

District Academic Senate Meeting

Thursday, October 12, 2017

Los Angeles Trade-Technical College

MINUTES

Attendance

	Present (Senate Presidents in parentheses)
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP), Elizabeth Atondo (2 nd VP: Curriculum), Lourdes Brent (Secretary), Dan Wanner (Treasurer)
City	(Dan Wanner), Kamale Gray
East	(Jeff Hernandez), Lurelean Gaines, Alan Khuu, Jean Stapleton
Harbor	
Mission	(Deborah Paulsen), Thomas Folland, Tracy Harkins
Pierce	(Anna Bruzzese), Joseph Perret, Lauren Saslow
Southwest	(Robert Stewart), Stephanie Arms, Monica Garcia
Trade	(Martin Diaz), Manuel Acosta, Tim Slade
Valley	(Josh Miller)
West	(Holly Bailey-Hofmann)
Guests	Mindy Chen (DHLI), Jennifer Galvez (DHLI), Alicia Rodriguez-Estrada (Trade-Tech)

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.

30 For those faculty members who are interested in writing their own textbook or
31 developing curriculum modules, mini grants are available through DHLI. Faculty are
32 needed to outreach to students, especially in the area of immigration. This December,
33 DHLI is collaborating with the DAS Professional Development College (PDC) to offer two
34 seminars: One on December 1st in collaboration with the Sustainability Institute, and
35 another on December 9th for providing resources and support to undocumented
36 students.

37

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

43

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

49

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

53

54 **Linda Delzeit – Digital Badges**

55 A \$10 million LAH3C Grant has been used partially to develop curriculum and digital
56 badges. The courses developed were (Health Occupation Careers) HOC 62, 63, 64, and
57 65. Digital badges were created as a pilot program through this grant, with the idea of
58 creating official protocols for their issuance. The Trade-Tech Curriculum Committee and
59 local Senate approved digital badges at Trade. The District Curriculum Committee (DCC)
60 is reviewing policies and procedures for the development of badges throughout the
61 District. DCC would then forward its recommendations to the District Academic Senate
62 (DAS). Upon approval, an administrative regulation (E-Reg) would be developed.
63 Delzeit outlined Trade’s digital badge proposal and approval process. Trade’s badge
64 categories include: Pathway or program competencies, Student preparation and/or
65 success, Professional development for faculty and/or staff, Service learning, and Student
66 excellence or competition.

67

68 A repository of digital badges could be developed and shared districtwide. At Trade, a
69 coversheet is included with the badge application paperwork to keep track of or to
70 process the badges. Atondo noted that DCC is working on a draft administrative
71 regulation (E-Reg) which will be noticed in October for action at the November DCC
72 meeting. It is intended to parallel the process for the approval of courses in E-65. The
73 current badge repository is Credly, which will allow for a top level digital badge

74 administrator and manager at each college. The digital badge could be part of the
75 official course outline of record. A nationwide repository is expected in the near future.
76 The Lumina Foundation 2.0 version will carry metadata. Delzeit then demonstrated how
77 digital badges and lists of those who received could be stored on the Credly website.
78 Students would have to agree to make this information public for purposes of adhering
79 to the Family Educational Rights and Privacy Act (FERPA).

80
81 **Reports:**

82 **1) President's Report**

83
84 **a) Board Update**

85 Echeverri's written report of the September Board meeting at East was included in
86 the packet. She reported there were a large number of public speakers at the
87 meeting, mostly students and union members. Topics addressed by the speakers
88 included problems with the new SIS or student information system (PeopleSoft), the
89 6-week fee payment policy, financial aid, as well as a group of students with
90 complaints about Trade. Union representatives addressed the Board regarding the
91 HRA and the ongoing contract negotiations.

92
93 The Board's primary concern at the moment is the districtwide decline in student
94 enrollment. Statewide, enrollment is down, but not all districts are being affected.
95 Recent LACCD enrollment figures were distributed showing that enrollment was
96 down 9% district-wide as of September 21, 2017 (Fall 2017) as compared to
97 September 22, 2016 (Fall 2016). Although all colleges show an enrollment decrease,
98 there are variations. For example, Mission is at 96% of last year, while Trade is at
99 82%. Many adjunct faculty have lost their assignments and academic programs are
100 in peril since a large number of classes have been cancelled. At this point, it is not
101 evident that the district has a clear and comprehensive plan to address these
102 declines. Although a districtwide Enrollment Summit was held recently at Mission,
103 many of those attending felt there was much information, but few solutions or a
104 concrete action plan. The District will probably not meet its enrollment base this
105 year. The LACCD will be held harmless for one year, but must make up enrollment
106 next year in order to avoid being re-based. Multiple reasons have been offered for
107 the enrollment declines, including the improved economy, changes to DACA, and the
108 new Student Information System.

109
110 In the fall of 2017, over 4,000 new full-time LAUSD students enrolled in the LACCD
111 for the inaugural year of the L.A. College Promise (LACP). However, approximately
112 4,000 undocumented /DACA students were lost during this same time period. Vice
113 Chancellor Miller announced at the District Budget Committee (DBC) that Chancellor
114 Rodriguez is considering a proposal by a consultant to help boost enrollment for the
115 Spring, Summer, and Fall of 2018. The proposal will target the large number of
116 students who apply for admission but fail to register for classes also called "Failure
117 to Appear" students. Other interventions discussed were distributed in the packet

118 and include late-start classes, registration fairs, and more aggressive outreach to
119 students. The Chancellor had a retreat with his staff to discuss priorities, including
120 sending a special intervention team to address enrollment declines at City. El-
121 Khoury noted that when the economy does well, enrollment goes down.
122 Community colleges in the Inland Empire are doing well in terms of enrollment
123 possibly due to a lower cost of living and the use of Open Educational Resources
124 (OER). Major barriers for students in our District include textbook costs, academic
125 preparation, study skills, an inability to register in classes, problems with the new
126 SIS, financial factors, job obligations, and family obligations. Persistence from Spring
127 to Fall is especially problematic.

128

129 **b) Future Districtwide Events**

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

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149 **2) First VP Report**

150 **Equivalency Committee**

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

162 the flow chart. Discipline Day is tentatively scheduled for March 2, 2018.
163 Referencing a minimum qualifications (MQ) issue at Valley, Echeverri issued a
164 reminder that if the degrees or equivalents do not match, then those cases must go
165 to the Equivalency Committee. Miller has observed problems with the hiring of
166 adjunct faculty who have never worked in the LACCD. As a result of the new adjunct
167 hiring guide, hiring committees are established and area deans are now invited to
168 attend. However, deans sometimes think that they can review transcripts and make
169 equivalency decisions extemporaneously. He went on to recommend a revision to
170 the adjunct faculty hiring guide so that it explicitly states that questions regarding
171 equivalency must/shall be referred to the Equivalency Committee. El-Khoury noted
172 that applications are denied to protect the institution, and to avoid fines levied to
173 colleges and course credit not awarded if there are faculty members who do not
174 meet MQs.

176 **3) Second VP Report**

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

181
182 The DCC will have a first opportunity to see a demonstration of CurricuNET, but
183 concerns remain regarding its efficacy. For example, there may never be a way to
184 bridge with PeopleSoft, and the program cannot go live before Fall 2018. Many
185 challenges remain, and DCC urges the district not to accept delivery until the
186 program is 100% capable. Atondo spoke with Cornner, who seemed to be open to
187 using another platform. At present, eLumen is being considered. They will do a
188 presentation at DCC on October 19th. El-Khoury replied that, based on his computer
189 background, he is impressed with eLumen, which can also tie with Guided Pathways,
190 Student Learning Outcomes (SLOs), etc. He also noted that there has been
191 discussion with CurricuNET for two years without moving forward. It was suggested
192 that eLumen present to DAS or DAS Exec.

194 **4) Treasurer's Report**

195 Wanner produced a one-page written report. He reported that the registration fee
196 for Plenary attendees was prepaid to the ASCCC. He also reported that the Program
197 100 funds of the local senates could not be kept with the Foundation because that
198 would be considered a gift of public funds. Procedures for keeping those funds at
199 the district/DAS for the colleges that requested that process are still being
200 investigated. Regarding the PDC budget, those funds must be kept at the
201 Chancellor's account.

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

214
215 **Action Items:**

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217 **Revised DAS Meeting Calendar for 2017-2018 – District Discipline Day was added –**
218 **location will be either City or Valley (El Khoury/Stewart) M/S/P**
219

220 **Old Business**

- 221 **1. E-65 – Atondo**
222 This issue was previously discussed under the 2nd VP report.
223 **2. Academic Rank Policy – Gauthier**
224 Some concern was expressed about some colleges “demoting” faculty who have
225 retired with academic rank. Hernandez recommended a revision to the
226 resolution which will be forwarded to the full DAS.
227 **3. Shared Governance and other committee assignments for 2017-2018**
228 Echeverri noted that greater participation is needed in committees such as Adult
229 Education, Bond Steering, Budget, Distance Education, and Sustainability.
230 **4. Progress on Guided Pathways - Mini Summit**
231 Miller will find a date for Valley to hold a district-wide mini-summit. Colleges
232 participating in the state-wide Guided Pathways efforts must attend a
233 conference at the downtown Marriott. Each college will be sending a team.
234 Hernandez noted that faculty involvement is critical.
235

236 **New Business/Discussion Items**

- 237 **1. DAS Goals for 2017-2018**
238 DAS Exec had reached consensus on 3 goals for the year: 1) Support new faculty
239 leadership; 2) Professional Development; 3) Communication – to include a DAS
240 newsletter. The district currently has 500 probationary faculty; 150 full-time
241 faculty retired in June. Therefore, DAS needs to support new faculty leadership.
242 **Motion to support DAS Goals (Hernandez/Gaines) M/S/P**
243
244 **2. Fall 2017 Plenary Session and Area C Meeting Resolutions**
245 Plenary will be November 2-4 in Irvine. Resolutions are online and were included
246 in the packet. Many important resolutions include enrollment management.
247 The Area C meeting will be October 14th.
248
249 **3. InCommon Membership – Saslow - tabled**

- 250 4. **Digital Badges Update – Delzeit – previously discussed**
251 5. **LACCD Building Naming Policy – Hernandez**
252 There was no change from last month. There will be a resolution for the DAS
253 Exec at its next meeting.
254 6. **Revision of District Mission Statement – Echeverri**
255 Echeverri reported that the District Planning Committee is working on revisions
256 to the District’s Mission Statement and Strategic Plan goals and objectives. She
257 distributed and discussed a draft of the proposed changes. There will be a
258 meeting on October 13th to establish specific performance benchmarks. She also
259 noted that narrowing our focus to rely solely on completion metrics does not
260 serve all students. Hernandez observed that just because the state is pushing us
261 in these areas does not mean that we should give up part of our mission. DPC
262 needs to bring its recommendations to DAS since it is part of the 10 + 1.
263 7. **Administrative Regulations**
264 a. E-115 and the development of a process to create a new
265 subject in the District; the current one is outdated
266 b. District Consultation Process E-XX - discussion
267

268 **Noticed for Future Actions**

- 269 1. Revisions to E-65
270 2. Academic Rank Policies: Publishing Faculty Earned Academic Rank - Gauthier
271

272 **Future dates:**

273 Consultation: Tuesday, October 17, 2018 @ ESC Hearing Room 2:00-3:30
274 DAS Exec: Friday, October 20, 2017 @ ESC Hearing Room 9:30 a.m.-12 noon
275 ASCCC Fall 2017 Plenary Session: November 2-4, 2017 in Irvine
276 DAS: Thursday, December 14, 2017 @ Valley – 12:30 p.m.-3:30 p.m.
277

278 **Adjournment**

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

280

281 Respectfully submitted by Lourdes M. Brent, DAS Secretary