District Academic Senate Executive Committee
Meeting
Friday, December 7, 2018
Educational Services Center
MINUTES

Attendance

<table>
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<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: Equivalency), 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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<tr>
<td>Harbor</td>
<td>Deborah Paulsen</td>
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<tr>
<td>Mission</td>
<td>Susan Armenta – Alternate for Anna Bruzzese</td>
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<td>Pierce</td>
<td>Alternate for Anna Bruzzese</td>
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<td>Southwest</td>
<td>Robert Stewart</td>
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<td>Trade</td>
<td>Holly Bailey-Hofmann</td>
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<td>Valley</td>
<td>Johnny Berella, Student Information System IT Supervisor at ESC: Daniel Keller, Dean of Curriculum; Sunny Leon, IT at ESC; Albert Saryan, SIS Manager at ESC</td>
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Call to Order and Approval of the Agenda: President Angela Echeverri called the meeting to order at 9:51 a.m.

Approval of the agenda
The agenda was adopted as amended (list of consultation dates included) (Hernandez/Stewart) M/S/P

Approval of the Minutes: November 16, 2018
The minutes were approved as amended (Hernandez/Bailey-Hofmann) M/S/P

Public Speakers: Daniel Keller, Dean of Curriculum and Instructional Support Services

Comparison of Curriculum Management Systems:
Keller provided information on both eLumen and CurricUNET. Programming and data issues were identified with CurricUNET, and the company has been working to correct those deficiencies. Keller stated that CurricUNET could be used as a backup if/when the current district Electronic Curriculum Development system (ECD) fails. The district
currently has a contract with CurricUNET, which is up for expiration or renewal in June 2019. Keller reported that he is also working with the owners and developers of eLumen. However, he expressed his disappointment in eLumen, citing deficiencies he observed in conducting integrity checks and finding error codes. Having such functions would assist in submitting accurate reports to the state. Although he noted that eLumen "shines" for student learning outcomes and program learning outcomes (SLOs/PLOs), Keller stated that eLumen would be unwilling to make the required changes for California Community Colleges (CCCs) since that company wanted to maintain a uniform system for all of their clients. Continuing his presentation, Keller stated that CurricUNET has already made the changes that the district requested, and cited benefits to this level of customization. However, he also admitted to a certain "bias" in favor of CurricUNET since he has worked with them to make the changes requested by the district.

Keller stated that his assessment of these two curriculum systems was based on these criteria:

- **Customization** - CurricUNET (CU) – to user specs; eLumen (EL) are stock but with a district dashboard
- **MIS integrity checks** – CU – all enforced; EL – few enforced
- **Validations** – CU all enforced; EL – few enforced
- **Installation** - CU – single, district wide; EL – text
- **Safeguards against duplicate courses and proposals** - CU – both enforced; EL – development possible
- **Submission to Assist** - CU – electronic; EL – planned
- **Application programming interface (API)** - CU – planned; EL – Vendor prefers scheduled up/downloads

He also listed what he considers the minimum development requirements:

- API
- Single, district-wide installation
- Enforcement of MIS data element integrity checks;
- Safeguards against duplicate courses and proposals
- Validation of elements such as requisites, Distance Education, apprenticeship coding
- Dynamic display changes; depending on what is entered
- Drop down menus rather than text entry for fixed elements
- Auto calculation of fields that rely on district approved formulae
- Flexibility to maintain both district and college elements
- Commitment to implement regulatory changes promptly

Keller also reported that he has two priorities in the selection of a curriculum software and data system: 1) Infrastructures to create curriculum the way we want; and 2) Infrastructure to be CCCCCO compliant.
His overall evaluation of CurricUNET is:

- More robust curriculum model
- Lower in cost
- Automated integrity checks
- More streamlined curriculum submission and approval process

His overall evaluation of eLumen is:

- Seamless integration with assessment and program review modules
- Larger client base
- Busman integrity checks
- Expansion of EPIE (district office of Educational Programs and Institutional Effectiveness) role in auditing coding

There was a lively and spirited discussion on the relative merits of the two curriculum software and data systems. Atondo noted that there will be a more detailed presentation made to the District Curriculum Committee (DCC) at its next meeting. At that time, DCC and then DAS could change their recommendation to CurricUNET instead of eLumen. However, the district also has the option to require that eLumen make the changes necessary for compliance in California. Making those changes would be beneficial to eLumen if it wishes to capture the market share of the California Community Colleges (CCC). There is a dynamic challenge between what the district needs in terms of standardization and reporting requirements versus the purview of the local faculty vis-à-vis curriculum. Atondo also observed that Santa Monica City College has CurricUNET, but has complained that the company is not responsive to its needs.

El-Khoury expressed further concerns regarding the suitability of CurricUNET, noting that CurricUNET is receiving compensation to develop a system, but that, thus far, the district has not benefitted from that product development. If the district ends up not using this system, will it receive a reimbursement from CurricUNET? Concomitantly, if the district should decide to offer the contract to CurricUNET, would the district receive monetary credit for research and development monies it has already paid to this vendor to comply with district requirements? In addition, if the district is looking to a future in which catalogs, program review, and SLOs will be in an integrated technology system, then eLumen would be a better choice. In any case, the district would be better served by requiring that vendors adhere to written timelines and deliverables. El-Khoury also observed that the commitment of the DAS is to the faculty.

Keller agreed on the need to have a contract with solid timelines and enforceability with monetary consequences for non-compliance.

Echeverri reiterated the need to be very explicit regarding what the faculty members in the district want in curriculum systems, and have a specific, enforceable contract with the chosen vendor. The DAS will await further recommendation from the DCC.
Action Item

Recommendation for the Creation of Guided Pathways Committee

MOTION: That the District Academic Senate create a Guided Pathways Committee as a standing committee of the DAS, and that this committee include faculty, administrators, staff, and students. (Hernandez/Stewart) M/S/C

Echeverri reported that many faculty are currently working on guided pathways. The two positions of the Guided Pathways Coordinators were posted (with .6 and .4 reassigned time), and a number of faculty are interested. She is hoping that they can be hired and commence their duties shortly.

Hernandez proposed a meeting for the Guided Pathways facilitators for January 16, 2019. Echeverri reported that Dean of Student Success Deborah Harrington suggested a two-day meeting – the 17th and 18th of January. Hernandez noted that a one-day meeting was probably sufficient; he also observed a schedule conflict with the retreat for the DAS Executive Committee (DAS Exec) reserved for January 18.

After discussion, there was agreement that the proposed Guided Pathways Committee be a committee of the District Academic Senate, but that it would include representatives from other constituency groups. Membership would include a faculty representative from each college. Once a draft charter is written, it can be taken to the DAS for approval. The DAS bylaws would also need to be amended to include this committee.

Discussion Items

DAS Newsletter Next Edition

Echeverri asked the officers and senate presidents to write article for publication in the Spring 2019 DAS newsletter.

MyPath Implementation (Paulsen)

Resolution to Adopt CCC MyPath

Amend second Whereas as follows (in italics): “Whereas, CCC MyPath supports Guided Pathways in assisting students in choosing a major with Career Coach, which may increase the awards of financial aid to students.”

Perfected motion passed. (Paulsen/Stewart) M/S/P

MyPath is both customizable and free. Links for student resources can be added, and Career Coach uses a short survey to provide information to students to help choose a major. There was discussion related to the difference between MyPath and Program Mapper, as well as a request to see a demonstration. Paulsen will send a link. It was agreed that a broader group is needed to review different technologies to ensure
consistency for our students. Echeverri will include the perfected resolution on the December 2018 DAS agenda.

**Process for the Creation of New Subjects (E-115) and Current Requests**
Echeverri will work on a draft of this administrative regulation over the Winter Intersession. Atondo observed that DCC offered recommendations some years ago.

**eLumen and ECD Status (Atondo)**
Previously reported.

**Update on DAS Guided Pathways Coordinator Positions**
Echeverri reported that the positions posted on the district website. Echeverri, Hernandez, and Stewart are on the selection committee.

**Legislative Liaisons (Hernandez)**
Hernandez noted that the California Legislature is making decisions on academic matters without the input from the discipline experts, that is, the faculty and the academic senates. Referring to information from both the Academic Senate for California Community Colleges (ASCCC) as well as from the Senate at East, Hernandez suggested that faculty in the LACCD volunteer to be legislative liaisons. For example, if our district could choose one bill a year to advocate for, that would be very dynamic.

**DAS Membership (Bailey-Hofmann)**
Bailey-Hofmann spoke on the subject of encouraging adjunct faculty participation in academic and professional matters, specifically, the District Academic Senate. She suggested that we model equity for our students by being more inclusive, and, perhaps reserve one spot specifically for adjunct faculty from each college for the DAS. Hernandez observed that most faculty leaders usually come from the ranks of full-time faculty. He further suggested that local senates try new things to develop faculty leadership among adjunct faculty, such as sponsoring an adjunct faculty member to attend ASCCC Plenary Sessions and other Institutes. Echeverri noted that the DAS bylaws state that colleges determine their DAS representatives. She recommended that Bailey-Hofmann draft a resolution for consideration.

**Planning for Fall 2018 and beyond**
- **Consultation Dates for Spring 2019**
  Echeverri she sent out a revised calendar.
- **DAS Meeting: Thursday, December 13, 2018 at Mission**
  Echeverri will request agenda items. Atondo emphasized that eLumen has committed to API; field validation; ad hoc reporting; and programming their curriculum system to match the CCC state inventory system.
- **DAS Retreat: Friday, January 18, 2019**
Echeverri will request agenda items.

- **Guided Pathways Events: Design Retreat and Facilitator Meeting**
  This meeting will be held on January 16, 2019 at East.

- **District Discipline Day Spring 2019**
  Echeverri suggested that, if the design retreat is in February, then that would feed into a Discipline Day in March. She will recommend this calendar change to the DAS.

**Reports**

**Officers**

- President’s Report – Echeverri
  The District Budget Committee (DBC) met on Wednesday, December 5; a copy of the anticipated Faculty Obligation Number (FON) was distributed. Included in the State budget (2018 Budget Act) will be ongoing funding of $77,000 per tenure-track faculty hire. The total anticipated FON is 82. The 2018 Budget Act augmentation will fund 57 tenure-track faculty positions in the LACCD; the colleges will fund 25. The CCC Job Registry will conduct a job fair on January 26, 2019 at a hotel near the airport. However, the LACCD would like to have a job fair in February of 2019 for just district positions at another location, preferably, at a college. District faculty members are encouraged to participate in these job fairs and speak with potential job seekers about their colleges and their disciplines. It is also the district’s goal to increase the diversity of the faculty hiring pool. The Human Resources Division (HR) circulated a faculty hiring timeline at DBC. They recommended that colleges conduct interviews in February and March, and forward their selections to HR for clearance in April and final approval in May. Echeverri would like a copy of a list of faculty areas and disciplines in which faculty are being recruited. She recommended advertising in venues that are general as well as discipline-specific.

  She also reported on ITV (Instructional Television), a type of distance learning modality, which has been at Mission College for some years. However, there have been problems with ITV related to articulation and the curriculum approval process. It is also not considered viable under the Student-Centered Funding Formula (SCFF).

  The Executive Committee of DBC (ECDBC) will meet in January to discuss the SCFF and its specific implementation at and impact on the colleges. They recommend that operating expenses for the Educational Services Center (ESC) be taken from the portion of the allocation which the district receives from the state under the category of full-time equivalent students (FTES). The portions of the allocation reserved for Equity and Success would only go to the colleges. Stewart noted that, just using the SCFF without revisions would place 55% FTES; 20% Equity; 20% Success/Completion.
First VP Report – El-Khoury
TPPC – Owing to a lack of quorum, the December meeting was cancelled. El-Khoury emphasized the critical importance of the faculty voice on this committee, and is assured that the Chancellor is supportive. The February agenda for this meeting will include a discussion on augmenting membership and supporting the mission of this committee.

Equivalency – The committee is receiving and processing requests.

Motion to extend 5 minutes
(Stewart/El-Khoury) M/S/P

Second VP Report – Atondo
Atondo reported that DCC remains busy with a number of different time-sensitive issues; a mid-spring completion date is anticipated.

Treasurer’s Report – Wanner
Wanner has processed all reimbursement requests for the 2019 ASCCC Fall Plenary Session. He asked that DAS members complete their requests for mileage reimbursement.

Secretary’s Report – Brent
Brent thanked the senate presidents for sending information to revise the lists of DAS representatives as well as reassigned time for senate-related positions.

DAS Standing Committees

Professional Development College – Brent
Brent announced that the PDC Faculty Leadership Budget Seminar will be held at L.A. City College on January 25, 2019. Vice Chancellor Ryan Cornner and Jeff Hernandez will co-facilitate.

College and/or Committee Reports – No report

Other Committees, Task Forces, and Future Projects – No report

Upcoming Meetings

- Project MATCH Friday, December 14, 2018 at Trade
- Consultation meetings: December 6, 2018; January 15, 2019; February 5, 2019; March 5, 2019; April 9, 2019; May 7, 2019; June 11, 2019; all meetings commence at 2 p.m.
- Board Meeting Wednesday, December 12, 2018 at West
• Board Standing Committees Wednesday, December 29, 2018 at ESC
• DAS Meeting: Thursday, December 13, 2018 at Mission

Adjournment
The meeting was adjourned at 12:15 p.m.
(Hernandez/Stewart) M/S/P

Respectfully submitted by Lourdes M. Brent, DAS Secretary