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

Attendance

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Call to Order and Approval of the Agenda: President Angela Echeverri called the meeting to order at 9:37 a.m.

Approval of the agenda
The agenda was adopted as written
(Stewart/Bailey-Hofmann) M/S/C

Approval of the Minutes: August 3, 2018
The minutes were approved as amended
(Stewart/Hernandez) M/S/C

Public Speakers: None

Action Item

DAS Master Calendar 2018-2019 (Echeverri)
(Hernandez/Miller) M/S/C
The projected dates for the DAS/LACCD Summit and DAS Discipline Day were reversed:
Discipline Day will be held on September 21st and the Fall Summit on October 26th; L.A. City College will host both events. The calendar includes events for the District
Academic Senate (DAS), the District (LACCD), and the Academic Senate for California Community Colleges (ASCCC). In addition, consultation dates have been set for Fall 2018. Echeverri has emailed an invitation to all District faculty regarding Discipline Day. Responses have been very encouraging, and it is anticipated that more reservations need to be made available to keep up with demand. The Fall Summit will likely focus on Guided Pathways.

**Discussion Items**

**DAS Goals for 2018-2019**

There was discussion regarding re-arranging DAS goals and placing them in related categories. It was decided that goals 2, 4, and 5, previously discussed, would be consolidated. The revised goals are below:

1. Promote more diversity in faculty hiring
2. Obtain final agreement on LACCD Administrative Regulation E-64 (Procedures for Development and Approval of New Education Programs and Options)
3. Ensure that the district and the colleges consult collegially in the implementation of new statewide initiatives, including the following:
   - Disseminate and support best practices regarding the implementation of statewide initiatives including AB 705, Guided Pathways, and the Vision for Success;
   - Support student completion by reviewing minimum and maximum class size limits;
   - Recommend strategies to support degree/certificate/program/transfer completions to optimize benefits under the new state funding formula
4. Recognize outstanding persons doing senate work. This would include a nominations and awards process and rubrics.

Those goals will receive further vetting at the September 13, 2018 DAS meeting.

Hernandez referenced an ASCCC resolution regarding guidelines for class sizes for English and Math classes, especially in light of AB 705 (Irwin). He forwarded precise language for noticed motions (for the 9-13-18 DAS meeting) to Echeverri and Brent. He also encouraged the senate to work with the union on the issue of class size, and cautioned against premature class cancellation. Because completion rates (for milestones, certificates, and degrees) are part of the new statewide funding formula, lower efficiency (class size) will be offset by higher completion rates. Hernandez also suggested possible related research at the district level. Echeverri observed that components of the funding formula are very complex, and that Vice Chancellor Cornner will speak on this topic at Discipline Day. We need to identify strategies that will help students complete and, thus, help get funding through the new state formula. Whereas
administrators are just thinking about balancing the books, and considering cutting
faculty and classified positions, the district and the colleges need to think long-term.

**Noticed Motion re class size – Hernandez**
**(for September 13, 2018 DAS meeting)**
Ensure that the district and colleges consult collegially in the implementation of new
statewide initiatives, including the following: Advocate for reducing course enrollment
maximums for courses with enrollment maximums exceeding discipline faculty
recommendations for what is needed to maximize the probability of satisfying new state
directives, such as AB 705 (Irwin, 2017) and the vision for Success; Recommend
strategies to support degree/program/transfer completions to optimize benefits under
the new state funding formula.

Hernandez advocated to support completion by such strategies as reviewing minimum
class sizes, exploring definitions of advanced classes sizes (e.g., classes needed to
complete a certificate/degree/transfer), identifying strategies that work, and
disseminating best practices.

**Planning for Fall 2018 and beyond**

- **DAS Meeting: Thursday, September 13, 2018 at Valley**
  Echeverri noted that there are many recommendations from the May DAS
  meeting, including work groups related to diversity in faculty hiring, guidelines
  for recommended optimum class sizes related to AB 705, and revision of E-100.

- **Fall 2018 District Discipline Day: Friday, September 21, 2018 at City**
  One hundred participants have signed up in 24 hours. A tentative agenda
  includes: An introduction; A presentation of English and Math implementation-
  related curriculum from colleges in the district and outside the district from
  Curriculum Dean Dan Keller; A research-related presentation from Associate Vice
  Chancellor Maury Pearl; General education requirements for local degrees,
  including the analytical thinking graduation requirement (LACCD GE Area D.2.);
  Lunch; Breakouts on equivalency, support classes and other interventions
  (possibly, Pierce and Southwest).

Echeverri also reported that the State Chancellor’s Office (CCCCO) is going to
look into revising Title 5 to comply with AB 705. That is, if, through this
legislation, students are placed into transfer-level Math courses based on their
high school cumulative grade point averages, then the presumption would be
that their Math competency for local degrees (which do not have specific Math
requirements) had been satisfied. Therefore, they would have to satisfy their
analytical think graduation requirement via another class as part of the LACCD
GE plan.
Noticed Motion re English and Math Placement – Hernandez
(for September 13, 2018 DAS meeting)
Recommend English and Math student placement in the Los Angeles Community College District (LACCD) based on new grade point average (GPA) cut-offs in the California Community College Chancellor’s Office AB 705 Implementation Guidance Memo.

Hernandez urged the DAS to adopt the CCCCO cutoffs. The galleys for the Spring 2019 schedule of classes are already in the works, and the DAS needs to offer support and collect suggestions on strategies, curriculum, and interventions for implementation. Echeverri referenced a joint district/DAS email which will go out on this matter.

Noticed Motion re AB 705 Model Review Committee – Hernandez
(for September 13, 2018 DAS meeting)
Support the creation of an AB 705 Model Review Committee to Review College models for compliance with the new AB 705 guidelines, Educational Code, and Title 5. If no model is provided or the model provided does not meet legal mandates, then the college must implement the State model. The committee will be comprised of discipline experts, faculty, and student support leaders, administration, researchers, and legal counsel.

2018 LACCD DAS Summit: Friday, October 26, 2018 at City
This Summit will focus on Guided Pathways. Each college has a team of 16 persons – 8 faculty members are chosen by the senate president, and 8 administrators chosen by the college president. Echeverri reported that the positions of district Guided Pathways coordinators (.6 and .4, D-Basis) were posted last week. She wanted the coordinators onboard in July, but, at this point, it is likely that those faculty members will not be in position until October.

AB 705 Implementation/Guided Pathways

DAS Reassigned Time and Committee Representation
Echeverri requested that local senate presidents inform her how the supplemental .2 of senate reassigned time is being utilized at their respective colleges. In addition, senate presidents are urged to recommend faculty members to serve on a number of district committees including the District Planning Committee (DPC), TPPC, and Academic Technology (which does not appear to be meeting currently).

Comprehensive Evaluation Committees for limited Faculty Hires (Hernandez)
Referencing an email exchange, Hernandez noted that the California Education Code has language that specifies that probationary faculty who had full-time limited assignments the year prior to being hired tenure-track could use that year of their limited assignment to count toward their four-year probationary period. However, Hernandez observed that faculty in limited assignments only need a basic evaluation (one conducted by the department chair) and not a comprehensive evaluation as is required for tenure-track faculty. Thus, it is possible for those faculty to have only three instead of four comprehensive evaluations as is required in Article 42 of the faculty contract. He is bringing this matter to the DAS Exec because senate representatives serve on tenure review committees. Hernandez recommends that faculty in limited assignments receive comprehensive evaluations just in case they are subsequently hired as probationary faculty. He and Echeverri will set up an initial meeting with Faculty Guild President Joanne Waddell.

DAS role over District’s administration of Student Equity Advisory program funds (Hernandez)

The state has consolidated into a block grant funds in the Student Success and Support Program (SSSP), the Basic Skills Initiative (BSI), and the Student Equity Program (SE) into the Student Equity and Achievement Program (SEAPAC). Collegial consultation regarding the use of those consolidated funds at the colleges is to take place at the college level. Moreover, up to 1% of the total funds allocated to a district for the purposes of this program may be used by the district for faculty and staff development to improve curriculum, instruction, student services, and program practices in basic skills and English as a second language programs pursuant to Education Code Section 88815. This also requires collegial consultation at the district level, meaning with the District Academic Senate, as it is clearly in the 10 + 1. Echeverri will place this item on the September 14th consultation agenda.

eLumen Status and Next Steps – Atondo

Atondo reported that the District Curriculum Committee (DCC) recommended that the district adopt eLumen as its course management system, allowing for phased implementation. However, this recommendation has not yet gone to the Board of Trustees. Atondo noted that the Board will not adopt eLumen unless all 9 colleges use it as an integrated system for curriculum, student learning outcomes (SLOs), guided pathways, etc., and estimated that a realistic “go live” date would be Spring of 2020. The DCC will notice a motion for the next full DAS meeting.

Atondo reported on ongoing progress related to finalizing E-64. Code alignment should get done by the end of Fall 2018.

College Reports and Issues
One college reported that their administrations overspent SSSP funds resulting in the termination of a number of adjunct faculty assignments. Another college reported that their administration was not honoring faculty requests for equity funds. Miller had a Cornerstone update, and reported that Valley has a $300,000 grant to fund a marketing website. There are 3 teams working on branding and redesign. Guided Pathways are doing well, and there are close to 100 Open Education Resources (OER) sections with zero-cost textbooks.

**Reports**

**Officers**

1. **President’s Report – Echeverri**

   Echeverri noted that she sent out the Board of Trustees report June, and is currently working on the July report. At the June Board meeting held at the Educational Services Center, there were dozens of protesters and about 50 community speakers expressing concern regarding the lack of African American representation among the Board of Trustees and the college presidents. Some speakers called on David Vela, the newly-appointed Trustee, to resign.

2. **First VP Report – El-Khoury**

   El-Khoury urged greater faculty participation in TPPC as it is a critical time for Information Technology (IT). As part of an update of districtwide projects, he reported that the cloud email migration did not work, but that a new plan is in place. Full-time faculty will keep their home college email “branding,” and adjunct faculty will move to the @email.LACCD email addresses. College-specific distribution lists will continue. El-Khoury also noted that PeopleSoft, the new Student Information System (SIS) software, has more memory. This action is expected to resolve some ongoing issues. Echeverri will include this topic on the consultation agenda. A districtwide IT study completed by the Huron Consulting Group recommended a district Help Desk; a plan to move to Cloud-based computing; and a movement away from too many little data bases and stand-alone computing and software systems, although such a migration might take 10 years to implement in our large system. The Equivalency Committee will meet Monday, September 10th.

3. **Second VP Report- Atando**

   Report on DCC, E-64, and eLumen given previously.

4. **Treasurer’s Report – Wanner**

   Wanner distributed the DAS budget. He encouraged all those who are attending the 2018 Fall Plenary Session to submit their conference requests as soon as possible to Echeverri for signature. She will then forward signed paperwork to Wanner for processing. Wanner also observed that the ASCCC budget is lower due to loss of FTEF (full-time equivalent faculty). Echeverri and Wanner will
request a meeting with Deborah La Teer (District Budget Office) to review cuts made in the DAS budget. Local senate presidents are encouraged to send a list to Echeverri of all senate-related reassigned time, especially the .2 FTEF given to each of the colleges by the district.

5. Secretary – Brent

Brent requested that the local senate presidents review and revise lists of DAS representatives as well as reassigned time for senate-related positions.

DAS Standing Committees

Professional Development College – Brent

Brent distributed a list of future faculty leadership seminars as well as a proposed budget seminar. Vice Chancellors Robert Miller and Ryan Cornner will be asked to present on the budget topic.

District Budget Committee – Hernandez

Hernandez emphasized his earlier remarks related to the changes in the state funding model and how the district needs to be proactive and forward-thinking.

- College and/or Committee Reports
- Enrollment management
- Disabled Students
- Title IX
- Institutional Review Board

Future Projects

- Administrator Evaluations
- E-115 and Process for creation of a new subject
- Interdisciplinary Student Success Course
- LACCD shared governance consultation processes

Upcoming Meetings

- Board Meeting Wednesday, September 12, 2018
- Consultation Friday, September 14, 2018 at 2 p.m.
- Board Standing Committees Wednesday, September 26, 2018 at ESC
- Fall 2018 District Discipline Day Friday, September 21, 2018 at City
- LACCD DAS Summit Friday, October 26, 2018 at City
Other Items – Hernandez requested that concerns related to re-classification of student workers and the adjustment of their hours be placed on the September 14th consultation agenda.

Adjournment
The meeting was adjourned at 12:00 p.m. (Stewart/Atondo) M/S/C

Respectfully submitted by Lourdes M. Brent, DAS Secretary