLumen would initially cost more than
CurricuNET, but the colleges would be getting more. Each college would have to pay for
their portion of this software. Districtwide attributes are not an issue, even though the
district has 9 separate curriculum databases. Paulsen observed that some faculty members teach at more than one college in the district. El-Khoury reported that eLumen has agreed to configure districtwide attributes for free should they get the contract. He also announced that Harbor’s new Curriculum Chair is Mr. Cruz. In response to a question about how PeopleSoft processed and displayed academic renewals and course repetition with substandard grades, Atondo replied that all counselors and articulation officers have the appropriate forms and that perhaps such forms could be standardized throughout the district.

**Treasurer’s Report - Wanner**

Wanner reported that the senate assistance funds ($3,000 per college) have been distributed to the local accounts. He reminded those who attended the 2017 Fall Plenary Session to submit their conference reports and reimbursement claims. Any mileage forms outstanding should also be submitted. He will also work on a projected DAS budget for next year and will forward the draft to Echeverri. Senate presidents are reminded that the senate assistance funds may be spent on food for special one-time events only, not for regularly scheduled meetings or events.

**Committee Reports**

**Professional Development College – Brent**

Brent reported on the various activities of the PDC, including faculty leadership seminars on: December 1st – a collaboration between the Dolores Huerta Labor Institute (DHLI) and the DAS Sustainability Institute; December 9th – resources for supporting undocumented students (a collaboration with DHLI); January 12 – AFT Faculty Guild and the District Academic Senate on the various roles of the union and the senate; March 23 – Adult Education and Curriculum; CTE and Minimum Qualifications; and May 11 – Administration (presented by Chancellor Rodriguez) and words of wisdom from two past DAS Presidents. Education 240, Online Teaching and Pedagogy, will be offered as a hybrid 3-unit late start class through Valley; the in-person component will be held at the Van de Kamp Innovation Center.

**DBC/ECDBC – Hernandez**

Hernandez reported that the work plan for fall, winter, and spring had been completed.

**College Reports**

Paulsen reported on Mission’s search for a faculty co-chair for Guided Pathways, with a .4 reassigned time funded through Equity funding for the spring 2018 semester.
Hernandez reported that East had completed their work plan. They will proceed with 3160 faculty facilitators in the areas of student services, liberal arts, and career technical education (CTE). Each will receive a .4 reassigned time. He suggested that the senate presidents can co-chair the guided pathways committee, but that the reassigned time be shared for the faculty facilitators. Hernandez also reminded the senate presidents that the student services division is still under the purview of the academic senate and that counseling faculty be included in these committees. Based on instruction from California Community Colleges Vice Chancellor Laura Holt, Hernandez also suggested that colleges use their unrestricted general fund center to pay for work related to Guided Pathways until April, when funds from the state are available. At that point, a reimbursement through a journal voucher should be possible.

Bailey-Hofmann reported on a complaint from a DSPS student who was not properly accommodated. The issue appeared to be that the faculty member wanted to proctor the exam personally (asserting faculty purview in this case), but West’s vice president of student services stated that it was West’s policy that all DSPS students must take proctored exams in their facilities. Although this issue was discussed at this meeting, there was no resolution.

Stewart reported on Southwest’s continuing enrollment difficulties. Their financial recovery plan points toward increasing efficiency in enrollment management. As a result, 43 class sections were closed. Unfortunately, crucial sections were cut, impacting certain classes which students need to graduate. Stewart’s concerns regarding an open forum for candidates for college president will be placed on the consultation agenda.

**Action Item:** Motion for DAS to request District IT set up an Electronic Suggestion Box concerning SIS (Hernandez/Bailey-Hofmann) M/S/P

**Upcoming Events and Other Items**
Echeverri announced the following pending items: Updating the list of the District Discipline Committees; Review of E-115; the Shared Governance consultation process; Progress on the development of Guided Pathways; a Proposal for an Interdisciplinary Studies student success course; Sustainability Institute funding. Upcoming events include a Guided Pathways mini-summit during District Discipline Day.

- **Consultation:** December 18, 2017
- **DAS Retreat:** January 19, 2018
- **AB 705 Implementation:** February 1, 2018
- **Spring District Discipline Day:** March 2, 2018
- **Guided Pathways Mini-Summit**
- **Board of Trustees** – Wednesday, January 10, 2018, at West Los Angeles College
- **Board Standing Committees** – Wednesday, December 13; January 24 at ESC
Adjournment

The meeting was adjourned at 11:54 a.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary