District Academic Senate Meeting
Thursday, October 12, 2017
Los Angeles Trade-Technical College
MINUTES

Attendance

<table>
<thead>
<tr>
<th>Present (Senate Presidents in parentheses)</th>
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</thead>
<tbody>
<tr>
<td>Officers</td>
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<tr>
<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>
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<tr>
<td>(Dan Wanner), Kamale Gray</td>
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<tr>
<td>East</td>
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<tr>
<td>(Jeff Hernandez), Lurelean Gaines, Alan Khuu, Jean Stapleton</td>
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<td>Harbor</td>
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<td>Mission</td>
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<td>(Deborah Paulsen), Thomas Folland, Tracy Harkins</td>
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<td>Pierce</td>
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<td>(Anna Bruzzese), Joseph Perret, Lauren Saslow</td>
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<td>Southwest</td>
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<td>(Robert Stewart), Stephanie Arms, Monica Garcia</td>
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<td>Trade</td>
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<td>(Martin Diaz), Manuel Acosta, Tim Slade</td>
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<td>Valley</td>
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<td>(Josh Miller)</td>
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<td>West</td>
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<td>(Holly Bailey-Hofmann)</td>
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<tr>
<td>Guests</td>
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<td>Mindy Chen (DHLI), Jennifer Galvez (DHLI), Alicia Rodriguez-Estrada (Trade-Tech)</td>
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Call to Order: DAS President Angela Echeverri called the meeting to order at 1:30 p.m.
Introductions: Echeverri asked those attending to introduce themselves. She thanked Trade for hosting, and requested that senators with dietary restrictions notify her so that the host college can be make necessary menu modifications.

Approval of the Agenda: Adopted as written (Gaines/Stewart/) M/S/P

Approval of the Minutes: (Gaines/Bruzzese) M/S/P

Public Speakers:

Mindy Chen; Jennifer Galvez - Dolores Huerta Labor Institute (DHLI)
The Labor Institute has been a districtwide academic program for ten years and is fully staffed this year. Its role is to provide resources to faculty and students in a wide range of courses (e.g.: Law, English, Sociology, History, Child Development, Business, Chicano Studies, etc.). There is also ongoing programmatic work provided, such as lectures around immigration; the format is a one-class one-day module. The Institute places an emphasis on fostering community partnerships and social and economic justice. DHLI is also supporting performances at the East/West Center in a play about Japanese internment camps during World War II.
For those faculty members who are interested in writing their own textbook or developing curriculum modules, mini grants are available through DHLI. Faculty are needed to outreach to students, especially in the area of immigration. This December, DHLI is collaborating with the DAS Professional Development College (PDC) to offer two seminars: One on December 1st in collaboration with the Sustainability Institute, and another on December 9th for providing resources and support to undocumented students.

Galvez noted that DHLI is working with undocumented students; providing “Know Your Rights” workshops for staff and faculty training; and is part of the LACCD Chancellor’s task force on DACA (Deferred Action for Childhood Arrivals). Next week is DACA week: They will be presenting Monday at Pierce; Wednesday at Trade; and Friday at City. The BetTzedek Center will be involved.

The problems of undocumented and DACA students are severe; due to President Trump’s executive orders thousands face the possibility of losing their immigration status and/or being subject to deportation. The District is experiencing a 25-28% drop in enrollment among this group of students. However, students still have resources, including AB 540, and emergency grants.

The DHLI areas of focus for 2017-18 will include: Theater performances, role-play simulations in Psychology and Sociology classes, events and speakers, faculty professional development, and curriculum support.

**Linda Delzeit – Digital Badges**

A $10 million LAH3C Grant has been used partially to develop curriculum and digital badges. The courses developed were (Health Occupation Careers) HOC 62, 63, 64, and 65. Digital badges were created as a pilot program through this grant, with the idea of creating official protocols for their issuance. The Trade-Tech Curriculum Committee and local Senate approved digital badges at Trade. The District Curriculum Committee (DCC) is reviewing policies and procedures for the development of badges throughout the District. DCC would then forward its recommendations to the District Academic Senate (DAS). Upon approval, an administrative regulation (E-Reg) would be developed.

Delzeit outlined Trade’s digital badge proposal and approval process. Trade’s badge categories include: Pathway or program competencies, Student preparation and/or success, Professional development for faculty and/or staff, Service learning, and Student excellence or competition.

A repository of digital badges could be developed and shared districtwide. At Trade, a coversheet is included with the badge application paperwork to keep track of or to process the badges. Atondo noted that DCC is working on a draft administrative regulation (E-Reg) which will be noticed in October for action at the November DCC meeting. It is intended to parallel the process for the approval of courses in E-65. The current badge repository is Credly, which will allow for a top level digital badge.
administrator and manager at each college. The digital badge could be part of the official course outline of record. A nationwide repository is expected in the near future. The Lumina Foundation 2.0 version will carry metadata. Delzeit then demonstrated how digital badges and lists of those who received could be stored on the Credly website. Students would have to agree to make this information public for purposes of adhering to the Family Educational Rights and Privacy Act (FERPA).

Reports:

1) President’s Report

a) Board Update

Echeverri’s written report of the September Board meeting at East was included in the packet. She reported there were a large number of public speakers at the meeting, mostly students and union members. Topics addressed by the speakers included problems with the new SIS or student information system (PeopleSoft), the 6-week fee payment policy, financial aid, as well as a group of students with complaints about Trade. Union representatives addressed the Board regarding the HRA and the ongoing contract negotiations.

The Board’s primary concern at the moment is the districtwide decline in student enrollment. Statewide, enrollment is down, but not all districts are being affected. Recent LACCD enrollment figures were distributed showing that enrollment was down 9% district-wide as of September 21, 2017 (Fall 2017) as compared to September 22, 2016 (Fall 2016). Although all colleges show an enrollment decrease, there are variations. For example, Mission is at 96% of last year, while Trade is at 82%. Many adjunct faculty have lost their assignments and academic programs are in peril since a large number of classes have been cancelled. At this point, it is not evident that the district has a clear and comprehensive plan to address these declines. Although a districtwide Enrollment Summit was held recently at Mission, many of those attending felt there was much information, but few solutions or a concrete action plan. The District will probably not meet its enrollment base this year. The LACCD will be held harmless for one year, but must make up enrollment next year in order to avoid being re-based. Multiple reasons have been offered for the enrollment declines, including the improved economy, changes to DACA, and the new Student Information System.

In the fall of 2017, over 4,000 new full-time LAUSD students enrolled in the LACCD for the inaugural year of the L.A. College Promise (LACP). However, approximately 4,000 undocumented /DACA students were lost during this same time period. Vice Chancellor Miller announced at the District Budget Committee (DBC) that Chancellor Rodriguez is considering a proposal by a consultant to help boost enrollment for the Spring, Summer, and Fall of 2018. The proposal will target the large number of students who apply for admission but fail to register for classes also called “Failure to Appear” students. Other interventions discussed were distributed in the packet.
and include late-start classes, registration fairs, and more aggressive outreach to students. The Chancellor had a retreat with his staff to discuss priorities, including sending a special intervention team to address enrollment declines at City. El-Khoury noted that when the economy does well, enrollment goes down. Community colleges in the Inland Empire are doing well in terms of enrollment possibly due to a lower cost of living and the use of Open Educational Resources (OER). Major barriers for students in our District include textbook costs, academic preparation, study skills, an inability to register in classes, problems with the new SIS, financial factors, job obligations, and family obligations. Persistence from Spring to Fall is especially problematic.

b) Future Districtwide Events

The DAS will be organizing upcoming summits to support the implementation of Guided Pathways, AB 705, and equity efforts. Representatives from the State Chancellor’s Office (CCCCO) and the State Academic Senate (ASCCC) will be invited. Echeverri mentioned the recent executive order affecting the California State Universities (CSU): Starting in Fall 2018, CSUs will no longer use English and Math assessments to place incoming students; it is the expectation of the CSUs that students complete college-level Math and English courses in one year. This action will have an impact on the California Community Colleges (CCC) and place a burden on our students. Assembly Bill 705 is on the Governor Brown’s desk, and he is expected to sign the legislation. If signed, the law goes into effect January 1, 2018 and will have a big impact on math, English, and ESL instruction. AB 705 will mandate the use of multiple measures to determine course placement (i.e.: high school coursework, grades, and/or grade point average). It also requires that colleges maximize the probability that a student will enter and complete college-level course work in math and English in one year (three years for ESL students). Once approved, AB 705 implementation regulations will come from the Board of Governors.

2) First VP Report

   Equivalency Committee

El-Khoury reported that the next Equivalency Committee meeting was October 9th. There were two applicants and three cases. He noted that some of the applicants are being hired before equivalency is requested or completed, and reminded local senate presidents to be vigilant in this regard, and was also concerned that there appeared to be a disconnect between Human Resources downtown and the Equivalency Committee. The Committee is developing a flow chart to clarify processes, procedures, and timelines, and has also developed a confidentiality agreement to be signed by Committee members. All department chairs and deans should have copies of the recent disciplines list including minimum qualifications. The Committee plans to: 1) Make sure that disciplines align properly between the district and the state; 2) Meet with HR to close the loop; and 3) Finalize and share
the flow chart. Discipline Day is tentatively scheduled for March 2, 2018.

Referencing a minimum qualifications (MQ) issue at Valley, Echeverri issued a reminder that if the degrees or equivalents do not match, then those cases must go to the Equivalency Committee. Miller has observed problems with the hiring of adjunct faculty who have never worked in the LACCD. As a result of the new adjunct hiring guide, hiring committees are established and area deans are now invited to attend. However, deans sometimes think that they can review transcripts and make equivalency decisions extemporaneously. He went on to recommend a revision to the adjunct faculty hiring guide so that it explicitly states that questions regarding equivalency must/shall be referred to the Equivalency Committee. El-Khoury noted that applications are denied to protect the institution, and to avoid fines levied to colleges and course credit not awarded if there are faculty members who do not meet MQs.

3) Second VP Report

The updated E-65 will be an action item at DCC, which will also be discussing digital badges. On the subject of equivalency, Atondo reminded those present that the District discipline committees may be consulted regarding MQs, but that it is the Equivalency Committee which ultimately decides these matters.

The DCC will have a first opportunity to see a demonstration of CurricuNET, but concerns remain regarding its efficacy. For example, there may never be a way to bridge with PeopleSoft, and the program cannot go live before Fall 2018. Many challenges remain, and DCC urges the district not to accept delivery until the program is 100% capable. Atondo spoke with Cornner, who seemed to be open to using another platform. At present, eLumen is being considered. They will do a presentation at DCC on October 19th. El-Khoury replied that, based on his computer background, he is impressed with eLumen, which can also tie with Guided Pathways, Student Learning Outcomes (SLOs), etc. He also noted that there has been discussion with CurricuNET for two years without moving forward. It was suggested that eLumen present to DAS or DAS Exec.

4) Treasurer’s Report

Wanner produced a one-page written report. He reported that the registration fee for Plenary attendees was prepaid to the ASCCC. He also reported that the Program 100 funds of the local senates could not be kept with the Foundation because that would be considered a gift of public funds. Procedures for keeping those funds at the district/DAS for the colleges that requested that process are still being investigated. Regarding the PDC budget, those funds must be kept at the Chancellor’s account.
5) Standing Committee Reports

Professional Development College
Brent referenced the seminars on faculty leadership to be held in December, Winter, and Spring. The venue will be the Van de Kamp Innovation Center as it is centrally located and the large meeting room has a seating capacity of 150. The PDC will be partnering with the Chancellor’s Office, Dolores Huerta Labor Institute, the Faculty Guild, and the ASCCC. Education 240, Online Teaching and Pedagogy, will be offered as a late-start hybrid class.

Action Items:

Revised DAS Meeting Calendar for 2017-2018 – District Discipline Day was added – location will be either City or Valley  (El Khoury/Stewart) M/S/P

Old Business

1. E-65 – Atondo
   This issue was previously discussed under the 2nd VP report.

2. Academic Rank Policy – Gauthier
   Some concern was expressed about some colleges “demoting” faculty who have retired with academic rank. Hernandez recommended a revision to the resolution which will be forwarded to the full DAS.

3. Shared Governance and other committee assignments for 2017-2018
   Echeverri noted that greater participation is needed in committees such as Adult Education, Bond Steering, Budget, Distance Education, and Sustainability.

4. Progress on Guided Pathways - Mini Summit
   Miller will find a date for Valley to hold a district-wide mini-summit. Colleges participating in the state-wide Guided Pathways efforts must attend a conference at the downtown Marriott. Each college will be sending a team. Hernandez noted that faculty involvement is critical.

New Business/Discussion Items

1. DAS Goals for 2017-2018
   DAS Exec had reached consensus on 3 goals for the year: 1) Support new faculty leadership; 2) Professional Development; 3) Communication – to include a DAS newsletter. The district currently has 500 probationary faculty; 150 full-time faculty retired in June. Therefore, DAS needs to support new faculty leadership.
   Motion to support DAS Goals (Hernandez/Gaines) M/S/P

2. Fall 2017 Plenary Session and Area C Meeting Resolutions
   Plenary will be November 2-4 in Irvine. Resolutions are online and were included in the packet. Many important resolutions include enrollment management.
   The Area C meeting will be October 14th.

3. InCommon Membership – Saslow - tabled
4. Digital Badges Update – Delzeit – previously discussed

5. LACCD Building Naming Policy – Hernandez
   There was no change from last month. There will be a resolution for the DAS Exec at its next meeting.

6. Revision of District Mission Statement – Echeverri
   Echeverri reported that the District Planning Committee is working on revisions to the District’s Mission Statement and Strategic Plan goals and objectives. She distributed and discussed a draft of the proposed changes. There will be a meeting on October 13th to establish specific performance benchmarks. She also noted that narrowing our focus to rely solely on completion metrics does not serve all students. Hernandez observed that just because the state is pushing us in these areas does not mean that we should give up part of our mission. DPC needs to bring its recommendations to DAS since it is part of the 10 + 1.

7. Administrative Regulations
   a. E-115 and the development of a process to create a new subject in the District; the current one is outdated
   b. District Consultation Process E-XX - discussion

Noticed for Future Actions
1. Revisions to E-65

Future dates:
Consultation: Tuesday, October 17, 2018 @ ESC Hearing Room 2:00-3:30
DAS Exec: Friday, October 20, 2017 @ ESC Hearing Room 9:30 a.m.-12 noon
ASCCC Fall 2017 Plenary Session: November 2-4, 2017 in Irvine
DAS: Thursday, December 14, 2017 @ Valley – 12:30 p.m.-3:30 p.m.

Adjournment
The meeting was adjourned at 3:24 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary