District Academic Senate Meeting

Thursday, March 14, 2019
East Los Angeles College
MINUTES

Attendance

<table>
<thead>
<tr>
<th>Present (Senate Presidents in parentheses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>East</td>
</tr>
<tr>
<td>Harbor</td>
</tr>
<tr>
<td>Mission</td>
</tr>
<tr>
<td>Pierce</td>
</tr>
<tr>
<td>Southwest</td>
</tr>
<tr>
<td>Trade</td>
</tr>
<tr>
<td>Valley</td>
</tr>
<tr>
<td>West</td>
</tr>
<tr>
<td>Guests</td>
</tr>
</tbody>
</table>

Call to Order:
President Angela Echeverri called the meeting to order at 1:30 p.m.

East Los Angeles College President Marvin Martinez welcomed the senators to the campus and discussed three items.

1) Student-Centered Funding Formula (SCFF) – Martinez referred to a letter written by John Stanskas, President of the Academic Senate for California Community Colleges (ASCCC). In that letter, the ASCCC made a recommendation to amend the SCFF to maintain the completion percentage of the formula at 10%. That is, the SCFF would be frozen at its current rate: 70% apportionment for colleges based on FTES (full-time equivalent students); 20% based on equity (recipients of various forms of financial aid); and 10% based on completion. In addition, the 10% would be amended to count only the “highest” degree/certificate awarded in one academic year, i.e., no “double counting.”

Martinez is President of the CEO Board, and participates in the Coordinating Council, which also includes the ASCCC and representatives from the American and California Federation of Teachers (AFT/CFT). In addition, there is a statewide Oversight Committee which has been established through statute. John McDowell, Trade-Tech emeritus faculty and member of the AFT Faculty Guild COPE Committee (Committee on Political Education), sits on that committee. Martinez acknowledged that the formula is not perfect, and that review, adjustment, and improvement are necessary. In addition, the CEO task force
(chief executive officer) is also trying to review and improve the formula. Of concern is a “deficit factor:” The state did not budget enough money to fund the formula, especially related to equity and student success. The statewide deficit factor is $100 million. However, improved data collection now reflects improved completion numbers. The various committees have one year to complete their work, and are exploring various amendments. The SCFF, currently 70/20/10, will be moving to 60/20/20.

2) Food insecurity and student homelessness – State Senate Bill 291 proposes to give students a more comprehensive financial package to pay for more education-related costs, including transportation and housing. Orange Coast College is building student housing on campus. This housing would also be used by students in the other two colleges in their district, Golden West and Coastline. It is reported that the faculty there is supportive of this initiative. State Assembly Bill 302 mandates that California Community Colleges (CCCs) allow students to stay in their cars or tents overnight in the college parking lots. Martinez strongly recommended that the district confront the problems food and housing insecurity among our students.

3) Child Development Center (CDC) issues – The district is addressing the legislation that says that the staff needs to be classified employees (instead of student workers) eventually. In addition, the CDC teachers are faculty, although the Personnel Commission sees those positions as classified, not faculty. When initially developed, the CDCs were intended to be lab components to academic programs. Martinez also recommends strengthening the relationship between the CDCs and the Child Development discipline in academic departments.

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

Approval of the Minutes:
The minutes were approved as written (Hernandez/Gaines) M/S/P

Public Speakers: None

Action Items:

1. E-64: Procedures for Development and Approval of New Educational Programs (Hernandez/Gaines) M/S/P – unanimous

Echeverri referred the senators to page 10 of the packet which contained a summary of changes. Atondo noted that this item was unanimously approved by the District Curriculum Committee (DCC).
2. E-65: Course Development and Approval: Standards and Procedures
   (Atondo/Miller) M/S/P - unanimous

3. E-93: Acceptance of Courses to Meet Associate Degree and General Education Requirements
   (Atondo/Miller) M/S/P - unanimous

4. E-101: Credit for Courses Taken at Institutions of Higher Learning Outside the U.S.
   (Atondo/Hernandez) M/S/P – unanimous

Atondo explained that credentials evaluation services external to the district evaluate foreign transcripts. A list of those services is on the website of the California Community College Chancellor’s Office (CCCCO). It is a standard process used by institutions of higher learning.

5. E-123: CLEP Credit
   (Atondo/Gaines) M/S/P - unanimous

6. Computer Science/CIS Matrix
   (Stewart/Atondo) M/S/P - unanimous

Referring to a matrix in the packet as well as a separate handout, El-Khoury reported that discipline faculty from Computer Science, Computer Information Systems, and Computer Technology had reviewed 344 courses. The faculty in those disciplines from all of the 9 colleges in the LACCD had agreed on alignment and course numbering. El-Khoury and the district discipline committees will continue to look at prerequisites. This matrix was taken to DCC where it was unanimously approved. Senators congratulated El-Khoury for his efforts. This review and alignment was partially prompted by audits. For example, the minimum qualifications in those disciplines are different. Also, students had been taking the same course in different colleges because the student information system had not recognized that they were the same course. This repetition potentially could impact apportionment to the colleges, be in violation of repeatability guidelines, and could also affect a student’s financial aid.

7. DAS Guided Pathways Committee Membership
   (Miller/Gray) M/S/P – amendment in italics and underlined as follows – “Dean of Student Success or designee”
   (Stewart/Hernandez) – Perfected motion – M/S/P

Echeverri referred to page 36 of the packet and announced that Adrienne Brown (Harbor), Phyllis Braxton (Trade), and Josh Miller (Valley) were the Guided Pathways (GP) coordinators. Because they are at colleges in three different geographical regions of the district, a regionalized approach can be useful for communication. The draft of the composition of the GP Committee was originally brought to District Academic
Senate Executive Committee (DAS Exec) where changes were suggested. That amended
draft was presented to DAS today. The GP steering committee will draft a charter and
bring it back to DAS.

8. Spring 2019 ASCCC Plenary and Resolution on Registration priorities for Graduating
and Transferring Students
(Hernandez/Khuu) M/S/P - No – Gray; Abstentions – Cortez, Hunter

Although this resolution was written by John Freitas, he was unable to attend today’s
DAS meeting due to a schedule conflict with his teaching schedule. Echeverri
introduced the resolution, indicating that, if passed, it would be brought to the Area C
meeting and then to the Spring Plenary Session. Minor typographical and grammatical
errors were made from the floor and accepted without objection. Speaking in favor of
the resolution, Hernandez argued that it is consistent with what the DAS has supported
for students in the past who entered as a cohort. Students who are close to graduation
could be identified through a degree audit in PeopleSoft (the LACCD student
information system [SIS]). Also, the resolution was just an attempt to investigate the
feasibility of such an approach. Arguing against the resolution, Gray observed that
determining which students would fit the profile of “close to graduation” would be
problematic. PeopleSoft does not have a degree audit function at present, and updating
software is a time-consuming and expensive process. Until the software is updated, the
workaround would be human labor, and this would have a disproportionate impact on
counseling faculty who are already being tasked to fill in the implementation gaps in AB
705, guided self-placement, and guided pathways.

Noticed Items

1. BR 6700 Excused Withdrawal

Echeverri noted the guidelines from the CCCCO on pages 38 and 39 of the packet. Draft
revisions to the corresponding Board Rule (6700) are on page 44 of the packet.
Hernandez recommended a further revision as the draft Board Rule change specifies
that the student should file a petition for an EW grade with the District. However, such
petitions should remain with the colleges.

2. Resolution on Evaluation of Curriculum from Outside the LACCD

Referring to page 54 of the packet, Atondo noted that this resolution from DCC stems
from a culmination of issues in how we evaluate coursework. Colleges are inconsistent
in how they are evaluating curriculum, and there is concern that students are not
receiving appropriate credit for coursework taken outside the LACCD. There was a
meeting with graduation evaluators, which also included Echeverri, Atondo, and Joanne
Waddell (Faculty Guild President), regarding responsibilities in these areas. Atondo
observed that, at some colleges, such transcript evaluation is the job of the faculty; at
others, it is the job of evaluators in Admissions and Records. This resolution is intended
to underscore the primacy of faculty in curriculum. Pierce, Mission, and City and using
petition forms included in the packet, and are adopting the same process. Students
would do a preliminary transcript evaluation with counseling faculty. The petition
would then be forwarded to the college’s articulation officer, who would forward it to
discipline faculty as appropriate. Cortez recommended that this be a local decision.
Hernandez and McDermott noted that the primacy of faculty in this are must be upheld.

Atondo went on to explain that, at Mission, a transcript evaluation petition is not
complete until the college receives an official transcript. Approved petitions are
scanned into Viatron (an electronic transcript repository) and placed in a student’s
permanent record. Hunter noted that some students are unable to obtain official
transcripts because of tuition or fees owed to previous educational institutions,
especially proprietary institutions. Hernandez suggested that the state legislature make
funds available to assist students, especially since completion numbers and
apportionment under the Student Centered Funding Formula would be affected.

3. DAS endorsement of LACCD Transcript Evaluation Petitions developed by the
Articulation Officers

Previously discussed

4. Call for nominations for DAS officers for the 2019-2021 term

Hernandez, Chair of the DAS Nominations and Elections Committee, referred to
handouts of the DAS bylaws with highlighted elections information, deadlines,
candidacy and voting eligibility, and duties of the officers. The election will be time
certain at 2 p.m. at the DAS meeting on May 9, 2019 at Los Angeles City College. An
electronic announcement and invitation to submit nominations and candidates’
statements will go to all faculty members in the district. Members of the Nominations
and Elections Committee are Hernandez (Chair), Gaines, McDermott, and Miller.

5. Elections for DAS officers will take place on Thursday, May 9, 2019 – time certain at
2:00 p.m. at Los Angeles City College

Previously discussed

Discussion Items

1. Update on Guided Pathways

Miller reported that there will be a meeting on May 17 at Harbor with an emphasis on
counseling and onboarding. He will be putting together Canvas pages and will also be
working on a ListServ. Because the GP Coordinators are in the three geographic regions
of the district, a regionalized approach is possible. The Valley teams (MVP or Mission,
Valley, and Pierce) have met.
2. AB 705 Implementation Update and College Needs

Echeverri reported that she went to the discipline meetings for English and ESL (English as a Second Language) at the March 1, 2019 District Discipline Day, and asked them to begin thinking what is needed to help our students succeed in AB 705. Specific lists of supports – quantified and qualified – are needed. Although an additional $17 million had been anticipated to be in the district budget, it appears that the state had under-funded equity and completion (the other two parts of the SCFF). This constitutes a 5.05% “deficit factor.” The DAS had requested that some of those anticipated funds be set aside for tutoring and other forms of supplemental instruction as it is important to have multiple interventions in place to help students succeed in light of the Fall 2019 implementation of AB 705. Echeverri went on to state that the Board is very supportive of funding these student success interventions, and may be willing to use some of the district reserves to pay for these student success strategies. She encouraged the senators to ask their English and Math faculty for additional feedback.

All 9 colleges have English support courses for fewer than 3 units except East. She expressed concern that enrollment would be affected since students have the option of enrolling at other colleges outside the district. Hernandez commended the English and Math faculty for the work they have done, and noted that the California Community College Chancellor’s Office (CCCCO) website listed 6 unit courses as best practices on their website. He was confident that adjustments would be made to the curricular model if it is not working. Echeverri noted that some students might only be able to take 6 units a semester, and that changes to one discipline have impacts on other disciplines. She also observed that confusion remains about lecture and lab, and that lab classes have been under-utilized in some disciplines. Referring to page 61 of the packet, Echeverri remarked on the District’s enrollment data. Regarding the potential impact of AB 705 on enrollment, Echeverri mentioned that Vice Chancellor Corrner had estimated that with full implementation of AB705, a worst-case scenario for the District could be a loss of 2,000 FTES.

3. Budget, New Funding Model, LACCD Allocation Model, FON, and College Debt

Hernandez stated that at yesterday’s meeting of DBC (District Budget Committee), ECDBC (Executive Committee of the District Budget Committee) reported out ongoing discussions regarding the budget allocation model. One discussion involved how to incorporate ESC (Educational Services Center, i.e., district office) and IT. At present, the allocation is a set amount plus a cost of living adjustment (COLA). Being proposed is a change to a percentage of state revenue, that is, what the district receives in FTES apportionment excluding equity and completion in the SCFF. The percentage will be revisited every few years, and this percentage can change. Another discussion considered the minimum base; different scenarios, their pros and cons, and the least amount of harm or gross benefit were considered. A few years ago, the allocation
model of minimum base plus M & O costs (maintenance and operation) was created to
to benefit small colleges. Funds could thus be moved from large colleges to small colleges.
Continuing his report, Hernandez stated that he had previously reported out that we
would be getting additional $17M from SCFF. However, last week, the state notified
districts that CCCC0 had underestimated the funding needed to implement SCFF. In
addition, the state is projecting that property tax revenue will be down. Therefore,
there will be no new additional funds. Echeverri observed that page 63 in the packet
illustrates a downward change of $33 million.

Using specified state funds, the district will be allocating to the colleges a total of $4.4
million for new tenure-track faculty positions to help meet the faculty obligation
number (FON).

In reference to college debt, Hernandez reported that the college presidents were going
to speak among themselves to try to come to a tentative agreement regarding dealing
with the debt at Southwest. He suggested that a strong case could be made so that
colleges do not have structural issues which establish or exacerbate deficits. Stewart
observed that Southwest has chronically been in deficit, and noted the incidence of
temporary or interim college presidents. It is difficult for Southwest to operate if it is
paying back $1 million every year in debt. On the subject of debt forgiveness for
Southwest, Hernandez observed that if that college’s indebtedness is due to a structural
problem, then a debt waiver would not help – the problem would just repeat. And if the
debt is waived, then this action would have implications for the other colleges who have
projected balances. Recommendations from an outside team proved to be helpful
when City had a deficit.

4. Administrative Retreat Rights Policy

Echeverri reported that the DAS endorsed the ASCCC model policy. It was then brought
to consultation with the Chancellor, but we have not heard back. She stressed the
importance of having an agreed-upon policy and procedures in place, noting that one
administrator was placed on the March 15th list. At present, it is unknown where that
individual will be placed.

5. Board Docs and Cornerstone Professional Development System

Echeverri reported that Board Docs is a system whereby Brown Act committees can post
documents on servers. Through this system, it is possible for recording secretaries to
take minutes, and for participants and guests to view them, in real time. Voting can also
be documented by Board Docs. The LACCD Board of Trustees will use this system at its
next meeting. It is paying for the premium package of this system, and it will be made
available to DAS as well as to the local senates. The state is paying for the professional
development platform Cornerstone, and it will be made available shortly.
6. E-100: Criteria for Serving Students with Disabilities

Echeverri observed that the district’s current policy, contained in Administrative Regulation E-100, is very outdated noting problems at multiple colleges regarding accommodations. She asked for additional volunteers to serve on the task force to review and revise E-100. Although there was one meeting last fall, no subsequent meetings have been called. David Green, the DSPS Dean from Valley, had been serving; Brent had volunteered to serve.

7. Personnel Commission and CDC Staffing

Echeverri reported that the Personnel Commission had been trying to convert CDC teacher positions to classified positions. This action was very disturbing; at consultation, Chancellor Rodriguez and the vice chancellors in attendance assured the DAS that this action was coming from the Personnel Commission without the support of district administration. Many faculty and students attended the February 2019 Board meeting and spoke in support of the CDCs and their faculty during public comment.

8. Committee & Task Force Assignments: E-100, Discipline Committees, Guided Pathways Committee, task forces, and others

Miller reported that he is working on the GP ListServ.

Reports:

President’s Report – Echeverri
* Board update – Echeverri reported that there were 50 public speakers at the last Board meeting (at Trade). Those speakers addressed multiple issues confronting the district, including: the Department of Labor investigation which was reported in the Los Angeles Times; SEIU 99 (Service Employees International Union) complaints related to harassment against custodians at Trade; concerns related to Child Development Centers (previously reported); and a vice president who was placed on the March 15th list.

Echeverri emphasized that a written agreement between the Board and the Senate is critical to have in place related to administrator retreat rights. The issue will be placed on the consultation agenda, and a report will be made at the next DAS meeting.

Motion: Extend the meeting by 10 minutes
(Hernandez/Atondo) M/S/P

First VP Report – El-Khoury
* Equivalency Committee – The March 2019 meeting was cancelled.
* TPPC – El-Khoury reported that TPPC (Technology Planning and Policy Committee) meets the third Thursday of the month, and is happy to report that the committee is back at work, with a goal to get participation from all 9 colleges. At its March 7, 2019 meeting, Huron reported on the Information Technology Roadmap Technical Plan Initiative Overview. On another matter, District IT announced that district employees’
email will migrate to Office 365, a cloud-based platform, commencing April 8, 2019.

Faculty members who were at this meeting recommended a later migration date,
explaining that April 8th was the beginning of 8-week classes, and that the inevitable
disruption that follows email migration would be deleterious to both faculty and
students and, therefore, potentially, enrollment. District IT replied that a postponement
was not possible. This response was problematic for the faculty. Build LACCD wants to
meet with faculty to determine an audio/visual standard for district. El-Khoury saw
great potential in digital workflow.

Second VP Report - Atondo

Atondo announced that the District Curriculum Committee will meet on Friday, April 12,
2019. The committee will be considering revisions to more Administrative Regulations.
It is anticipated that faculty can begin using eLumen for curriculum starting in summer.

Treasurer’s Report – Wanner

Wanner’s report was on the table as a handout. Echeverri encouraged those faculty
members who will be attending the 2019 ASCCC Spring Plenary Session to complete and
submit their conference requests as soon as possible.

Standing Committee Reports

Professional Development College – Brent

Brent reported that the DAS Professional Development College will be presenting an all-
day seminar on Teaching and Learning in the Era of AB 705 on June 21, 2019.
Announcements will go out to all faculty members after returning from Spring Break.

DBC/ECDBC – Hernandez

Previously reported

Other Items: None

Future dates:

DAS Executive Committee: Friday, April 19, 2019 at ESC, 9:30 AM-12:00 PM
District Curriculum Committee: Friday, April 12, 2019, at ESC, 12:00-2:00 PM
DAS Meeting & Elections: Thursday, May 9, 2019, 12:30-3:30 PM at CITY
DAS Elections: Thursday, May 9, 2019, 2:00 PM at City
Spring 2019 ASCCC Plenary Session: April 11-13, 2019 in San Francisco

Adjournment

(Hernandez/Stewart) M/S/P

The meeting was adjourned at 3:40 p.m.
Respectfully submitted by Lourdes M. Brent, DAS Secretary