

1 **District Academic Senate Executive Committee**  
2 **Meeting**

3 **Friday, March 16, 2018**  
4 **Educational Services Center**  
5 **Board Hearing Room**  
6 **MINUTES**

7  
8  
9 **Attendance**

	<b>Present (Senate Presidents in parentheses)</b>
<b>Officers</b>	Angela Echeverri (President), Dan Wanner (Treasurer), Lourdes Brent (Secretary)
<b>City</b>	Dan Wanner
<b>East</b>	Jeff Hernandez
<b>Harbor</b>	
<b>Mission</b>	
<b>Pierce</b>	Anna Bruzzese
<b>Southwest</b>	Robert Stewart
<b>Trade</b>	Martin Diaz
<b>Valley</b>	Don Gauthier, DAS Past President, for Josh Miller
<b>West</b>	Holly Bailey-Hofmann
<b>Guests</b>	Ryan Cornner, Vice Chancellor, Educational Programs and Institutional Effectiveness

10  
11 **Call to Order:**

12 President Angela Echeverri called the meeting to order at 9:40 a.m.

13  
14 **Approval of the Agenda:**

15 The agenda was adopted as written (Hernandez/Bruzzese) **M/S/P**

16  
17 **Approval of the Minutes:**

18 The minutes of the February 23, 2018 meeting were approved as amended  
19 (Hernandez/Stewart) **M/S/P**

20  
21 **Public Speakers:** Vice Chancellor Ryan Cornner

22  
23 Policies and Procedures for Disabled Students

24 The first discussion item from VC Cornner was the motion from West regarding faculty  
25 involvement in the process to create policies for disabled students on campus. He  
26 began by observing that the rules and regulations related to students with disabilities  
27 are very complicated, and the District has faculty members and administrators who  
28 have very specific education and training in these areas. Much of what has been  
29 discussed has been related to policies and procedures. Policies are Board Rules and

30 procedures are administrative regulations (E-Regs). Cornner emphasized that no  
31 policies or procedures have been changed without consulting the District Academic  
32 Senate. He recommended bringing together a task force of individuals who have expert  
33 knowledge and sincere interest to discuss the accommodations and proctoring issues  
34 addressed in West’s motion and review the appropriate regulations and policies to see if  
35 anything needs to be amended, that it is time to meet as educators and review the  
36 appropriate policies and procedures.

37  
38 Bailey-Hofmann observed that Richard Olivas, who spoke in favor of West’s motion at  
39 the February and March DAS meetings, is objecting to the DSPS faculty handbook at  
40 West. Cornner responded that conversations need to happen at a broader level. For  
41 example, the District has not had an ADA (Americans with Disabilities) coordinator for  
42 the past two years. The Senate should also be aware that West is not unique in  
43 receiving a finding from the Office of Civil Rights (OCR); the District has been receiving  
44 similar OCR findings on a frequent basis. For example, faculty have refused to let  
45 students record lectures in their classrooms; tutoring has been disallowed, etc. Title 5  
46 specifically states that a recommended accommodation cannot be mandated if the  
47 instructor believes that an accommodation would be a “fundamental alternation” to the  
48 class, and the integrity of the curriculum and grading processes would be affected.  
49 Thus, the faculty member in the classroom maintains input in the accommodations.

50  
51 Echeverri stated that she has spent much time reviewing the topic, and finds it very  
52 complex. There are many concerns and multiple stakeholders. She distributed a table  
53 she prepared including concerns among students, faculty, the Senate, DSPS and the  
54 college, and others. Discussion continued regarding other concerns such as maintaining  
55 the privacy and security of the examinations, who is proctoring, the exam environment,  
56 508 compliance, online issues, course substitution for the quantitative reasoning  
57 requirement for Associate’s degrees, etc.

58  
59 There was consensus that a task force, co-chaired by a faculty member, be established  
60 to review E-100, which was last amended in 2014. Cornner recommended that the DAS  
61 identify faculty members for this task force. He will identify DSPS deans, (David Green,  
62 for example), outside experts, vice presidents of student services, a representative from  
63 the Office of General Counsel, and the recent hire in the Office of Diversity, Equity, and  
64 Inclusion. The ADA coordinator position is still vacant.

65  
66 Institutional Review Board

67 Cornner noted that, as community colleges receive federal grants, it is becoming  
68 necessary that they establish institutional review boards (IRBs). Typically, the  
69 community colleges do not have IRBs, as the internal type of research done by them is  
70 through program review with data which already exists. Thus, IRBs are found at the  
71 university level, and are mandated in research involving human subjects.

72  
73 Research categories are:

- 74 1) Non-human subjects
- 75 2) Exempt – use of survey data where there is no harm to anyone
- 76 3) Human subjects research – IRB review and approval required; safety
- 77 mechanisms are put in place; any surveys would have to be stamped by IRB;
- 78 complaints would go to IRB

79

80 A practical benefit to the community college of having an IRB is the facilitation of federal  
81 grants being approved. Referring to a research guide from the Santa Clarita Community  
82 College District, Cornner gave an example: An IRB chair would review a research  
83 proposal; if it is exempt (no human research subjects), it goes forward. If human  
84 research is involved, then the Institutional Review Board would fully review the  
85 proposal. Milagros (Millie) Kudo at the District Office will draft a proposal no later than  
86 May. This draft will be forwarded to DAS for vetting. The current thinking is that there  
87 will be a single IRB for the District; separate IRBs at each college will not be necessary.  
88 Gauthier noted that there may be a supportive resolution from the ASCCC. Also, at  
89 Valley, Psychology faculty served as an IRB.

90

91 **Action Item:**

92

93 **Motion to Restore Faculty Involvement in Interactive Process for Developing**  
94 **Districtwide Policies and Procedures for Disabled Students – West**  
95 (Bruzzese/Bailey-Hofmann)

96

97 **Substitute Motion: To Create Joint Task Force to Work with the Administration to**  
98 **Review and Update E-100 as well as Documents, Procedures and District Policies**  
99 **Related to Disabled Students**

100 (Hernandez/Stewart)

101 **Perfecting/substitute motion: M/S/P**

102

103 **Discussions:**

104

105 **Institutional Review Board**

106

107 Discussion on this topic continued, including the possible composition of the IRB.  
108 Suggestions included having university representation as well as representation from all  
109 nine colleges of different professions and disciplines. Echeverri will request a draft from  
110 Cornner and forward to the Academic Senate for discussion and approval.

111

112 **Problems with Enforcement of Course Prerequisites**

113

114 Echeverri reported that she has received concerns from Valley that course prerequisites,  
115 especially in Psychology and Child Development, are not being enforced. Also, if a  
116 student is enrolled in a prerequisite course, enrolls in the next class in the course  
117 sequence, and does not pass the prerequisite, that student is not de-enrolled. Gauthier

118 corroborated. Stewart reported that his college is not “sweeping”/de-enrolling students  
119 until mid-semester. Other senate presidents have observed an increase in prerequisite  
120 and co-requisite issues with PeopleSoft, problems enrolling in both lecture and lab  
121 components of the same class, an inconsistency in the enforcement of prerequisites,  
122 non-enforcement of repeatability limits, and coding problems in offices of Academic  
123 Affairs. Echeverri will speak with Cornner.

124  
125 Gauthier reported that several years ago, now-retired Vice Chancellor Yasmin  
126 Delahoussaye had called a meeting of student services and academic affairs personnel  
127 to discuss some of the same issues. As we are now encountering similar problems,  
128 perhaps Cornner should call a meeting. Echeverri recommended continued discussion  
129 of this topic among members of the Enrollment Crisis Team.

130

### 131 **Technology Changes Affecting Faculty Bypassing DAS – Hernandez**

132

133 Hernandez reported that employee email accounts will move to laccd.edu from the  
134 respective colleges. He argued this is problematic for two reasons: 1) branding; and 2)  
135 differentiating the college of employment. He wants to make sure that faculty at  
136 specific colleges get those emails which they are required to read, review, and act upon,  
137 especially alerts regarding construction and campus safety. Email users could still have  
138 a mirrored name. Gauthier observed that merged accounts would make it easier for  
139 adjunct faculty who work at different colleges. Hernandez requested clarification as it  
140 had been initially reported that there had been a decision made without faculty input,  
141 that faculty are just informed at the district Technology Planning and Policy Committee  
142 (TPPC); they are not asked for input before a decision is made. Echeverri will ask Chief  
143 Information Officer Jorge Mata to attend the next DAS or DAS Exec meeting to clarify.  
144 Stewart volunteered to represent Southwest on TPPC. Echeverri will remind senate  
145 presidents to ask for faculty representation; El-Khoury co-chairs this committee.

146

### 147 **Campus Sustainability Coordinators – Gauthier**

148

149 Gauthier reported that there was a recommendation from a student who belongs to the  
150 statewide student academic senate. Their suggestion was that there be at least one  
151 sustainability coordinator at each college to promote awareness regarding  
152 environmental health. George Leddy is the Sustainability Institute (SI) Coordinator for  
153 the DAS, but at a reassigned time for this position of .2, does not have the time to be  
154 present at all of the colleges. There is a position at the District office, but that person  
155 only reports on data already accumulated. If the colleges are looking at budgets,  
156 perhaps they can save money through wiser energy use.

157

158 Suggestions included a faculty advisor at each college, expanding the SI Coordinator’s  
159 position for outreach to all of the colleges instead of having 9 local positions, and using  
160 Bond money for funding. Gauthier will explore funding sources and report back.

161

162 **Update on CurricuNET and eLumen**

163

164 Echeverri reported that the presentation from CurricuNET to curriculum chairs was not  
165 well received. The consensus was that issues which had been raised had not been  
166 addressed. The second day of the two-day presentation was cancelled, and the faculty  
167 who were present had substantial concerns about its efficacy for the District.

168

169 **Enrollment Update**

170 **District Enrollment Task Force**

171 Hernandez reported that faculty will be appointed by DAS and by the AFT Faculty Guild.  
172 Echeverri requested participation – 3 or 4 department chairs, 1 counselor, etc. – and will  
173 serve as the at-large representative. Chief Financial Officer Jeanette Gordon believes  
174 that low enrollment is due to problems with the new Student Information System (SIS).  
175 The Chancellor is of the opinion that there are more variables involved. The initial focus  
176 of the task force is to get the District through this current problem. This task force  
177 might evolve into a committee at some point. The timeline is unknown at present.

178

179 **SIS: Financial Aid Concerns, Electronic Suggestion Box**

180 Although there is a link on the SIS page, and persons are sending in suggestions, it is  
181 unknown what will happen to that feedback.

182

183 **FON and Full-Time Faculty Hiring for 2018-2019**

184

185 Echeverri reported that Chancellor Rodriguez committed to hiring faculty up to the full  
186 Faculty Obligation Number (FON) at the last Board meeting. A final FON estimate is  
187 expected in April.

188

189 **Faculty Role in Administrator Evaluations**

190

191 Echeverri observed that the contracts of all of the college presidents were renewed  
192 (except for the interim presidents at City and Southwest) and most received salary  
193 increases. Gauthier noted that, even though the deans joined a union, Senate  
194 participation is contained in Title 5 and AB 1725 as well as a publication by the ASCCC.  
195 Echeverri will include this item in consultation. Hernandez observed that there might be  
196 support from the Board on this issue.

197

198 **DAS Goals for 2018-2019**

199

200 Echeverri reported that that the community colleges are in a rapidly changing  
201 landscape, especially with AB 705 and a proposed new funding model. For 2018-19, the  
202 DAS needs to consider other priorities such as enrollment management to support  
203 student completion. More discussion will occur at the DAS Exec Retreat this summer.  
204 Gauthier and Hernandez emphasized that there must be commitment from the colleges

205 and robust support from the district regarding the implementation of AB 705 and  
206 guided pathways.

207

208 **Guided Pathways Update**

209

210 East – 3 facilitators with reassigned time

211 Southwest – will recommend coordinators with reassigned time

212 Mission – 3 coordinators mentioned in plan

213 Valley – 3 in the plan

214 Pierce – the senate will ask for 3

215 West – Bailey-Hofmann is currently the coordinator; the senate will ask for 3-4; West is

216 considering offering stipends based on deliverables instead of offering reassigned time

217 Trade – no faculty coordinators because there are already pathways at the college; the

218 work of the pathway faculty is incorporated into the committees

219

220 Hernandez requested that the budgetary questions and challenges surrounding the

221 appointment of guided pathways coordinators be on the consultation agenda. Stewart

222 noted that the ASCCC has stated that the guided pathways efforts at the colleges be

223 senate-led, but that some colleges believe it should be under college council or other

224 shared governance committee. At Pierce, Bruzzese reported that there are two guided

225 pathways committees: one under the Academic Senate, and another cross-functional

226 committee under College Council. She also observed that the guided pathways plan and

227 reports must be signed by the senate president. Hernandez offered that steering

228 committee recommendations come to the senate and that the committee co-chairs

229 have oversight over the coordinators.

230

231 **Planning for upcoming events**

232 **Area C Meeting (3/24/28) and Spring Plenary Session (4/12-14/18)**

233 All those who are going to Plenary should have submitted their conference requests.

234 East is taking three resolutions to the Area C meeting: Defining collegiality in the

235 workplace; reducing the class size in English; and maintaining categorical funding.

236 **Consultation Meeting on 3/19/18**

237 Items on the consultation agenda include: FON; faculty participation in the evaluation of

238 administrators; guided pathways; adult education; shortening the semesters and

239 creating trimesters; the timeline for presentation to the Board regarding the proposed

240 policy for naming buildings; ensuring collegial consultation at colleges on education

241 program development and standards and policies regarding student preparation and

242 success; thank you to VC Cornner and Danielle Jack for their time and the tour of the

243 Educational Services Center for the DAS Professional Development College (PDC).

244

245 **DAS Representation and Organization:**

246 **Membership Update: District Discipline Committee**

247 Updates were received from Trade and West. Senate presidents are urged to forward

248 their lists to Echeverri.

249

250 **E-115 and Process for creation of a new subject – Atondo**

251 No report.

252 **Proposal for Interdisciplinary Student Success Course – Atondo**

253 No report.

254

255 **LACCD shared governance consultation processes**

256 The DAS is currently prioritizing implementation of AB 705 and guided pathways, and  
257 will review the shared governance consultation process at another time.

258

259 **Reports:**

260 **1) President’s Report – Echeverri**

261 Echeverri reported on a very successful District Discipline Day that was held on March  
262 2<sup>nd</sup> at Los Angeles Valley College. Over 300 faculty attended the event, which featured a  
263 presentation on the proposed new funding formula for California Community Colleges  
264 by Vice Chancellor Cornner and an update on AB 705 by Deborah Harrington. There  
265 were also breakouts on Guided Pathways, preparing High school students for College  
266 Math, Curriculum, Minimum Qualifications, Open Educational Resources, Noncredit, and  
267 eLumen. During the afternoon, faculty were able to work on their SIS descriptors. The  
268 DAS will be sending out an Academically Speaking newsletter in April; reports were  
269 requested of the senate presidents, officers, and the PDC. Wanner will put submitted  
270 articles into a newsletter format and will attend the April meeting of the Board of  
271 Trustees. This month’s meetings of the District Budget Committee and the Title IX task  
272 force were cancelled by the visit to Los Angeles of U.S. President Donald Trump, which  
273 resulted in road closures and difficulty in getting to the ESC. SIS course descriptors are  
274 being received; they will be entered into SIS so that they may appear in the online  
275 schedules of classes. The contract for the *Mathematica* software program was  
276 renewed.

277

278 **2) First VP Report – El-Khoury**

279 No report.

280

281 **3) Second VP Report – Atondo**

282 No report.

283

284 **4) Treasurer’s Report – Wanner**

285 Plenary attendees were reminded about their conference requests, reports, and  
286 requests for reimbursement.

287

288 **5) Secretary’s Report – Brent**

289 No report.

290

291 **6) Standing Committee Reports**

292 **Professional Development College – Brent**

293 Brent distributed a list of the remaining seminars for this semester and announced that  
294 Education 240 will begin in April. Echeverri described the tour of the ESC conducted by  
295 Cornner as very thorough and informative, and encouraged the members of DAS Exec to  
296 participate in the future should the tour be repeated.

297

298 **7) College and/or Committee Reports**

299 Hernandez had already discussed items from the District Budget Committee (DBC). The  
300 Board will be meeting at L.A. Valley College on April 4, 2018; Wanner will attend on  
301 behalf of the DAS. Stewart reported that he attended an interesting ASCCC Institute.

302

303 **Future dates:**

- 304 • Board Standing Committees Wednesday, March 21, 2018 at ESC
- 305 • ASCCC Area C Meeting Saturday, March 24, 2018 (Glendale Community College)
- 306 • Board Meeting Wednesday, April 4, 2018 at Valley
- 307 • ASCCC Spring 2018 Plenary, April 12-14, 2018 in San Mateo
- 308 • DAS Meeting Thursday, May 10, 2018 at City

309

310 **Adjournment**

311 (Stewart/Bailey-Hofmann)

312 The meeting was adjourned at 12:18 p.m.

313

314 Respectfully submitted by Lourdes M. Brent, DAS Secretary