

# District Academic Senate Executive Committee Meeting

Friday, December 7, 2018  
Educational Services Center  
MINUTES

## Attendance

	Present
<b>Officers</b>	Angela Echeverri (President), Naja El-Khoury (1 <sup>st</sup> VP: Equivalency), Elizabeth Atondo (2 <sup>nd</sup> VP: Curriculum), Lourdes Brent (Secretary), Dan Wanner (Treasurer)
<b>City</b>	Dan Wanner
<b>East</b>	Jeff Hernandez
<b>Harbor</b>	
<b>Mission</b>	Deborah Paulsen
<b>Pierce</b>	Susan Armenta – Alternate for Anna Bruzzese
<b>Southwest</b>	Robert Stewart
<b>Trade</b>	
<b>Valley</b>	
<b>West</b>	Holly Bailey-Hofmann
<b>Guests</b>	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

**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

28 currently has a contract with CurricUNET, which is up for expiration or renewal in June  
29 2019. Keller reported that he is also working with the owners and developers of  
30 eLumen. However, he expressed his disappointment in eLumen, citing deficiencies he  
31 observed in conducting integrity checks and finding error codes. Having such functions  
32 would assist in submitting accurate reports to the state. Although he noted that  
33 eLumen “shines” for student learning outcomes and program learning outcomes  
34 (SLOs/PLOs), Keller stated that eLumen would be unwilling to make the required  
35 changes for California Community Colleges (CCCs) since that company wanted to  
36 maintain a uniform system for all of their clients. Continuing his presentation, Keller  
37 stated that CurricUNET has already made the changes that the district requested, and  
38 cited benefits to this level of customization. However, he also admitted to a certain  
39 “bias” in favor of CurricUNET since he has worked with them to make the changes  
40 requested by the district.

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

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

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55 He also listed what he considers the minimum development requirements:

- 56 ✓ API
- 57 ✓ Single, district-wide installation
- 58 ✓ Enforcement of MIS data element integrity checks;
- 59 ✓ Safeguards against duplicate courses and coursed proposals
- 60 ✓ Validation of elements such as prerequisites, Distance Education, apprenticeship  
61 coding
- 62 ✓ Dynamic display changes; depending on what is entered
- 63 ✓ Drop down menus rather than text entry for fixed elements
- 64 ✓ Auto calculation of fiends that rely on district approved formulae
- 65 ✓ Flexibility to maintain both district and college elements
- 66 ✓ Commitment to implement regulatory changes promptly

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

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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.

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116 **Action Item**

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118 **Recommendation for the Creation of Guided Pathways Committee**

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

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

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128 Hernandez proposed a meeting for the Guided Pathways facilitators for January 16,  
129 2019. Echeverri reported that Dean of Student Success Deborah Harrington suggested a  
130 two-day meeting – the 17<sup>th</sup> and 18<sup>th</sup> of January. Hernandez noted that a one-day  
131 meeting was probably sufficient; he also observed a schedule conflict with the retreat  
132 for the DAS Executive Committee (DAS Exec) reserved for January 18.

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

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141 **Discussion Items**

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143 **DAS Newsletter Next Edition**

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

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147 **MyPath Implementation (Paulsen)**

148 **Resolution to Adopt CCC MyPath**

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

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

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154 MyPath is both customizable and free. Links for student resources can be added, and  
155 Career Coach uses a short survey to provide information to students to help choose a  
156 major. There was discussion related to the difference between MyPath and Program  
157 Mapper, as well as a request to see a demonstration. Paulsen will send a link. It was  
158 agreed that a broader group is needed to review different technologies to ensure

159 consistency for our students. Echeverri will include the perfected resolution on the  
160 December 2018 DAS agenda.

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162 **Process for the Creation of New Subjects (E-115) and Current Requests**

163 Echeverri will work on a draft of this administrative regulation over the Winter  
164 Intersession. Atondo observed that DCC offered recommendations some years ago.

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166 **eLumen and ECD Status (Atondo)**

167 Previously reported.

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169 **Update on DAS Guided Pathways Coordinator Positions**

170 Echeverri reported that the positions posted on the district website. Echeverri,  
171 Hernandez, and Stewart are on the selection committee.

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173 **Legislative Liaisons (Hernandez)**

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

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182 **DAS Membership (Bailey-Hofmann)**

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

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195 **Planning for Fall 2018 and beyond**

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○ **Consultation Dates for Spring 2019**

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Echeverri she sent out a revised calendar.

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○ **DAS Meeting: Thursday, December 13, 2018 at Mission**

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Echeverri will request agenda items. Atondo emphasized that eLumen has  
200 committed to API; field validation; ad hoc reporting; and programming their  
201 curriculum system to match the CCC state inventory system.

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○ **DAS Retreat: Friday, January 18, 2019**

- 203 Echeverri will request agenda items.  
204 ○ **Guided Pathways Events: Design Retreat and Facilitator Meeting**  
205 This meeting will be held on January 16, 2019 at East.  
206 ○ **District Discipline Day Spring 2019**  
207 Echeverri suggested that, if the design retreat is in February, then that would  
208 feed into a Discipline Day in March. She will recommend this calendar change to  
209 the DAS.

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## 211 **Reports**

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### 213 **Officers**

- 214 • **President's Report – Echeverri**  
215 The District Budget Committee (DBC) met on Wednesday, December 5; a copy of  
216 the anticipated Faculty Obligation Number (FON) was distributed. Included in  
217 the State budget (2018 Budget Act) will be ongoing funding of \$77,000 per  
218 tenure-track faculty hire. The total anticipated FON is 82. The 2018 Budget Act  
219 augmentation will fund 57 tenure-track faculty positions in the LACCD; the  
220 colleges will fund 25. The CCC Job Registry will conduct a job fair on January 26,  
221 2019 at a hotel near the airport. However, the LACCD would like to have a job  
222 fair in February of 2019 for just district positions at another location, preferably,  
223 at a college. District faculty members are encouraged to participate in these job  
224 fairs and speak with potential job seekers about their colleges and their  
225 disciplines. It is also the district's goal to increase the diversity of the faculty  
226 hiring pool. The Human Resources Division (HR) circulated a faculty hiring  
227 timeline at DBC. They recommended that colleges conduct interviews in  
228 February and March, and forward their selections to HR for clearance in April  
229 and final approval in May. Echeverri would like a copy of a list of faculty areas  
230 and disciplines in which faculty are being recruited. She recommended  
231 advertising in venues that are general as well as discipline-specific.

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

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239 The Executive Committee of DBC (ECDBC) will meet in January to discuss the  
240 SCFF and its specific implementation and impact on the colleges. They  
241 recommend that operating expenses for the Educational Services Center (ESC)  
242 be taken from the portion of the allocation which the district receives from the  
243 state under the category of full-time equivalent students (FTES). The portions of  
244 the allocation reserved for Equity and Success would only go to the colleges.  
245 Stewart noted that, just using the SCFF without revisions would place 55% FTES;  
246 20% Equity; 20% Success/Completion.

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- First VP Report – El-Khoury

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TPPC – Owing to a lack of quorum, the December meeting was cancelled. El-

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Khoury emphasized the critical importance of the faculty voice on this

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committee, and is assured that the Chancellor is supportive. The February

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agenda for this meeting will include a discussion on augmenting membership

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and supporting the mission of this committee.

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Equivalency – The committee is receiving and processing requests.

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Motion to extend 5 minutes

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(Stewart/El-Khoury) **M/S/P**

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- Second VP Report- Atondo

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Atondo reported that DCC remains busy with a number of different time-

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sensitive issues; a mid-spring completion date is anticipated.

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- Treasurer’s Report – Wanner

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Wanner has processed all reimbursement requests for the 2019 ASCCC Fall

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Plenary Session. He asked that DAS members complete their requests for

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mileage reimbursement.

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- Secretary’s Report – Brent

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Brent thanked the senate presidents for sending information to revise the lists of

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DAS representatives as well as reassigned time for senate-related positions.

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### **DAS Standing Committees**

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Professional Development College – Brent

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Brent announced that the PDC Faculty Leadership Budget Seminar will be held at L.A.

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City College on January 25, 2019. Vice Chancellor Ryan Cornner and Jeff Hernandez will

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co-facilitate.

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College and/or Committee Reports – No report

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

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### **Upcoming Meetings**

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- Project MATCH Friday, December 14, 2018 at Trade

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- Consultation meetings: December 6, 2018; January 15, 2019; February 5, 2019;

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March 5, 2019; April 9, 2019; May 7, 2019; June 11, 2019; all meetings

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commence at 2 p.m.

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- Board Meeting Wednesday, December 12, 2018 at West

- 290 • Board Standing Committees Wednesday, December 29, 2018 at ESC
- 291 • DAS Meeting: Thursday, December 13, 2018 at Mission

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293 **Adjournment**

294 The meeting was adjourned at 12:15 p.m.

295 (Hernandez/Stewart) **M/S/P**

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297 Respectfully submitted by Lourdes M. Brent, DAS Secretary