### District Academic Senate Meeting

**Thursday, October 10, 2019, 1:30-3:30 PM**  
Los Angeles Trade-Technical College  
TE-101  
MINUTES

#### Attendance

<table>
<thead>
<tr>
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<th>Present</th>
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<tbody>
<tr>
<td>Officers</td>
<td>Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP), Lourdes Brent (Secretary), John Freitas (Parliamentarian)</td>
</tr>
<tr>
<td>City</td>
<td>(Michael Kalustian), Sarah Crachiolo, Nadia Elahi, Jeff Hicks</td>
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<tr>
<td>East</td>
<td>(Jeff Hernandez), Lurelean Gaines, David Hale, Jean Stapleton</td>
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<td>Harbor</td>
<td>(William Hernandez)</td>
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<tr>
<td>Mission</td>
<td>(Carole Akl), Elizabeth Atondo, Stephen Brown</td>
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<tr>
<td>Pierce</td>
<td>(Barbara Anderson), Aric Eidadu, Sabrina Prieur</td>
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<tr>
<td>Southwest</td>
<td>Stephanie Arms, Yancy Duncan, Joanne Grey</td>
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<tr>
<td>Trade</td>
<td>(Artemio Navarro), Ashraf Hosseini, Deirdre McDermott</td>
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<tr>
<td>Valley</td>
<td>(Chauncey Maddren), Kathryn Queen, Kevin Sanford</td>
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<td>West</td>
<td>Casey Hunter</td>
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<td>Guests</td>
<td>Joanne Waddell, President of the AFT Faculty Guild, Angela Gee (Trade), Dan Keller (District Curriculum Dean), Velveth Klee (Trade), Tayebeh Meftagh (Trade), Josh Miller (Guided Pathways Coordinator, Valley), LACCD Student Trustee Alfredo Gama Salmeron</td>
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(Senate Presidents in parentheses)

#### Call to Order:

DAS President Angela Echeverri called the meeting to order at 1:35 p.m.

She thanked Trade-Tech Senate President, Artemio Navarro, for hosting, and asked those present at the meeting to introduce themselves.

#### Approval of the Agenda:

The agenda was adopted as written  
(Gaines/Akl) **M/S/P**

#### Approval of the Minutes:

The minutes of the September 12, 2019 meeting were approved as written  
(Gaines/Akl) **M/S/P**

#### Public Speakers: 5 minutes each
Student Trustee, Alfredo Gama Salmeron, spoke of the needs of students in the LACCD, noting that 50% experience housing and/or food insecurity. However, he stated that the needs of students do not appear to be the priority in this District. He announced that he was preparing to transfer to the university, and expressed his appreciation to the senators for their roles as faculty and in shared governance.

Gama Salmeron also thanked the DAS, especially A. Echeverri, for advocating to reinstate pre-transfer level math and English courses which were cut from the Fall 2019 schedule of classes in April as a result of Chancellor Rodriguez’s directive on AB 705 implementation. He observed that this fall students were dropping their English and math courses at record numbers – two thousand more than last year. He stated that the voices and concerns of students were ignored; many are not adequately prepared for courses such as Math 125 (Intermediate Algebra) or Math 227 (Statistics). For example, some students did not take Algebra II in high school. He added that while the District administration is offering more tutoring, including online tutoring, what was needed was more instruction by faculty. He noted that for many LACCD students attempting to use online tutoring, internet access was a barrier and they could easily spend 15 minutes or more just trying to understand how to use the online system.

Gama Salmeron observed that the LACCD was not adequately engaging African American students. Last month the Board awarded a 2-year, $4,000,000 marketing and branding contract to a predominantly white firm from Wisconsin. The proposed advertising spots he has seen are culturally insensitive. He also noted an item on the September Board agenda, which would have granted an $18,000 annual salary increase to Chancellor Rodriguez; that item was removed from the agenda. He stated he firmly believed that the lack of access, tutoring, and other resources to support students have kept him and other students from completing their educational goals on schedule. He concluded his remarks by expressing concerns about privatizing higher education.

American Federation of Teachers (AFT) Faculty Guild President, Joanne Waddell, stated that it has been a pleasure to work with the District Academic Senate over the last few years. The AFT is working with the DAS leadership to address ramifications related to the District’s implementation of AB 705. Waddell filled in for Trade’s AFT Chapter President Joseph Guerrieri, to express an immediate concern regarding a proposal to bring in Unmudl, an “income generating project for non-credit modules.” Such an approach would give academic credit through credit by examination, credit for prior learning, etc., similar to the California online college (Calbright). Innovate+Educate is a driver of Unmudl as is Socialtech.ai. College partners would contribute their own courses and programs to the platform for their peers to package with their own to build custom programs for work training. According to Waddell, there is a memorandum of understanding (MOU) with Trade-Tech, in which the LATTC Foundation would contribute $50,000, and the college another $50,000, to implement this strategy at Trade. Waddell observed that such an approach pits faculty against faculty and is an attempt to privatize higher education.
**Action Items**

**Administrative Regulation E-113: Policy to Calculate Units (DCC 7/19/2019; DAS Exec 10/4/2019)**
(Hernandez/Gaines) M/S/P; Abstention: Hale

District Curriculum Dean, Dan Keller, noted that there is presently an administrative regulation which describes how to calculate units via contact hours. However, it does not contain a calculation for Cooperative Education classes. The proposed revision to E-113 would follow the Carnegie formula in calculating units for Coop Education. Freitas referred to the alignment with the PCAH (Program and Course Approval Handbook developed by the ASCCC [Academic Senate for California Community Colleges]). The Carnegie Hour is universal nomenclature in California and the credit hour was the means by which faculty were paid.

(Akl/Gaines) M/S/P

**Prerequisite Clearance Guidelines for Courses with an English 101 Prerequisite (DCC 9/13/2019; DAS Exec 10/4/2019)**

Perfected Motion: DAS Guidance Memorandum to Counseling Faculty on Clearing Prerequisites
(Kalustian/Freitas) M/S/P – as amended

Motion to revise first sentence and item #6 as follows (underlined language is new)
(First sentence) For purposes of clearing non-LACCD courses to fulfill an English 101 prerequisite.

6. Institutions of Higher Learning outside the United States: not permitted to clear an ENGLISH 101 prerequisite notwithstanding administrative regulation E-101
(Hernandez/Gaines) M/S/P

Atondo noted that Cathy Rozadilla, the Articulation Officer at East, observed a problem: Colleges are not consistent in clearing the prerequisites of courses for which English 101 is the prerequisite. This problem occurs in coursework taken outside of the District. At some colleges, prerequisite clearance has been done in ways that were punitive for students. That is, if those English 101 substitutions did not meet IGETC (Intersegmental General Education Transfer Curriculum) requirements for English 101, then a student could not use that substituted class to satisfy the IGETC English composition.
requirement. All colleges need to use the same curricular standards and use the IGETC English 101 requirements.

Freitas suggested that this motion not be recommended as an administrative regulation, but rather as DAS guidance to counseling faculty on how to clear such English 101-related prerequisites. Hosseini noted that any English class taken outside of the United States is evaluated by a transcript evaluation service, and then goes to the English Department for clearance.


**Perfected Motion: Approve Moratorium of ECD to commence May 1, 2020 in preparation of migration of curriculum from ECD to eLumen**

(Hernandez/Kalustian) M/S/P – as amended; Abstention – El-Khoury

Keller discussed the district’s adoption of eLumen as its curriculum management system (CMS). The LACCD will no longer be using ECD (district Electronic Curriculum Development system) as its CMS. After eLumen “goes live,” ECD will be read-only. The validation process needs faculty input, and ECD needs to stop as an active system with sufficient time to permit curriculum migration and validation. April 30, 2020 is proposed as a reasonable date to provide time to make curricular changes and have time before the end of the Spring Semester to permit faculty validation of the migrated curriculum. Courses still in the pipeline will be migrated as if it they were approved.

Whatever program information which is currently in the college catalogs will migrate to eLumen as well. District personnel are doing degree audits based on what is currently in the catalogs of the colleges. Migration of this aspect is anticipated on May 1, 2020.

El-Khoury recommended that we amend the deadline to earlier in the year. Faculty involvement in validation is critical, and an April 30th deadline leaves the faculty insufficient time to validate. Keller noted that eLumen has the capability of migrating curriculum earlier, but can also do so at a later time; it is the district which is setting the migration date. Hernandez suggested that the local senates help in this process by setting completion deadlines to help the work flow.

**Reports**

* Officer Reports

* President - Board report; AB705 update; ASCCC events; Consultation, etc.

A hard copy of Echeverri’s September Board report was included in the packet and will be distributed electronically to all faculty; the October Board report will be available later. In September, the Board passed a resolution congratulating EOPS (Extended
Opportunity Programs and Services) on 50 years of student success. Pierce Health Center director and Nurse Elizabeth Benne advocated for the urgent need for more mental health services for students that could be funded by an increase in the student health fee (which has been capped at $11 per semester for many years). The Board also approved a 2-year/$4-million-dollar marketing and branding contract with Interact Communications, with the option of three one-year extensions at the District’s discretion for up to $10 million. The student trustee – a vocal advocate for the students whom he represents – noted that the firm appears to lack the employee diversity and cultural sensitivity required to adequately target prospective students in the District’s service area. Echeverri observed that the Chancellor’s directive on AB 705 to cancel all Fall 2019 English and Math classes more than one-level below transfer, has likely hurt the District’s enrollment. District enrollment is approximately down 3% in fall 2019 compared to fall 2018. She added that a multi-million dollar marketing campaign would not be effective if the District was not offering classes that students want and need.

Four new college presidents were introduced at the September Board meeting: Dr. Barry Gribbons (Valley), Dr. Alexis Montevirgen (Pierce), Dr. Raul Rodriguez (interim at East), and Dr. Andrew Jones (interim at Trade). Former Trade President Larry Frank is currently serving as Interim Vice Chancellor of Workforce and Resource Development. The Personnel Commission initiated “desk audits” of compliance officers, resulting in suggested reclassification and pay cuts. This item was opposed by the impacted employees and pulled from the agenda. Another agenda item which was removed from the October agenda was a proposed one-year contract extension and pay raise for Chancellor Rodriguez. Many students spoke against this item during the public comments section. Two new Board committees were announced: the Chancellor’s Advisory Committee on LGBTQ Affairs (chaired by Trustee Vela) and the Innovation and Sustainability Committee (chaired by Trustee Veres). Carmen Lidz joins the District as the chief information officer, a position at the vice chancellor level. The October Board meeting at City (celebrating its 90th year) adjourned in memory of Mission College’s beloved Curriculum Dean Darlene Montes whose life was tragically cut short in September.

The District is starting to review week-2 drop data in English and Math courses (pages 23 and 24 of the packet). Math 125 and support class drop rates are particularly high. There are concerns as to why these rates are so high. One hypothesis is that due to AB 705 implementation, underprepared students who would previously have taken a lower level course, are being placed in these classes. Echeverri has heard much anecdotal information to support this claim. A recent Los Angeles Times article published on 10/9/19 (https://www.latimes.com/california/story/2019-10-09/california-school-test-scores-2019) reported that in 2019, only 51% of California students met English grade standards and 40% met Math grade standards. The highest achievement gaps were observed for African American students. These findings call into question the District’s one-size fits all approach to its AB 705 implementation strategy and the lack of remedial options for underprepared students. NetTutor (an online 24/7 tutoring service)
utilization data was available on pages 21 and 22 of the packet. Associate Vice Chancellor Maury Pearl will continue to produce reports and Echeverri will forward.

Overall enrollment is down 3% over last year. This is a significant drop since it reflects a steady decline over the past four years. It is a pivotal moment for the District since the period of being “held harmless” in the rollout of the Student Centered Funding Formula (SCFF) is scheduled to end by 2021. Page 52 of the packet contains new metrics related to the SCFF based on Enrollment (FTES), Equity (financial aid), and Completion (certificates, degrees, and transfer). Echeverri observed that the enrollment decline is significant and that after the hold harmless period, the District could face significant financial losses and re-basing.

The Chancellor has already stated that the LACCD will not be hiring many faculty next year due to these enrollment declines. The District is reported to be 52 over its FON (faculty obligation number).

Prieur suggested that current drop data do not accurately reflect students’ comfort or competence in English and Math classes. Rather, students are not dropping those classes because they would lose financial aid due to the unit requirements. Echeverri stated that it is critical to have options for our students, and that she hopes that college presidents will ignore the Chancellor’s directive and offer the classes that will best serve the needs of students. She also hopes that senates will stand up to outside pressure and that the faculty – senate and union – unite with our students to ensure colleges offer courses and curriculum which our students need and deserve.

Discussion continued on the possibility of students withdrawing from a course and taking the same course later in the semester, e.g., as a late start class. Hunter offered that those students would remain financial aid eligible. Anderson suggested a DAS resolution to the college presidents; Echeverri encouraged her to write such a resolution and bring it to DAS. Hernandez suggested packaging a cohort model to take to the Chancellor. There was general disappointment at the Chancellor’s response to students who want to self-place at lower level Math classes.

Continuing her report, Echeverri spoke of work that is ongoing regarding an administrator retreat policy (see page 46 of the packet for a summary and background of such policies and procedures at other districts). The DAS has already endorsed the ASCCC policy but procedures need to be in place. A DAS task force is working with Vice Chancellor of HR Albert Roman. One meeting has taken place; another will be in November. Echeverri also pointed out the updated DAS calendar for 2019/2020.

* 1st Vice President – Equivalency; TPPC

El-Khoury announced that the Equivalency Committee meets every second Monday of the month; senate presidents have been added to the email distribution list. He will discuss the flow chart, developed and approved by the Equivalency Committee, later in the agenda. Discipline Day is October 18-2019, at L.A. Valley College. There will be a
general session with a keynote speaker as well as breakout sessions. Thus far, 180
faculty members have registered.

* 2\textsuperscript{nd} Vice President – District Curriculum Committee (DCC); eLumen; repetition of NDA

   English, Math, and ESL courses

   Atondo announced that DCC will meet tomorrow (October 11, 2019), and will look at a
   number of issues, including those relevant to international baccalaureate degrees. Also
   on the agenda will be the curriculum migration from ECD to eLumen. Previously
   recommended was a change to Board Rule 6700 to permit greater freedom regarding
   the academic renewal of substandard grades in remedial English and Math classes.
   Upon further reflection, it was not considered to be an issue except in rare instances,
   and only if a student were applying for a local degree. Brent articulated a
   recommendation from the Counseling Department Chairs regarding a change in the
   academic renewal business practice, not contained in Board Rules or administrative
   regulations. The new business practice would permit students to submit a petition for
   an academic renewal at their home college (or any college in the district); they would
   not have to travel to the college in which the substandard grade was received in order
   to submit a petition there. Atondo will discuss with Keller and Vice Chancellor Cornner.

* Treasurer – no report

* Professional Development College

   Brent reported on two successful seminars in September – one on AB 705 (facilitated by
   Dan Keller) and the other on The Brown Act and Parliamentary Procedure (facilitated by
   Professor Camille Goulet). A November 15, 2019 seminar will focus on diversity in
   faculty hiring; seating capacity is limited to 30 participants. This seminar will last for
   four hours, and participants will receive certification that they meet the Title 5
   requirements to sit on faculty hiring committees. Should they complete another 1-hour
   training, they be certified as an EEO representative on a hiring committee. The March
   2020 seminars will tackle multiple aspects of faculty leadership. FLEX credit is available.

* District Budget Committee (DBC-ECDBC)

   Hernandez announced that the October meeting of the DBC was cancelled.

* Guided Pathways

   Miller referred the senators to page 29A of the packet, which contains the draft charter
   of the Guided Pathways (GP) Committee, and asked the senators to review and provide
   input. At present, four GP summits are planned: the October 25, 2019 event (at Valley)
   will focus on onboarding; November 15, 2019 (Valley) – professional development and
   the Vision Resource Center; February 21, 2020 (Valley) – counseling; March 28, 2020
   (East) – building capacity. At present, the committee is discussing membership as well
   as the timing of the meetings.
*Task Force on E-100 (Criteria for Serving Students with Disabilities) and Board Rules Alignment Project*

Freitas reported that the E-100 task force has met twice, and will meet with the DSPS coordinators at their meeting on October 11, 2019. Members of the task force will focus on program mapping of E-100 and Title 5, then compare the two. Echeverri and Freitas completed the mapping of E-100. There is agreement that accommodations cannot make fundamental alterations to curriculum contained in the course outline of record (COR), but that accommodations should likely be considered when the COR is being written. However, processes need to be streamlined, and we must make sure that they work for students. We must focus on academic and professional matters and also ensure that future revisions to E-100 go through DAS. The purpose of Board Rule review is to make sure that they align with the Community College League of California (CCLC) template. This template ensures that operational details remain in the administrative regulations and not in board rules.

**Discussion Items**

**Update on AB 705 Implementation** – previously discussed
- Support for English, ESL, and Math
- Fall 2019 Drop Data for English and Math Courses
- AB 705 Guidance Memo for ESL and Fall 2020 Implementation – Ginni May from the ASCCC will discuss at Discipline Day

**Update on Guided Pathways Charter and Membership** – previously reported

**E-88 (Deans’ and President’s Honor List) and College Graduation Honors**

Echeverri noted that the colleges’ systems of Latin honors at graduation and deans’ lists are inconsistent. Since the student information system now produces district-wide transcripts, it is important that the DAS make recommendations on this topic. She welcomed suggestions for revisions and/or volunteers for a task force which would be willing to tackle the project.

**Proposed Changes in Equivalency Approval Process**

El-Khoury referenced the flow chart contained in pages 30-32 of the packet which had been approved by the Equivalency Committee. He also cited an ASCCC equivalency paper adopted in April of 2016, which stated that the Equivalency Committee is final arbiter. There is no appeal. Hernandez stated that the DAS Exec had discussed this topic at its October 4, 2019 meeting, and that El-Khoury had forwarded a link to this document after the end of the meeting so that the members of DAS Exec could read and review the document. The monograph in question is one of a number of papers which the ASCCC has done on equivalency. The sample cited by the Equivalency Committee was contained in the appendix of the paper, and was not recommended as a best practice by the ASCCC. The Equivalency Committee has been doing excellent work, and
is to be thanked for being proactive. Local senates need to assure that there is 
consistency, and should have the opportunity to discuss keeping or removing the 
possibility of an appeal. Appeals have been rare, but it is good to have checks and 
balances. We want to be sure that senates are fulling the recommendation from the 
ASCCC that we are being consistent.

Motion to extend the meeting for 10 minutes
(Hernandez/Gaines) M/S/P; Abstention: Kalustian

Motion to refer the updating of the faculty equivalency process to the Equivalency 
Committee
(Hernandez/Gaines) M/S/P

Referring to page 33 of the packet, Echeverri observed that HR Guide R-101 on 
Equivalency is outdated. For example, it refers to provisional equivalency, which no 
longer exists. She requested that El-Khoury and the Equivalency Committee take the 
lead on updating the DAS equivalency policy. Freitas cautioned against the HR Council 
reviewing this document, as it is the purview of the Academic Senate as contained in the 
California Education Code. He applauded the Equivalency Committee’s proactive stance 
on reviewing equivalency requests before a job offer is made.

On the subject of the flow chart, there was agreement that it be placed on the agenda 
as an action item since the Equivalency Committee has vetted it. And it is appropriate 
that the Equivalency Committee be the body which reviews and makes 
recommendations to replace HR R-101. The flow chart could well be a great ancillary 
tool of the written policy. This would also permit time for DAS initiatives to be taken to 
the local senates for review.

It was not possible to discuss the following items due to lack of time:

HR Guide P-130: Additional Assignment; Faculty Representation on HR Council
Budget, New Funding Model (SCFF), LACCD Allocation Model, College Debt 
Repayment, Accountability Measures

Committee and Task Force Assignments: Technology Planning and Policy Committee 
(TPPC) – Echeverri announced that a new faculty co-chair is needed for this committee. 
Since a new chief information officer for the district has been hired, this is an 
opportunity for TPPC to be a very active committee. Concerns remain about Cranium 
Café and its adoption.

Periodic Curriculum Review by Chancellor’s Office (Memo AA 29-33) – Echeverri sent 
this out electronically to the members of the DAS.
Upcoming Events: District Discipline Day, Guided Pathways Summits, PDC, ASCCC

Events – Echeverri referred to the list at the bottom of the agenda.

Other items

Upcoming Meetings

District Curriculum Committee: Friday, October 11, 2019, 11 a.m. – 1:00 p.m., at ESC

ASCCC Area C Meeting: Saturday, October 12, 2019, at Rio Hondo College

Fall 2019 District Discipline Day: Friday, October 18, 2019, at Valley

Guided Pathways Summit 1: Friday, October 25, 2019, at Valley

DAS Executive Committee: Friday, November 1, 2019, 9:30 a.m.-12:00 p.m., at ESC

ASCCC Regional Curriculum Institute: Saturday, November 2, 2019, at Pierce Great Hall

Consultation Meeting: Tuesday, November 5, 2019, at ESC

ASCCC Fall Plenary Session: November 7-9, 2019, in Newport Beach

Adjourn

(Hernandez/Gaines) M/S/P

The meeting was adjourned at 3:45 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary