District Academic Senate Exec
Meeting
Friday August 11, 2017
Educational Services Center, 7th Floor Conference Room
Minutes

Attendance

<table>
<thead>
<tr>
<th>Present</th>
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<tr>
<td><strong>Officers</strong></td>
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<tr>
<td>City East Harbor Mission Pierce Southwest Trade Valley West</td>
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<td>Guests</td>
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Call to Order:

DAS President Angela Echeverri called the meeting to order 10 a.m.

Introductions

Those present introduced themselves.

Approval of Agenda:

Gauthier/Atondo M/S/P

Approval of minutes, June 16, 2017:

Motion to postpone approval of the minutes to the next DAS Exec meeting M/S/P

Gauthier/Wanner
Public Speakers:
None

Action Items:

Approval of DAS Calendar for Academic Year 2017-2018
Bruzzese/Wanner
M/S/P

The following colleges have agreed to host the DAS this academic year:

<table>
<thead>
<tr>
<th>Date</th>
<th>College</th>
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<tbody>
<tr>
<td>September 14, 2017</td>
<td>West</td>
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<tr>
<td>October 12, 2017</td>
<td>Trade</td>
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<tr>
<td>November</td>
<td>No meeting</td>
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<tr>
<td>December 14, 2017</td>
<td>Valley</td>
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<tr>
<td>February 8, 2018</td>
<td>Southwest</td>
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<tr>
<td>March 8, 2018</td>
<td>Pierce</td>
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<tr>
<td>April</td>
<td>No meeting</td>
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<td>May 10, 2018</td>
<td>City</td>
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Due to the Chancellor’s schedule, consultations will be on Mondays for the Fall 2017 semester. Echeverri will request another day of the week for the Spring 2018 semester to accommodate Pierce’s Academic Senate meeting schedule. Bruzzese thanked Echeverri.

Reports:

Colleges

City: Dan Wanner reported that the main cause of concern is enrollment. City’s budget projection is a three million dollar shortfall for 2017-2018. The College is looking into the possibilities of cutting adjunct faculty as well as programs. Program viability/discontinuance might be necessary, especially for high-cost majors such as theater and nursing. The College has done outreach, but enrollment continues to fall below target levels. Atondo reported that the Chancellor expressed a serious concern about the enrollment throughout the District. The Chancellor requested that faculty add more students per section. El-Khoury noted the consistently high levels of demand statewide for jobs in health care, especially nursing. As such, we should not be looking to cut Registered Nursing programs. Echeverri noted that colleges should have program viability and discontinuance policies in place. Wanner reported that City’s class sizes are big. Gauthier noted that it might be time to consider combining high-cost programs and adopt a regional perspective.
Mission: Deborah Paulsen reported that the vice president and a small group of faculty are working on meta-majors, with more discussion scheduled to occur at FLEX Day. Regarding enrollment, Fall classes were purposely overscheduled 5% to permit cuts before the beginning of the semester. The Los Angeles College Promise is moving forward. Using the latest bond funds, the new Arts/Media/Performance building will open Fall 2017. The Developmental Communications discipline will go through viability. If Developmental Communications is discontinued, a number of questions arise, including placing discipline faculty in another discipline/department, possibly English. Gauthier questioned the enrollment numbers of ITV and noted that since ITV is not a college, perhaps Mission should count those numbers as theirs. Paulsen further reported that they have had an acting vice president of academic affairs since Spring, but that person may not be serving in that capacity in Fall.

West: Holly Bailey-Hofmann reported that West’s college president placed art and music under program viability. West’s academic senate currently has no vice president as the reassigned time is a .2 and is not commensurate with the amount of work involved. The senate treasurer receives a .1 reassigned time. West is also working to establish a pathways inquiry group. It is called the Instructional Design Vision Team, and some of the newest faculty hires are participating. Bailey-Hofmann also noted that the college president is still new to the California Community College system as well as shared governance under AB1725. Janet Fulks will be attending West’s FLEX Day. Bailey-Hofmann also recommended that curriculum be rewritten so that studio classes be on CSU check sheet.

Valley: Josh Miller reported that Valley is “out of debt.” Regarding pathways, Miller is waiting to see the Guided Pathways allocations from the state. He recommends a combined effort throughout the district. Valley is still much involved in OER (Open Educational Resources). Valley is being approved for a Z-Degree grant as they have 50 OER sections. In addition, Miller noted that if a class is a zero textbook class, it should be so noted on the schedule using a special icon. The RP Group will be attending Valley’s FLEX Day. Guided Pathways conversations are ongoing. There are no talks of budget cuts at present. Miller and Cable Green, director of Open Education for Creative Commons, will possibly be presenting at the Senate Summit. Atondo noted that no articulation agreement states “required textbook,” but instead should be “representative of recommended reading.” In like manner, there are no such issues with C-ID either.

Margarita Pillado noted that one cannot use online educational resources or a website link for the course outline of record. The University of California (UC) will accept as long as there is a stable platform.

Trade: Alicia Rodriguez-Estrada reported for Martin Diaz. Enrollment is also down at Trade. The college has been using the pathways model for 3 years under the acronym PACTS (Pathways to Academic, Career and Transfer Success). A Pathway Academic,
open to faculty and staff, opened this summer. The search for a vice president of
academic affairs has ended but the successful candidate has not yet been announced.
Brent reported that Culinary Arts and Cosmetology are not yet in pathways.

Southwest: Robert Stewart reported that enrollment discussions will involve the vice
president, the senate, and the AFT. Cancellation of classes is predicted. He also
reported that Southwest has an advanced class policy, e.g., physics. Guided pathways
will be introduced on FLEX Day as most faculty at the college are unaware of this State
Chancellor’s initiative. Southwest has also lost its professional development
coordinator. Natural Sciences have been in bungalows, but this spring, the college will
break ground for a new building which is, unfortunately, only half of what the
department wanted.

On the subject of Guided Pathways, Miller reported on the 4 pillars which covers the
student experience from beginning to end. A portion of Guided Pathways could include
clustering majors. Students could also receive digital badges for unit completion.

Pierce: Anna Bruzzese reported an uncertainty about cutting classes. The Chairs
Committee made recommendations about class cancellations and the vice president will
make decisions on August 21st. The Los Angeles College Promise is doing well. The FLEX
Day theme will involve creating campus unity and equity. There will be a keynote
speaker from the State Chancellor’s Office, and breakouts will center on equity themes.
Regarding pathways, chairs and discipline faculty are encouraged to review and limit
open ended electives, and offer courses in such a way that students can complete and
graduate in a timely manner.

OFFICERS

President: Angela Echeverri discussed transition for the new officers who are still having
access problems with telephones, computers, and the website. At the consultation on
August 10th, Vice Chancellor Roman noted that the completion of employee
evaluations, a recommendation to meet standard by the ACCJC, was proceeding using
an SAP interface called EASY. The district must complete 3,400 employee evaluations
yearly. The district is “not there yet.” Human Resources will leave the adjunct faculty
hiring lists open for the year. Department chairs should contact Shawn Tramel to open
a list for adjunct pools, e.g., Astronomy.

Echeverri reported that the Chancellor was seriously concerned about the enrollment
decreases. The District met base last year but had to use enrollments from both the first
and second summer sessions to do so. As a result, in order to meet base in 2017-18, the
district must increase enrollment by 2%. If this does not happen, the District may be in
stabilization for 3 years. If this trend continues, the District may be forced to re-base.
With such an apportionment shortfall, new ongoing expenses will be difficult to fund.
Four thousand five hundred (4,500) students are reported enrolled via the Los Angeles College Promise (LACP).

CSU faculty were caught off guard by the announcement of the CSU Chancellor’s executive order regarding the change in the assessment and remedial course requirements for English and mathematics. There will be a breakout about this change at the 2017 Summit.

Vice Chancellor Cornner reported that students were still having trouble signing on to and registering in classes with PeopleSoft (PS), the new student information system. The District office will set up a call-in center to assist students with the online registration process. The Personnel Commission is expected to conduct interviews next week. Extended hours of operation (beyond 9 to 5) were strongly recommended by DAS Exec members. Another glitch that has occurred is that requisites (prerequisites) were sometimes entered incorrectly by the colleges. All colleges should have PS mentors.

Echeverri also reported on the August 9th Board of Trustees meeting. A resolution to sanction Trustee Svonkin was referred to an ad hoc committee consisting of Trustees Veres, Kamlager, and Moreno who will meet in closed session.

In a 4-3 vote, the Board voted to replace AECOM, the bond project managers, with Jacobs Engineering. AECOM is protesting the decision. The Chancellor’s contract was renewed through 2020. Jeffrey M. Prieto, formerly of the U.S. Department of Agriculture, is the new LACCD General Counsel.

As the various bargaining units are still in negotiations, the Board approved the extensions of the existing collective bargaining agreements through January 2018. The faculty is working under the 2014-17 contract. There has been no decision on new funds for the HRA (health reimbursement agreement) benefit, which lapsed in 2017.

The District has $160,000,000 in reserves which is greater than the 10% required by the ACCJC. Because its enrollment did not grow this year, the District returned to the state the $11,000,000 it received in growth funds.

In September, the Board will vote on a proposed 10-year food vendor contract to Pacific Dining Services. All colleges except Harbor, Mission, and Trade (which have Culinary Arts departments) will be affected. There were many complaints from the floor, especially regarding the loss of Falafelicious, a long-time food vendor at Pierce.

The Board also passed a homelessness and food insecurity resolution.

1st Vice President: Naja El-Khoury remarked that the college vice presidents should not be cutting classes at this juncture. With all of the difficulties both the students and the
colleges have encountered with PeopleSoft, colleges should have one more week to
make enrollment. LACCD students historically enroll late. The colleges should also wait
for the call center(s) to be functional. He urged the DAS Exec to make a strong
statement in this regard. El-Khoury also noted that the enrollment and section data
may be illusory and could be interpreted in a number of ways.

An emergency resolution (Gauthier) failed for lack of a second. However, the DAS Executive Committee did unanimously pass a sense of the senate motion:

SENSE of the SENATE
The Executive Committee of the District Academic Senate strongly recommends to
delay any class cancellations until Monday August 21, 2017 to allow the maximum
number of students to enroll and to permit the district call center with expanded hours
to be operational.

Gauthier/El-Khoury M/S/U

Echeverri stated she would communicate the approved Sense of the Senate language to
Chancellor Rodriguez.

El-Khoury continued his report and noted that the Computer Science issue is currently
on hold. The District Curriculum Committee (DCC) will take action in September.

2nd Vice President: Elizabeth Atondo reiterated that DCC will take action on the
Computer Science question at its September meeting, noting that there cannot be
different minimum qualifications for the same discipline. The district may face a fine in
this regard.

Margarita Pillado referenced E-65 in the role of district discipline committees in
approving curriculum. Atondo noted that district discipline committees do not approve
curriculum, and that a change in E-65 may be necessary.

Atondo went on to report that digital badges will be on the upcoming DCC agenda.
Also, as CurricuNET will not be implemented until Spring 2018 or Fall 2018, curriculum in
all of the colleges will proceed with ECD (Electronic Curriculum Development).

Treasurer: Dan Wanner reported that he is learning the processes and will bring
spreadsheets and detailed reports to future DAS meetings.

Professional Development College: Lourdes Brent reported difficulties in waiting for
CurricuNET, but proceeding with ECD for the near future will accelerate the
implementation of the Professional Development College curriculum through Valley.
Seminars are planned for Fall; a two-year schedule of classes will be discussed at the PDC Steering Committee.

**Discussions:**

Echeverri introduced DAS goals for 2017-2018, including a DAS newsletter, supporting faculty leadership, and supporting professional development. Roster sheets were distributed to the senate presidents who were asked to complete them and return them to A. Echeverri.

El-Khoury expressed concern over administrators sweeping local senate funds. There are two options: 1) Maintain the funds at the district office; 2) Keep the current system in which the funds are distributed to the college senates where the funds are maintained and distributed locally. Whatever option is chosen must apply to all of the colleges.

**Summit Planning:** Echeverri requested that the DAS Exec review the proposed Summit agenda and forward feedback. The Summit will be held on September 22nd at City. As there will be a breakout session on changes to English and Math at the CSUs, English and Math faculty are encouraged to participate. Tim Welch from West will do a Safe Space breakout session. Representatives from TransCanWork will join the panel.

**Next meeting and adjournment**

The next meeting of the District Academic Senate Executive Committee will be Friday, September 8, 2017, from 9:30 a.m. to 12:30 p.m. at the Educational Services Center. Please send agenda requests to Echeverri.

The meeting adjourned at 12 noon.

Respectfully submitted by Lourdes M. Brent, DAS Secretary