District Academic Senate Meeting
Thursday, March 8, 2018
Pierce College
MINUTES

Attendance

<table>
<thead>
<tr>
<th>Present (Senate Presidents in parentheses)</th>
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<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)</td>
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<tr>
<td>City</td>
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<tr>
<td>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), Elizabeth Atondo, Stephen Brown, Tracy Harkins</td>
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<td>Pierce</td>
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<td>(Anna Bruzzese), Margarita Pillado</td>
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<td>Southwest</td>
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<td>(Robert Stewart), Monica Garcia, Joanne Grey</td>
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<td>Trade</td>
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<td>Ashraf Hosseini, Derek Majors, Deirdre Wood McDermott</td>
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<td>Valley</td>
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<td>West</td>
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<td>Guests</td>
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<td>Angela Belden, Pierce; Adrian Gonzalez, Mission; David Green, Valley; Alicia Rodriguez-Estrada, Trade-Tech; Katarina Terzyan (Student) City; Eric Wagner, West</td>
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Call to Order:
President Angela Echeverri called the meeting to order at 1:30 p.m.
Introductions: Noting that there were new senators as well as visitors at this meeting, Echeverri asked those present to introduce themselves.

Approval of the Agenda:
The agenda was adopted as written. (Atondo/Stewart) M/S/P

Approval of the Minutes:
The minutes of the February 8, 2018 DAS meeting were approved as amended. (Pillado/Atondo) M/S/P

Public Speakers:
Public speakers addressed the motion to restore faculty involvement in the interactive process for developing district-wide policies and procedures for disabled students.

Action Items:
Motion to Restore Faculty Involvement in Interactive Process for Developing District-wide Policies and Procedures for Disabled Students – West (Pillado/Bruzzese)
**Moved to top of action items without objection
Motion to refer the motion to the DAS Executive Committee to identify alternative solutions and additional ideas (Hernandez/Gaines) M/S/P

Discussion:
A revised motion was distributed by the author of the motion, Richard Olivas, a faculty member at West. To offer background information, Echeverri reported that there was a complaint against West related to accommodations for a disabled student which prompted an investigation from the Office of Civil Rights (OCR). That office ruled that West did not provide proper accommodations to the student. As a result of the ensuing settlement in response to the OCR ruling, West changed its policies and revoked the ability of faculty to proctor DSPS students taking their exams. In response, the senate at West passed a motion to restore faculty involvement in the “interactive process” related to disabled students, and this motion was forwarded to the DAS for consideration and action.

Addressing the DAS, Richard Olivas argued that AB 1725 gives the senate oversight in this case. He went on to state that there is a false idea that the interactive process involved in accommodations for disabled students involves only the student and DSPS (Disabled Students Program and Services) and, by extension, the college. He argued that the motion on the floor serves to reinstate the role of the academic senate and classroom faculty in the accommodation process. Olivas asserted that, in complying with the finding from the OCR, the District’s General Counsel overreached. That the DSPS policies and procedures at West were written without the input of the senate proves that point. However, there was disagreement about the definition of the term “interactive process” used in the motion, with DSPS staff asserting that the term refers to the process between each DSPS student and a DSPS professional staff member regarding academic adjustments, auxiliary aids, services, and/or instruction necessary to provide equal access to the educational process (Title 5 § 56001).

David Green, Associate Dean of DSPS at Valley, referred to an exam proctoring program in PeopleSoft, the new District student information system (SIS) (West does not use this proctoring program). Green reported that DSPS allows instructors at Valley to proctor their own exams as long as proper accommodations are met. However, he added that many instructors have neither the time, expertise, nor a proper space to adequately proctor exams for all DSPS students. He also reported that he called the LACCD’s Office of General Counsel, which stated that they were not involved in this settlement. He described the interactive process used at Valley which is in compliance with Title 5, § 56000, 56022, and 56026, and wherein the student meets with DSPS faculty who verify the disability and determine the nature of the accommodation. Green went on to assert that the Academic Senate is very much involved in the setting of District policy in this regard, and supports a recommendation that both the District and the colleges review and revise LACCD’s administrative regulation E-100 (Criteria for Serving Students with Disabilities). He noted that the section on Faculty Responsibilities was particularly inadequate and hoped that the DAS would provide input to revise E-100. Adrian
Gonzalez, DSPS Assistive Technician at Mission, reviewed the test proctoring protocols in PeopleSoft, and asserted that tests are secure using this software, and an SIS query can report test history for each proctored examination and student. Eric Wagner, DSPS Coordinator and Counselor at West, also addressed the issue of accountability regarding test proctoring. He reported that they have been told to suspend work on new protocols until the DAS responds to the proposed motion.

Hernandez observed that the DAS does not supersede local senates, and wondered what is happening at the local level. Olivas reported that the Academic Senate at West has formed a committee to review the accommodation process, and referenced the publication from the State Chancellor’s Office, Implementing Guidelines for DSPS Regulations.

Green noted a difference between establishing policies and procedures and determining individual accommodations. He agreed that shared governance was critical in implementing Title 5 § 56027. Atondo agreed that E-100 needs to be revisited, noted that the OCR findings pertained to West and not to the District as a whole, and reiterated that college policies are developed locally. Echeverri observed that providing accommodations to students with a wide range of disabilities in lecture, lab, and online classes was a complicated issue – one that was too complex to rush through. She distributed a handout with excerpts from California Education Code, Title 5, and the 2015 Implementing Guidelines for Title 5 DSPS regulations. She also presented a summary which highlighted various concerns pertaining to students, faculty, colleges, and academic senates, such as ensuring access to educational programs, student privacy, academic integrity, fundamental alterations, and liability. The consensus was that a group needs to research this multi-faceted problem and gather input to help revise and update E-100.

Maintain Categorical Funding (Brent/Pillado)
M/S/P as amended (Echeverri/Stewart)

Brent discussed the necessity to maintain funds in categorical programs in order to maintain the integrity and funding of those programs, and not move them into block grants. In addition, there are many categorically funded programs now – ranging from academic senates to adjunct faculty equity to deferred building maintenance to programs to serve educationally and economically disadvantaged students. At best, merging all of these programs into one block grant for which different college entities must “compete” is logistically problematic. At worst, funds from these various programs can be “flexed” to support shortfalls in the general fund.

Motion on Degree Audit – District Curriculum Committee (Pillado/Hernandez) M/S/P

Atondo reported that this motion passed unanimously at the District Curriculum Committee (DCC), and it ensures that faculty have the opportunity to be involved in the
degree audit implementation teams at their colleges. One issue is that none of the
colleges have completeness and full accuracy of all of their majors and programs in SIS.
Some colleges were proactive and some were not. It is imperative that faculty
participate to ensure accuracy of data and curriculum. Moreover, curriculum chairs and
articulation officers should be involved. No reassigned time is available for this work.
Hernandez argued that monies should come from the contingency fund to pay for these
tasks, and recommended that this be a topic at consultation.

Motion that the DAS work with the AFT and administration to have the workload for
Noncredit Basic Skills be comparable to the workload of the English/math disciplines
(Hernandez/Atondo) M/S/P

Hernandez argued that English and Math faculty were looking at possible curriculum
changes resulting from AB 705, and that those changes could include non-credit co-
requisite classes. Quality instruction must be ensured. McDermott raised questions
regarding the different minimum qualifications required for credit versus non-credit
instructors, and argued that maintaining academic integrity be part of the discussion.
Pillado noted that, in addition to differing MQs, non-credit faculty also have different
loads from credit faculty statewide, and wondered if there would be any ripple effect or
long-range impact. Paulsen observed that workload and pay rates are not the purview
of the academic senate. Echeverri reported that there is statewide conversation to
include non-credit faculty in the faculty obligation number (FON).

Reports:
1) President’s Report – Echeverri
   a) Board update
      The last Board meeting was held on March 7 at Mission. District and SEIU Local
      99 representatives held a signing ceremony for their collective bargaining
      agreement. The Board approved a resolution honoring the large number of
      faculty who retired last year. Echeverri reported on a contentious issue regarding
      hiring a consultant (Sibson Consulting) to review staffing levels in the Human
      Resources Division. She will write a Board report and send it to the District
      faculty, to include comments about the FON.
   b) Enrollment – The LACCD is down approximately 6% in headcount and 9% in
      enrollment, with a wide range among the colleges. Multiple factors may be
      responsible for the enrollment declines including problems with SIS
      implementation, financial aid delays, uncertainty over the fate of DACA and
      undocumented students, and low unemployment rates. As a result of the
      enrollment decline, the District is facing stabilization for 2017-18. There is also
      uncertainty with regard to the budget due to proposed changes to the funding
      formula, which would factor in student completion and need. At consultation,
      the DAS requested the formation of an enrollment management task force with
      DAS representation. Echeverri believes that enrollment management will
change drastically with the implementation of AB 705 and Governor Brown’s proposed new funding formula for California Community Colleges.

c) **Spring District Discipline Day** – The event was held at Valley College on March 2. Vice Chancellor Ryan Cornner talked about the proposed changes to the funding formula. Three hundred faculty attended and participated in discussions regarding AB 705, curriculum changes, Guided Pathways, equivalency, and Math acceleration. Work was also done on course descriptors by the discipline faculty. The district currently has 5,000 active courses, and there is a deadline of May 25th for discipline faculty to review and revise these descriptors so that they may be included in SIS, thus permitting students to read the course descriptions when enrolling in classes.

d) **Budget/FON** – Currently, there is uncertainty about the FON since it is not clear what FTES figure the District will report for its final 2017-2018 enrollment reporting. At the last meeting of the District Budget Committee (DBC), there were two motions recommending different faculty obligation numbers and both failed. At present, the District is committed to hiring 50 faculty districtwide who have been identified by the college presidents as “critical hires.” Echeverri added that for every vacant full-time faculty position below the FON, the District must pay a fine of $75,000 to the state.

2) **First VP Report – El-Khoury**

a) **Equivalency Committee** – The Committee met on March 12 at the Educational Services Center. The equivalency flowchart has been forwarded. There may be a need for an emergency meeting in the summer.

b) **TPPC** – El-Khoury will provide written reports at another time. The most pressing issue involves college websites and accessibility issues. Information, training, and resources are required to address this issue. District emails will be migrating to the Cloud instead of on District and college servers. Pierce will begin on March 9th and other colleges will follow. The capacity for email and other storage will increase significantly.

3) **Second VP Report – Atondo**

a) **Curriculum** – DCC meets on March 9th, and there needs to be broad discussion between credit and non-credit courses, including potential levels of overlap.

b) **CurricuNET** – There will be testing March 9th and 10th, Friday and Saturday, and the DCC will meet with representatives from CurricuNET. Unfortunately, there is still no clarity regarding deliverables.

c) **eLumen** – The DCC is still considering this company’s curriculum management system. College of the Canyons uses eLumen, and they are pleased with its performance. Vice Chancellor Cornner has committed to go to the BOT to go with what the faculty want, but there must be data and specifics to support the faculty position. Thus far, the district has paid $160,000 to CurricuNET, but the deliverables are still a question mark.
4) Treasurer’s Report – Wanner
No report.

5) Standing Committee Reports
a) Professional Development College – Brent
Brent distributed flyers regarding upcoming and past faculty leadership seminars. Feedback has been very positive thus far. A late-start Education 240 (Online Teaching and Pedagogy) is scheduled this semester.

b) DBC/ECDBC – Hernandez
Hernandez reported that at the last meeting, the faculty were split over the FON, with the DAS and the Faculty Guild recommending different numbers. Better communication between these two groups would be helpful so that consensus can be reached.

Old Business

- **Update on the Creation of an Enrollment Crisis Response Team & SIS**
  Suggestion Box – Echeverri reported that an electronic suggestion box has been set up by the office of Vice Chancellor Cornner. She recommends referring users of PeopleSoft to this link to give feedback.

- **Implementation Options for Low Cost Textbooks Designation** – This will be an action item for a future meeting.

- **Committee Assignments: District Discipline Committee and Other Committees**
  – Echeverri requested that the senate presidents forward updates.

- **Progress on Guided Pathways** - Echeverri reported that there was a good discussion on Guided Pathways at District Discipline Day.

New Business/Discussion Items

- **InCommon Membership (Saslow)** – Echeverri reported that this item might be on the next agenda.

- **Administrative Regulations**
  - **E-115 and the development of a process to create a new subject in the District** – Atondo will convene a meeting.
  - **District Consultation process E-XX** – Due to more pressing concerns, especially AB 705, this item has not received significant attention.

Noticed for Next Meeting

1. Board Rule 6200 – Atondo
Motion to extend 5 minutes (Gaines/McDermott) M/S/P

Other Items
There were reminders regarding the upcoming Area C meeting, the ASCCC 2018 Spring Plenary Session, and a request to be added to the State Chancellor’s Office ListServ on Guided Pathways.

Future dates:

DAS Exec: Friday, March 16, 2018 at ESC Hearing Room – 9:30 a.m. to 12:00 p.m.
Consultation: Monday, March 19, 2018 at ESC Hearing Room 2:30 – 4:00 p.m.
District Curriculum Committee: Friday, March 9, 2018, 12:00-2:00
DAS: Thursday, May 10, 2018 at L.A. City College
ASCCC Spring 2018 Plenary: April 12-14, 2018 (San Mateo)

Adjournment
The meeting was adjourned at 3:33 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary