District Academic Senate Executive Committee
Meeting
Friday, March 16, 2018
Educational Services Center
Board Hearing Room
MINUTES

Attendance

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<th>Present (Senate Presidents in parentheses)</th>
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Call to Order:
President Angela Echeverri called the meeting to order at 9:40 a.m.

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

Approval of the Minutes:
The minutes of the February 23, 2018 meeting were approved as amended (Hernandez/Stewart) M/S/P

Public Speakers: Vice Chancellor Ryan Cornner

Policies and Procedures for Disabled Students
The first discussion item from VC Cornner was the motion from West regarding faculty involvement in the process to create policies for disabled students on campus. He began by observing that the rules and regulations related to students with disabilities are very complicated, and the District has faculty members and administrators who have very specific education and training in these areas. Much of what has been discussed has been related to policies and procedures. Policies are Board Rules and
procedures are administrative regulations (E-Regs). Cornner emphasized that no policies or procedures have been changed without consulting the District Academic Senate. He recommended bringing together a task force of individuals who have expert knowledge and sincere interest to discuss the accommodations and proctoring issues addressed in West’s motion and review the appropriate regulations and policies to see if anything needs to be amended, that it is time to meet as educators and review the appropriate policies and procedures.

Bailey-Hofmann observed that Richard Olivas, who spoke in favor of West’s motion at the February and March DAS meetings, is objecting to the DSPS faculty handbook at West. Cornner responded that conversations need to happen at a broader level. For example, the District has not had an ADA (Americans with Disabilities) coordinator for the past two years. The Senate should also be aware that West is not unique in receiving a finding from the Office of Civil Rights (OCR); the District has been receiving similar OCR findings on a frequent basis. For example, faculty have refused to let students record lectures in their classrooms; tutoring has been disallowed, etc. Title 5 specifically states that a recommended accommodation cannot be mandated if the instructor believes that an accommodation would be a “fundamental alteration” to the class, and the integrity of the curriculum and grading processes would be affected. Thus, the faculty member in the classroom maintains input in the accommodations.

Echeverri stated that she has spent much time reviewing the topic, and finds it very complex. There are many concerns and multiple stakeholders. She distributed a table she prepared including concerns among students, faculty, the Senate, DSPS and the college, and others. Discussion continued regarding other concerns such as maintaining the privacy and security of the examinations, who is proctoring, the exam environment, 508 compliance, online issues, course substitution for the quantitative reasoning requirement for Associate’s degrees, etc.

There was consensus that a task force, co-chaired by a faculty member, be established to review E-100, which was last amended in 2014. Cornner recommended that the DAS identify faculty members for this task force. He will identify DSPS deans, (David Green, for example), outside experts, vice presidents of student services, a representative from the Office of General Counsel, and the recent hire in the Office of Diversity, Equity, and Inclusion. The ADA coordinator position is still vacant.

Institutional Review Board
Cornner noted that, as community colleges receive federal grants, it is becoming necessary that they establish institutional review boards (IRBs). Typically, the community colleges do not have IRBs, as the internal type of research done by them is through program review with data which already exists. Thus, IRBs are found at the university level, and are mandated in research involving human subjects.

Research categories are:
A practical benefit to the community college of having an IRB is the facilitation of federal grants being approved. Referring to a research guide from the Santa Clarita Community College District, Cornner gave an example: An IRB chair would review a research proposal; if it is exempt (no human research subjects), it goes forward. If human research is involved, then the Institutional Review Board would fully review the proposal. Milagros (Millie) Kudo at the District Office will draft a proposal no later than May. This draft will be forwarded to DAS for vetting. The current thinking is that there will be a single IRB for the District; separate IRBs at each college will not be necessary. Gauthier noted that there may be a supportive resolution from the ASCCC. Also, at Valley, Psychology faculty served as an IRB.

**Action Item:**

**Motion to Restore Faculty Involvement in Interactive Process for Developing Districtwide Policies and Procedures for Disabled Students – West**  
(Bruzzese/Bailey-Hofmann)

**Substitute Motion:** To Create Joint Task Force to Work with the Administration to Review and Update E-100 as well as Documents, Procedures and District Policies Related to Disabled Students  
(Hernandez/Stewart)

**Perfected/substitute motion:** M/S/P

**Discussions:**

**Institutional Review Board**

Discussion on this topic continued, including the possible composition of the IRB. Suggestions included having university representation as well as representation from all nine colleges of different professions and disciplines. Echeverri will request a draft from Cornner and forward to the Academic Senate for discussion and approval.

**Problems with Enforcement of Course Prerequisites**

Echeverri reported that she has received concerns from Valley that course prerequisites, especially in Psychology and Child Development, are not being enforced. Also, if a student is enrolled in a prerequisite course, enrolls in the next class in the course sequence, and does not pass the prerequisite, that student is not de-enrolled. Gauthier
corroborated. Stewart reported that his college is not “sweeping”/de-enrolling students until mid-semester. Other senate presidents have observed an increase is prerequisite and co-requisite issues with PeopleSoft, problems enrolling in both lecture and lab components of the same class, an inconsistency in the enforcement of prerequisites, non-enforcement of repeatability limits, and coding problems in offices of Academic Affairs. Echeverri will speak with Cornner.

Gauthier reported that several years ago, now-retired Vice Chancellor Yasmin Delahoussaye had called a meeting of student services and academic affairs personnel to discuss some of the same issues. As we are now encountering similar problems, perhaps Cornner should call a meeting. Echeverri recommended continued discussion of this topic among members of the Enrollment Crisis Team.

**Technology Changes Affecting Faculty Bypassing DAS – Hernandez**

Hernandez reported that employee email accounts will move to laccd.edu from the respective colleges. He argued this is problematic for two reasons: 1) branding; and 2) differentiating the college of employment. He wants to make sure that faculty at specific colleges get those emails which they are required to read, review, and act upon, especially alerts regarding construction and campus safety. Email users could still have a mirrored name. Gauthier observed that merged accounts would make it easier for adjunct faculty who work at different colleges. Hernandez requested clarification as it had been initially reported that there had been a decision made without faculty input, that faculty are just informed at the district Technology Planning and Policy Committee (TPPC); they are not asked for input before a decision is made. Echeverri will ask Chief Information Officer Jorge Mata to attend the next DAS or DAS Exec meeting to clarify. Stewart volunteered to represent Southwest on TPPC. Echeverri will remind senate presidents to ask for faculty representation; El-Khoury co-chairs this committee.

**Campus Sustainability Coordinators – Gauthier**

Gauthier reported that there was a recommendation from a student who belongs to the statewide student academic senate. Their suggestion was that there be at least one sustainability coordinator at each college to promote awareness regarding environmental health. George Leddy is the Sustainability Institute (SI) Coordinator for the DAS, but at a reassigned time for this position of .2, does not have the time to be present at all of the colleges. There is a position at the District office, but that person only reports on data already accumulated. If the colleges are looking at budgets, perhaps they can save money through wiser energy use.

Suggestions included a faculty advisor at each college, expanding the SI Coordinator’s position for outreach to all of the colleges instead of having 9 local positions, and using Bond money for funding. Gauthier will explore funding sources and report back.
**Update on CurricuNET and eLumen**

Echeverri reported that the presentation from CurricuNET to curriculum chairs was not well received. The consensus was that issues which had been raised had not been addressed. The second day of the two-day presentation was cancelled, and the faculty who were present had substantial concerns about its efficacy for the District.

**Enrollment Update**

**District Enrollment Task Force**

Hernandez reported that faculty will be appointed by DAS and by the AFT Faculty Guild. Echeverri requested participation – 3 or 4 department chairs, 1 counselor, etc. – and will serve as the at-large representative. Chief Financial Officer Jeanette Gordon believes that low enrollment is due to problems with the new Student Information System (SIS). The Chancellor is of the opinion that there are more variables involved. The initial focus of the task force is to get the District through this current problem. This task force might evolve into a committee at some point. The timeline is unknown at present.

**SIS: Financial Aid Concerns, Electronic Suggestion Box**

Although there is a link on the SIS page, and persons are sending in suggestions, it is unknown what will happen to that feedback.

**FON and Full-Time Faculty Hiring for 2018-2019**

Echeverri reported that Chancellor Rodriguez committed to hiring faculty up to the full Faculty Obligation Number (FON) at the last Board meeting. A final FON estimate is expected in April.

**Faculty Role in Administrator Evaluations**

Echeverri observed that the contracts of all of the college presidents were renewed (except for the interim presidents at City and Southwest) and most received salary increases. Gauthier noted that, even though the deans joined a union, Senate participation is contained in Title 5 and AB 1725 as well as a publication by the ASCCC. Echeverri will include this item in consultation. Hernandez observed that there might be support from the Board on this issue.

**DAS Goals for 2018-2019**

Echeverri reported that that the community colleges are in a rapidly changing landscape, especially with AB 705 and a proposed new funding model. For 2018-19, the DAS needs to consider other priorities such as enrollment management to support student completion. More discussion will occur at the DAS Exec Retreat this summer.

Gauthier and Hernandez emphasized that there must be commitment from the colleges
and robust support from the district regarding the implementation of AB 705 and guided pathways.

Guided Pathways Update

East – 3 facilitators with reassigned time
Southwest – will recommend coordinators with reassigned time
Mission – 3 coordinators mentioned in plan
Valley – 3 in the plan
Pierce – the senate will ask for 3

West – Bailey-Hofmann is currently the coordinator; the senate will ask for 3-4; West is considering offering stipends based on deliverables instead of offering reassigned time
Trade – no faculty coordinators because there are already pathways at the college; the work of the pathway faculty is incorporated into the committees

Hernandez requested that the budgetary questions and challenges surrounding the appointment of guided pathways coordinators be on the consultation agenda. Stewart noted that the ASCCC has stated that the guided pathways efforts at the colleges be senate-led, but that some colleges believe it should be under college council or other shared governance committee. At Pierce, Bruzzese reported that there are two guided pathways committees: one under the Academic Senate, and another cross-functional committee under College Council. She also observed that the guided pathways plan and reports must be signed by the senate president. Hernandez offered that steering committee recommendations come to the senate and that the committee co-chairs have oversight over the coordinators.

Planning for upcoming events

Area C Meeting (3/24/28) and Spring Plenary Session (4/12-14/18)
All those who are going to Plenary should have submitted their conference requests.
East is taking three resolutions to the Area C meeting: Defining collegiality in the workplace; reducing the class size in English; and maintaining categorical funding.

Consultation Meeting on 3/19/18
Items on the consultation agenda include: FON; faculty participation in the evaluation of administrators; guided pathways; adult education; shortening the semesters and creating trimesters; the timeline for presentation to the Board regarding the proposed policy for naming buildings; ensuring collegial consultation at colleges on education program development and standards and policies regarding student preparation and success; thank you to VC Cornner and Danielle Jack for their time and the tour of the Educational Services Center for the DAS Professional Development College (PDC).

DAS Representation and Organization:

Membership Update: District Discipline Committee
Updates were received from Trade and West. Senate presidents are urged to forward their lists to Echeverri.
E-115 and Process for creation of a new subject – Atondo
No report.
Proposal for Interdisciplinary Student Success Course – Atondo
No report.

LACCD shared governance consultation processes
The DAS is currently prioritizing implementation of AB 705 and guided pathways, and will review the shared governance consultation process at another time.

Reports:
1) President’s Report – Echeverri
Echeverri reported on a very successful District Discipline Day that was held on March 2nd at Los Angeles Valley College. Over 300 faculty attended the event, which featured a presentation on the proposed new funding formula for California Community Colleges by Vice Chancellor Corinna and an update on AB 705 by Deborah Harrington. There were also breakouts on Guided Pathways, preparing High school students for College Math, Curriculum, Minimum Qualifications, Open Educational Resources, Noncredit, and elumen. During the afternoon, faculty were able to work on their SIS descriptors. The DAS will be sending out an Academically Speaking newsletter in April; reports were requested of the senate presidents, officers, and the PDC. Wanner will put submitted articles into a newsletter format and will attend the April meeting of the Board of Trustees. This month’s meetings of the District Budget Committee and the Title IX task force were cancelled by the visit to Los Angeles of U.S. President Donald Trump, which resulted in road closures and difficulty in getting to the ESC. SIS course descriptors are being received; they will be entered into SIS so that they may appear in the online schedules of classes. The contract for the Mathematica software program was renewed.

2) First VP Report – El-Khoury
No report.

3) Second VP Report – Atondo
No report.

4) Treasurer’s Report – Wanner
Plenary attendees were reminded about their conference requests, reports, and requests for reimbursement.

5) Secretary’s Report – Brent
No report.

6) Standing Committee Reports
Professional Development College – Brent
Brent distributed a list of the remaining seminars for this semester and announced that Education 240 will begin in April. Echeverri described the tour of the ESC conducted by Cornner as very thorough and informative, and encouraged the members of DAS Exec to participate in the future should the tour be repeated.

7) College and/or Committee Reports
Hernandez had already discussed items from the District Budget Committee (DBC). The Board will be meeting at L.A. Valley College on April 4, 2018; Wanner will attend on behalf of the DAS. Stewart reported that he attended an interesting ASCCC Institute.

Future dates:
- Board Standing Committees Wednesday, March 21, 2018 at ESC
- ASCCC Area C Meeting Saturday, March 24, 2018 (Glendale Community College)
- Board Meeting Wednesday, April 4, 2018 at Valley
- ASCCC Spring 2018 Plenary, April 12-14, 2018 in San Mateo
- DAS Meeting Thursday, May 10, 2018 at City

Adjournment
(Stewart/Bailey-Hofmann)
The meeting was adjourned at 12:18 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary