District Academic Senate Meeting
Thursday, September 14, 2017
West Los Angeles College, Student Services Building, Rm. 414
MINUTES

Attendance

<table>
<thead>
<tr>
<th>Present (Senate Presidents in parentheses)</th>
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<tr>
<td>Officers: Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP: Curriculum), Lourdes Brent (Secretary)</td>
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<td>City: Luisa Cortez</td>
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<td>East: (Jeff Hernandez), Lurelean Gaines, Jean Stapleton</td>
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<td>Harbor: (Van Chaney), William Hernandez</td>
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<td>Mission: (Deborah Paulsen), Thomas Folland, Tracy Harkins, Parvaneh Mohammadian</td>
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<td>Pierce: (Anna Bruzese), Joe Perret,</td>
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<td>Southwest: (Robert Stewart), Naja El-Khoury,</td>
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<td>Trade: Manuel Acosta, Lourdes Brent, Tim Slade</td>
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<td>Valley: (Josh Miller)</td>
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<td>West: (Holly Bailey-Hofmann), Casey Hunter</td>
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<td>Guests: Stephanie Arms (Southwest), Norma Barragan (West), Marcela Hernandez (West), Clare Norris (West), Alicia Rodriguez-Estrada (Trade)</td>
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Call to Order:
President Angela Echeverri called the meeting to order at 1:32 P.M.

Approval of the Agenda: Adopted (Gaines/Hunter) M/S/P

Approval of the Minutes: (Gaines/Stapleton) M/S/P as amended
Rodriguez-Estrada; Mohammadian

Public Speakers: None

Introductions: President Echeverri asked all those present to introduce themselves.

Reports:
1) President’s Report
   a) Board update
   As of July, the Board of Trustees has two newly elected members (Gabriel Buelna and Steve Veres) and two new officers: Board President Sydney Kamlager and Vice President Mike Fong. At the August Board meeting the trustees voted to terminate the contract with its current bond management firm, AECOM and to approve a new contract with Jacobs Project Management Company. At its September 6 meeting, the trustees approved a 10-year contract with Pacific Dining Service Management as the food vendor for the District. Cafeterias at colleges with Culinary Arts programs,
i.e., Harbor, Mission, and Trade, will still be run by these programs. Falafelicious, which had been providing food services for Pierce for many years, appealed the contract and requested an exemption so they could continue to operate at the college; their request was denied by the Board. Pacific Dining has already begun offering food services at the colleges. A resolution by Andra Hoffman to sanction Trustee Scott Svonkin failed to pass (3 YES: Hoffman, Veres, and Buelna to 3 NO: Kamlager, Svonkin, Moreno and 1 abstention by Fong and Student trustee Martinez). However, the Board did approve a motion by Kamlager to issue a public warning which could be considered the first of a series of progressive steps to Board member Svonkin and to have him publicly apologize for incidents of aggressive and insensitive or unwelcome behavior during interactions with Board member Hoffman.

b) New Student Information Service: The rollout of the new SIS PeopleSoft has been challenging and the colleges are reporting problems with the new system.

c) Enrollment: Enrollment is down about 10% districtwide this year compared to the 2016-17 academic year. All LACCD colleges are reporting declines in enrollment; the biggest decline is at Trade (~13% down); the smallest decline is at Mission (~4%). The District met its base for 2016-17 partly because enrollments from both summer sessions were used. It is very likely that the District will not meet its base in 2017-18. Many factors may be involved, including a statewide depression in enrollment, the robust statewide economy, changes to DACA (Deferred Action for Childhood Arrivals), and PeopleSoft. Negotiations for the new collective bargaining agreement have been delayed, perhaps because the district had been waiting for enrollment figures.

d) Transitions: Due to the SRP (supplemental retirement program), there were many faculty and staff retirements on June 30th. These retirements have affected the District Academic Senate as well as IT services at the District Office, especially related to computer and email support.

e) Summit: The annual LACCD/DAS Summit will be held on September 22, 2017 at City College. The themes will be Guided Pathways and Equity. Guided pathways breakouts will feature representatives from Mount San Antonio College, East, and Trade. A CSU representative will talk about a California State University executive order eliminating assessments in math and English starting in Fall 2018, which came as a surprise to many CSU faculty. Craig Rutan from the Academic Senate for California Community Colleges (ASCCC) will talk about changes in curriculum and the use of multiple measures in student placement. Other topics include the L.A. College Promise as well as transgender issues. A resource fair with many representatives will also be available. Echeverri encouraged Math and English faculty to attend.
f) **Consultation**: Consultations with the District Chancellor and his staff will occur on a monthly basis. Senate Presidents are asked to forward agenda topics.

g) **DBC/ECDBC** (District Budget Committee/Executive Committee of DBC): DBC Cochair Jeff Hernandez reported that three colleges have pervasive financial troubles; groups have been assigned to assist with their financial recovery plans. Hernandez reported that Harbor and Southwest have submitted plans. He and Pierce College President Kathleen Burke will lead a team to visit those colleges. Senate representation has been requested at those visits. City’s plan was to remain in deficit. This decision will lead to a different course of action as well as a different team, led by Valley President, Erika Endrijonas. It is speculated that City might have cut classes prematurely. El-Khoury observed that cutting classes ultimately does not lead to a healthy budget. He and Perret recommended review of other strategies. Mohammadian asked what we are doing as a district to increase enrollment. Other districts seem to have higher enrollments, but the LACCD does not appear to have a comprehensive, districtwide strategy. Hernandez announced that a consultant might be hired. East grew 8% last year; high school partnerships helped. Bruzzese suggested that requiring students to pay their fees to remain enrolled at the beginning of the semester was a factor. She pointed out that this deadline policy was rescinded by the Board of Trustees, but not in time for students to hear about it or to affect their enrollment.

2) **First VP Report**

a) **Equivalency Committee**: El-Khoury reported that the Equivalency Committee met on September 11th; there were 5 cases. A timeline to review documents two weeks ahead was proposed. Initial review of password-protected documents will be online. El-Khoury reported that the Committee will put together a flow chart, revisit forms, and update the list of discipline committee chairs.

b) **Computer Science update**: Atondo reported that the district received an audit finding 2 years ago regarding computer science curriculum and course offerings. The goal is to align curriculum among the nine LACCD colleges. El-Khoury noted that the alignment of numbering sequence will proceed after the Summit. The audit found some faculty were teaching courses for which they did not meet the minimum qualifications (MQs), and El-Khoury reminded faculty to remain vigilant regarding MQs in the hiring of faculty. Computer Science courses teach programming, and the MQs would be a master’s degree. Computer Information Systems classes teach application and technology; no master’s degree is required to teach those courses.

3) **Second VP Report**

Atondo reported that although curriculum is expected to move to CurricuNET, it is only in the testing phase. Many glitches have been identified and delivery of the system will not be accepted until the problems are solved. Atondo and the District
Curriculum Committee (DCC) advised faculty to continue to use the Electronic Curriculum Development system (ECD) until further notice.

4) Treasurer’s Report – None

5) Committee Reports
   a) Professional Development College
      Brent reported that most of the PDC curriculum has gone through Valley but some is still pending. Education 240 – Online Pedagogy and Teaching Modalities – will be offered in the Spring 2018 Semester. Seminars are planned for the end of Fall, for Winter Intersession, and for the Spring Semester. Of particular interest is a series of seminars on faculty leadership. Topics will include faculty involvement, committee structures, faculty hiring, curriculum, CTE, Robert’s Rules and the Brown Act, and collaboration between the union and the senate.

Action Items:

Approval of DAS Meeting Calendar for 2017-2018 (Gaines/Miller) M/S/P
Echeverri reported that dates for the Hiring Fair and District Discipline Day had not yet been determined.

Old Business
1. Shared Governance and other committee assignments for 2017-2018
   Echeverri reviewed the list of committees as well as those faculty currently serving as DAS representatives on them, and encouraged participation, especially in the area of Adult Education, specifically the development of curriculum and the hiring of faculty to teach (MQ issues). The time commitment may be significant, Adult Ed faculty workgroups meet weekly for three hours; compensation is available but Non-Credit faculty are stretched thin. Hernandez noted that the bulk of curriculum work was done two years ago; faculty were paid at the class code 0808 rate. The biggest challenge in this area now is faculty oversight on the hiring of adjuncts. Many seminars are happening Monday-Thursday when our faculty are teaching.

   Basic Skills/ Student Success – meetings often conflict with DAS. The DAS will work with Dean Harrington to find an alternative time.

   Board of Trustees – Faculty are encouraged to attend; the Senate has academic issues at stake right now. The next meeting is October at Southwest.

   Bond Steering – Robert Stewart has volunteered to serve.

   District Budget Committee– has all members. Perret recommended greater communication with faculty about issues. Hernandez reported that there was
training over the summer. Deborah La Teer can go to the colleges to explain.
Supporting documents are also posted with the agenda.

Distance Ed Stakeholders – need replacement from Mission

District Technology Planning and Policy Committee (TPPC) – El-Khoury is the DAS representative

2. **District Consultation Process E-XX**

A draft with a proposed consultation flow chart was reviewed. It is important to have a document in place to indicate how decisions were made and how the faculty fit in to the decision-making process.

**New Business/Discussion**

1. **DAS Goals for 2017-2018**

The DAS Exec met on September 8, 2017 and reached consensus on three goals:

1) Support new faculty leadership; 2) Professional Development; 3) Communication – to include a DAS newsletter. Echeverri is open to other suggestions and noted that it is very important to educate and involve faculty, especially since there are a large number of newly hired probationary faculty.

2. **2017 Summit Planning**

Make sure that college teams try to cover most of the workshops. Many thanks to City for hosting; parking directions will be sent out electronically.

3. **Implications of CSU Executive Order on English and Math Assessment/Remedial Courses and AB 705**

Starting in Fall 2018, the California State Universities (CSUs) will not require assessments in English and Math; students will have one year to finish any remedial courses they are taking at a CSU. Pending legislation AB705 has implications for the California Community Colleges (CCCs) as no community college may use an assessment instrument without the approval of the Board of Governors, and must use multiple measures. Hernandez referred to a problematic sentence in the legislation i.e.: “A community college district or college shall maximize the probability that a student will enter and complete transfer-level coursework in English and mathematics within a one-year timeframes, and use in the placement of students into English and mathematics courses in order to achieve this goal…”

He continued that the Board of Governors will enact measures after the legislation passes, and the ASCCC will be at the table at that point. On the “losing side” will be those students who are not able to complete their English and Math transfer-level classes within 1 year as it is unclear what will happen to them. Since adult education is already on the table, perhaps a basic skills/non-credit class approach prior to
credit courses will be the best opportunity. Perret noted that the missions of the
CCCs differ from that of the CSUs.

4. **Revisions to E-65**
This regulation outlines the process for new course approval. The district discipline
committees were listed as approvers; however, their proper role is as
recommenders. DCC will vote on the revisions and then it will come to DAS.

5. **Progress on Guided Pathways**
This is the theme of the Summit. Atondo reported that the Academic Senate at
Santa Monica City College formed a Guided Pathways Committee. Hernandez noted
that East had as well. This committee is guided by the Senate (as it is a 10 + 1 issue),
but various constituency groups are also involved. Using a State Chancellor’s Office
template, there should be guided pathways steering committees with senate
representation. On October 16th, there will be a mandatory meeting for those
colleges requesting state funding.

6. **Digital Badges Update**
Miller reported that a digital badge will be hosted electronically and can be linked
through a digital resume or LinkedIn account, for example. Some applications could
include:
- Level 1 – through curriculum – competence and skills; for potential employer
- Level 2 – micro-credentials; skills certificates
- Level 3 – professional development, e.g., equity certification
However, some questions remain, such as:
- How is the badge approved locally and districtwide? How is the badge marked?
- How will this work with industry? Who will be in charge of giving out and
  maintaining the database for these badges?
Linda Delzeit has been advocating the implementation of digital badges; Miller
hopes to have a policy soon through DCC. Echeverri noted that implementation
would likely require an administrative regulation and CurricuNET must be able to
incorporate it. Although the work that faculty members have done thus far is
greatly appreciated, consistency and guidelines are important.

7. **Revision of District Mission Statement**
The LACCD is initiating the process to review and revise its mission statement. It is
going through the District Planning Committee and will come to DAS.
Representatives are urged to attend these important meetings.

8. **LACCD Building Naming Policy**
Hernandez observed that under the current Board Policy, the name for a building is
recommended by college president and chancellor to the Board. However, there
needs to be a codified process for the faculty and other members of the college to
give input to the college president for that naming. The Senate at East is
recommending a pre-naming process as an amendment to the Board Rule. It is part of the 10 + 1 since it relates to institutional planning and budget development.

9. Academic Rank Policies: Reciprocity and Emeritus/retiree Status
Echeverri reported that this item was requested by Don Gauthier as some of the colleges are “demoting” retirees, i.e., they are losing their academic rank. This item will be discussed at the October DAS meeting.

10. E-115 and the Development of a Process to Create a New Subject in the District
Echeverri reported that the current E-regulation is outdated. For example, it references EPAC, a committee which no longer exists. Discussion followed, including suggestions to: 1) Include the union since issues of faculty load may occur; 2) Substitute the DAS Exec for EPAC; and 3) Get a clear definition of what is considered a subject (v. a discipline).

Motion to refer to DAS Executive Committee Hernandez/Gaines M/S/U

11. Classroom Safety/Active Shooter Training
Bailey-Hoffman expressed concerns about colleges ensuring classroom safety. For example, West does not have lockable classroom doors. She noted that a district response, as well as standardized policies and procedures are necessary.

Other Items
Echeverri reminded the Senate Presidents that the DAS needs to forward its dues and that the colleges must send their checks in the appropriate amount as soon as possible to Dan Wanner, DAS Treasurer.

Future dates:
- 2017 DAS – District Summit: Friday, September 22, 2017 – LACC – 8:30-3:00
- DAS: Thursday, October 12, 2017 @ LATTCC – Lunch at 12:30; Mtg. 1:30- 3:30 p.m.
- DAS Exec: Friday, October 20, 2017 @ ESC Hearing Room 9:30 a.m.-12 noon
- Consultation: Tuesday, September 17, 2018 @ ESC Hearing Room 2:00-3:30 pm
- ASCCC Fall 2017 Plenary Session: November 2-4, 2017 in Irvine

Adjournment
The meeting was adjourned at 3:29 p.m. MSU Atondo/Gaines

Respectfully submitted by Lourdes M. Brent, DAS Secretary