District Academic Senate Executive Committee

Meeting

Friday, February 8, 2019
Educational Services Center
MINUTES

Attendance

<table>
<thead>
<tr>
<th>Attendance</th>
<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>
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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 9:56 a.m.

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

Approval of the Minutes:
The minutes were approved as amended (Stewart/Hernandez) M/S/P

Public Speakers: None

Action Items:

New Administrative regulation to replace E-115 for the creation of new subjects (Bruzzese/Hernandez) M/S/P

By way of introduction of the revised administrative regulation, Echeverri reported that this draft was the culmination of work done by the District Academic Senate Executive Committee (DAS Exec), especially Echeverri and Atondo, the District Curriculum
Committee (DCC), and members of the district administration, in particular, Vice Chancellor of Educational Programs and Institutional Effectiveness, Ryan Cornner. Drafts of this document were also discussed in consultation with the district Chancellor, Francisco Rodriguez. In this revised document, the DAS Exec takes on some roles which were formerly reserved for EPAC (Educational Policies Advisory Committee). That process is no longer possible since EPAC has been dissolved. This revised administrative regulation will be brought to the full DAS at its February 14, 2019 meeting.

Use of Monies Received February 2019 from Student Centered Funding Formula (SCFF) – draft resolution from Hernandez

Hernandez presented a motion with a recommendation that the DAS take it as an action item at its February 14th meeting. By way of introduction, Hernandez reported that the district will receive additional state funding in February of this year. For the 2018-2019 budgets, the state guaranteed all districts an allocation of the same as last year plus a cost of living adjustment (COLA), i.e., hold harmless plus COLA. However, the SCFF is actually being implemented this year, and the state is distributing additional funding to any district which, through the implementation of the SCFF, earned more than hold harmless plus COLA. For the LACCD, that additional funding was estimated at $17 million.

In light of the uncertainties related to the Student-Centered Funding Formula (SCFF) and how the district will make allocations to the colleges, the thoughts at some of the colleges are to hold some funds in reserve to make up for possible enrollment drops due to AB 705. The district, including the District Budget Committee (DBC) and the Executive Committee of the District Budget Committee (ECDBC), will not know until somewhat later in spring what the funding really is. However, compliance with AB 705 is mandatory, and offering various types of supplemental instruction and tutoring are considered critical to helping students succeed. Hernandez and Echeverri are of the opinion that members of the LACCD Board of Trustees support tutoring and other such forms of learning assistance and intervention. In order to counter the college presidents’ desire to hold funds in reserve in order to balance their budgets, Hernandez urges that some funds be specified to be used only for supplemental instruction, tutoring, etc. In addition, college presidents must be directed to use those specified funds only for tutoring.

Additional discussion involved maintaining the faculty voice in budgetary recommendations, especially relative to student success. This motion is intended to be somewhat non-prescriptive so that the voice of the faculty at the individual colleges can be heard and respected.

It is anticipated that $17 million will be coming to the district – some as one-time funding and some as ongoing funding. Hernandez identified the following categories: $3M (million) in one-time funding to assist in the transition to the new budget allocation
model; $3M additional funds for AB 705 implementation; $8M with as-yet-unspecified distribution; $4.2M for PERS/STRS pension liability; $1.8M to help reach the faculty obligation number (FON) (one-time funding). However, Hernandez noted that the dollars per category are inaccurate estimates. One inaccuracy stems from a promise to colleges regarding permanent funding to augment what they would receive from the state to reach the FON. This was a caution and a concern at DBC.

Bailey-Hofmann referred to a similar motion from the senate at West. Recommendations from that resolution include smaller class sizes, improved technology, and professional development. Santa Monica City College and Pasadena City College have smaller class sizes, and students from our district often go outside our district, especially to those colleges, because of their smaller class sizes.

Echeverri observed that the SCFF will incentivize completion. At the March 1, 2019 Discipline Day, Echeverri will obtain specific recommendations from the English and Math disciplines about how best to use additional funding, e.g., smaller class sizes, etc. She emphasized that there needs to be conversation about what is needed to support students. She emphasized that the Board is very supportive of the effort to provide money for student support strategies, and that the DAS must go on the record in this regard. Although college presidents may see short-term budgetary impacts, these funds must be seen as an investment which will pay off in future student success.

Hernandez will review the resolution from West and incorporate salient points into his resolution for review, discussion, and action at a later date.

Discussion Items

Agenda for DAS meeting on 2/14/2019 at Southwest

Echeverri asked for additional agenda items.

Guidelines for Excused Withdrawal

Referring to a January 28, 2019 memorandum from the California Community Colleges Chancellor’s Office (CCCCO), Echeverri reported on a change to Title 5 (section 55024) which occurred a year ago. This change permits the notation of Excused Withdrawal (EW) on a student’s permanent record. The district governing board would implement such a notation when a student withdraws from a course after the no-penalty drop date for reasons beyond the student’s control. Such reasons could include job transfer, incarceration, immigration action, death of an immediate family member, chronic or acute illness, etc. The memo from the CCCCO states that the determination shall be made by the college’s office of Admissions and Records. Programming issues in PeopleSoft are anticipated; district implementation is anticipated for the 2019 fall semester. Echeverri will get a work group together; Brent volunteered for that work
For students receiving an EW, the college will collect apportionment, and such a notation will not adversely affect a student’s Satisfactory Academic Progress (SAP).

Guided Pathways: Design Retreat, DAS GP Committee, and DAS GP Coordinators

Echeverri reported that a Guided Pathways Design Retreat is scheduled for February 22 and 23, 2019. Approximately 6-7 persons from each college will attend the retreat where critical decision-making is anticipated. Hernandez viewed it as a two-day dialogue in order to try to end up with a common vision.

Reporting on the search for faculty Guided Pathways Coordinators, Echeverri observed that there is a good pool of candidates from whom to select, and she is confident that good people will be found and chosen. The selection committee will likely interview five candidates.

There was continued discussion on the Guided Pathways Committee which would be a committee of the District Academic Senate. It is likely that the Guided Pathways (GP) Coordinators, once selected, would help to draft the charter and also help make recommendations related to the composition of this committee. Since it is a DAS committee, the majority of the members would be faculty, but administrators would also likely be members. One suggested committee composition was: 9 campus representatives (faculty who are guided pathways coordinators at their colleges); representation from the DAS; the faculty GP Coordinators; a dean involved in guided pathways; 1 vice president of academic affairs; one vice president of student services; a classified employee; a student representative. The expectation is that those who are selected for this committee would be involved in guided pathways at their college.

AB 705 Implementation

Atondo reported on a resolution, passed by the senate at Mission, that the math competency for students (at the level of intermediate algebra for local degrees) be validated through the review of high school transcripts. This passed motion will now go to the District Math Council. Who will be validating is unclear. Atondo noted that such action goes against the intent of AB 705. In addition, there are proposed changes to Title 5 in which a student, through self-reporting, can place into a transfer-level math class and, therefore, be deemed to have met the competency of intermediate algebra. Echeverri will forward the Mission resolution

Hernandez suggested that it would be appropriate for Echeverri contact the members of the District Math Council to notify them of the proposed Title 5 changes and where they may have input on such proposals. The deadline for such input is February 18, 2019. He also noted that efforts to try to contravene the intent of AB 705 will be unwelcome by the State Legislature.
Atondo continued that we take a perspective broader than the Math discipline. Board Rule 6200 explicitly states that placement in college-level Math and English meets competency. In addition, it is analytical reasoning, not quantitative reasoning, that is required for local degrees.

**Spring 2019 District Discipline Day: 3/1/2019 at Valley**

Echeverri reported on a draft agenda, including guided pathways, non-credit classes, and the SCFF, and also asked for additional presenters.

**Administrator Retreat Policy**

The model policy from the Academic Senate for California Community Colleges (ASCCC) was distributed again for continued review and recommendations for revision.

**Update on personnel Commission, CDC Faculty, and Counselors**

Atondo reported that Velma Butler, President of AFT 1521A (the Classified unit), met with evaluators who work in the offices of Admissions and Records. A basic concern was that evaluators are being asked to do what they think is the role of counselors. There was a meeting with Butler, Echeverri, Atondo, AFT Guild President Joanne Waddell, and Vice Chancellor of Human Resources Albert Roman to discuss some concerns. At Pierce, Mission, City, and East, the model is that the counselors initiate the transcript evaluation when they meet with their students who require such evaluation. Those evaluations are then forwarded to their college’s articulation officer, who reviews and makes the final decision. Atondo emphasized that since course evaluation encompasses curriculum, it is important that curriculum remain with the faculty. She will bring this topic to DCC. Hernandez concurred and suggested that DCC bring a motion to the DAS so that DAS could make its recommendations to the Chancellor and the Board.

**Budget Update**

- **LACCD Allocation Model**
- **Impact of Funding Model Changes**
- **Funds for new Faculty Hires**

Hernandez reported that ECDBC is looking at many different funding scenarios in depth. One suggestion is to keep the minimum base we already have and use the remaining allocation based on the SCFF. Another idea is to make centralized accounts for certain expenses such as maintenance and operation. One idea that was voiced in DBC is to put the full-time faculty in the minimum base. One concern regarding placing a large portion of the funding in the minimum base is that colleges will have insufficient incentive to do what is needed to do as well as possible under the Student Centered
Funding Formula. Echeverri also noted a proposal to make the Educational Services Center (ESC, a.k.a., the district office) budget a separate account. At present, their budget is guaranteed and they also receive a cost of living adjustment (COLA). Wanner cautioned against placing too much emphasis on incentivizing colleges in relation to the SCFF, and noted that colleges have already been working diligently to increase enrollment, persistence, and completion.

NEW FACULTY HIRES

Echeverri reported on a job fair at a hotel near Los Angeles International Airport (LAX), and also announced a district-specific job fair on March 2, 2019 at Trade-Tech. This will be the first time the district has done a local job fair.

Planning for Spring 2019 and beyond

- DAS Newsletter for Spring, 2019
- DAS Elections 2019-2021
- Administrator Evaluations
- Other

Echeverri announced that she will write an article on AB 705 and the student-centered funding formula. She asked for contributions for this newsletter of approximately 500 words. The senate president were asked to write updates on their colleges; other contributions could include other topics related to the senate, guided pathways, etc. The goal is to publish this month.

ELECTIONS

Echeverri announced an election this spring for all officer positions. Hernandez volunteered to serve on the Elections Committee.

ADMINISTRATOR evaluations

Echeverri will ask the Chancellor for applicable evaluation timelines.

College Reports and Issues

- Administrative Vacancies and President Searches
- Federal Investigation of Los Angeles Trade-Technical College

Bruzzese announced that Pierce is hiring a college president. Interviews will be conducted the week of February 11, 2019, with a start date of July 1, 2019. Echeverri
noted that Valley is also in the midst of a presidential search; Denise Nolden is currently the interim president.

Diaz reported on a senate meeting scheduled for February 12, 2019 to determine the pulse of the faculty. The senate is waiting for an independent report related to ISA assignments (Instructor Special Assignment) in connection with a Department of Labor grant. There is also concern regarding administrative turnover.

Reports

Officer Reports

President – Echeverri

Echeverri reported that Los Angeles Times reporter Teresa Watanabe was at the last Board of Trustees meeting. Of concern in a Times article was reported overspending of $1.8 million in Bond funds. The Board questioned the Chancellor regarding these overruns.

First Vice President – El-Khoury

• Equivalency Committee
• TPPC

El-Khoury was pleased to announce that there was full representation and good discussion at the last TPPC meeting. He requested that TPPC meetings be placed on the DAS master calendar. Huron is doing a focus group about a technology roadmap and a technology planning overview. They will return in March to collect and gather information and concerns. The Distance Education (DE) Committee raised their concerns. The stated overall goal is to make technology better. There is also the initiation of conversation regarding putting a line item in the budget for technology. Senate presidents are asked to gather information regarding what faculty, administrators, and students need in terms of technology. Huron will draft a plan and give it to Chancellor and the cabinet. In future, the committee will meet through Zoom. The committee needs clerical/technical support; El-Khoury will make a request of Vice Chancellor for Finance and Resource Development Robert Miller at the next consultation.

Second Vice President – Atondo

• District Curriculum Committee

Previously reported.

Treasurer - Wanner

Wanner requested that those who plan to attend the ASCCC 2019 Spring Plenary Session submit their conference request forms as soon as possible since sufficient lead time is needed for pre-payment. Because of lower FTES, we will have additional funds for travel – approximately $25,000. Therefore, the DAS can pay for more faculty to attend other conferences such as the Spring Plenary, the Curriculum Institute, the
Leadership Institute, and so on. Wanner also reported that it is best to get mileage reimbursements in early.

Secretary – Brent
Brent thanked the senate presidents for updating their lists of DAS representatives.

Standing Committee Reports

Professional Development College
Brent reported on a busy Winter Intersession with three seminars. One was a presentation on the SCFF by Hernandez and Vice Chancellor Cornner. Two were collaborations between the Professional Development College (PDC) and the LACCD Division of Human Resources. They were based on the Franklin/Covey materials on The Speed of Trust and the 7 Habits of Highly Effective People. They were well-attended, with over 50 faculty members attending the 7 Habits seminar. The PDC will continue its offerings on Faculty Leadership and will also be offering a day-long seminar in late spring or early summer on Teaching and Learning in the Era of AB 705. Collaborations with the GP Coordinators are anticipated as soon as those coordinators are selected. Brent expressed her concern regarding some talk of moving the PDC from the DAS to the district Dean of Student Success. No action has been taken, however. Hernandez noted that professional development is in the 10 + 1 and therefore in the purview of the academic senate.

DBC/ECDBC – Hernandez
Previously reported

College and/or Committee Reports
No additional reports

Other Committees and Task Forces:
Enrollment Management
Disabled Students
Title IX
Institutional Review Board

Future Projects:
Interdisciplinary Student Success Course
LACCD Shared Governance Consultation processes

Upcoming Meetings

Board Standing Committees: Wednesday, February 23, 2019 at ESC
DAS Meeting: Thursday, February 14, 2018 at Southwest 12:30-3:30 PM
Guided Pathways Design Retreat: February 22-23, 2019
District Discipline Day: Friday, March 1, 2019 at Valley
Board of Trustees: Wednesday, March 6, 2019 at Valley
Adjournment

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

Respectfully submitted by Lourdes M. Brent, DAS Secretary