

District Academic Senate Executive Committee

Friday, April 23, 2021

9:30 a.m. to 12:00 p.m.

Zoom URL: <https://lacc.zoom.us/j/95616814755>

Meeting ID: 956 1681 4755

MINUTES

Attendance

	Present
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP), Elizabeth Atondo (2 nd VP), Lourdes Brent (Secretary), John Freitas (Parliamentarian)
City	Michael Kalustian
East	Jeffrey Hernandez
Harbor	Van Chaney
Mission	Carole Akl
Pierce	Barbara Anderson
Southwest	
Trade	Artemio Navarro
Valley	Chauncey Maddren
West	Patricia Zuk
Guests	Wendy Bass Keer (Pierce), Jessica Drawbond (Southwest), Armenia Ward (ELAC student)

Call to Order:

President Angela Echeverri called the meeting to order at 9:34 a.m.

Approval of the Agenda:

The agenda was adopted as amended – *Removal of Noticed Item #4 (ELAC Cross-listing Request); Inclusion of District Re-engagement as part of President’s report* (Kalustian/Freitas) **M/S/P**

Point of order: RE request to include letter from AFT President Joanne Waddell regarding the District re-engagement plan in the agenda.

Ruling from the Chair after consultation with the Parliamentarian: The request does not meet the “emergency” threshold in the Brown Act, but could be included under the President’s report.

Approval of the Minutes:

The minutes of the March 5, 2021 meeting were approved as amended (Zuk/Akl) **M/S/P**

30 **Public Speakers: None** – Echeverri noted that there had been a request from a student,
31 but that student is not presently in the meeting.

32

33 **Action Items**

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35 **1. Administrative Procedure (AP) 4260: Prerequisites and Corequisites**
36 **(unanimously approved at DCC; went through consultation) M/S/P – as amended**

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38 Three edits were proposed and approved:

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40 **MOTION TO AMEND: *Under Curriculum, Strike 4.C.2(d)***

41 (Freitas/Atondo) **M/S/P**

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43 **MOTION TO AMEND: *Under Exemptions from scrutiny, add It is required by a C-ID***
44 ***course descriptor***

45 (Freitas/Hernandez) **M/S/P**

46 It was noted that Career Technical Education (CTE) concerns are captured in #1 in this
47 section.

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49 **MOTION TO AMEND: *Under Limitations on enrollment, add d. Health and Safety***
50 ***Requirements – Limitations on enrollment that are necessary to protect the health and***
51 ***safety of a student or the health and safety of others.***

52 (Atondo/Hernandez) **M/S/P**

53 It was noted that the term “anti-requisite” used in eLumen is not an issue.

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55 **2. Administrative Procedure (AP) 5111: Petitions for Degrees and Certificates**

56 (Atondo/Zuk) **M/S/P**

57

58 Atondo reported that Ryan Cornner, LACCD Vice Chancellor of Educational Programs
59 and Institutional Effectiveness (EPIE), spoke with the District Vice Presidents of Student
60 Services (VPSS), about this Administrative Procedure (AP). There were concerns from
61 those vice presidents, but the concerns were not explicit. Although it is preferred that
62 consultation with appropriate groups, in this case, Admissions and Records (A & R) and
63 the VPs of Student Services, would precede review by the District Academic Senate
64 (DAS), the current process is that the 20-day consultation takes place after action by
65 DAS. Thus, this AP has not yet been sent out formally for consultation. Should there be
66 any suggested changes as part of the consultation process which come to the DAS after
67 its May 13, 2021 meeting, the DAS Executive Committee may act on behalf of the full
68 DAS. Freitas noted the following provision in the DAS bylaws: “The DAS Executive
69 Committee shall assume the duties of the DAS during those months when the DAS is not
70 scheduled to meet and act on behalf of the full DAS, if necessary, and with a majority
71 vote of the full Exec.” Atondo also clarified the timeline and processes for review of the
72 student applications for certificate, degree, and/or CSUGE/IGETC certification contained
73 in the AP.

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Noticed Items

1. Chapter 5 Board Policies on Student Services

Freitas reported on the ongoing progress being made in the changeover from Board Rules (BR) to Board Policies (BP) using the CCLC template (Community College League of California). The BPs pertaining to instruction have been approved, and the corresponding BRs repealed. It is now time to review those draft BPs related to Student Services (Chapters VI and VIII of the current BRs). The text of all of those draft BPs is contained in Board Docs, and the Senate Presidents were urged to review with their local senates. Administrative Procedures (APs) will follow and will take the place of the current Administrative Regulations (e.g., E-Regs). Freitas also observed the need to have a Transfer, Articulation, and Student Services Committee of the DAS. Discussion on this topic occurred later in this meeting. Echeverri thanked Freitas for his work, and Freitas thanked EPIE.

2. Administrative Procedure 4020: Curriculum Development – Passed DCC unanimously

Atondo noted the requirement for this AP, as a procedure regarding Non-Credit course hours is needed. The current E-113 is folded in to this procedure.

3. E-10: Registered Nursing Program Standards

Atondo reported that LACCD Dean of Curriculum and Educational Support Services Daniel Keller had been working with the District Nursing Discipline Committee to revise this current administrative regulation, which will be used to update AP 4106. Those recommended changes, including but not limited to program progression, are reflected by yellow highlighting in this document.

~~**4. ELAC Cross-listing Request: Chicano 030: Chicano Theater and Theater 121: Chicano Theater – DCC approved unanimously 4/16/21**~~
REMOVED

5. Approve New Subject: GAD: Game Art and Design – DCC approved 4/16/2021

The faculty submitted the name of the new subject, Game Art & Design, with an ampersand instead of the word “and.” It was decided to leave the title as submitted.

6. Approve New Subject: Health Care Ancillaries (NRS – HCA)

Atondo referred to the latest collective bargaining agreement (CBA) which had been negotiated between the LACCD and the faculty union (American Federation of Teachers

118 [AFT] Faculty Guild, Local 1521) which changed load factors for faculty in certain
119 disciplines. This action necessitated the creation of new subjects so that courses can be
120 taught. Such is the case in Health Care Ancillaries, and some of these classes are already
121 in 2021 summer schedules of classes.

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123 **7. Senate Resolution about Credit ESL**

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125 Maddren referenced a draft from the District ESL (English as a Second Language)
126 Committee, and Anderson reported that Pierce supports this resolution. Freitas noted
127 that a District discipline committee may forward resolutions to the DAS Exec and to
128 Echeverri, who may choose to place such resolutions or related items on DAS agendas.
129 Local senates may also bring such items forward. Hernandez suggested that the Senate
130 needs to be supportive of discipline faculty, especially in cases where disciplines are
131 suffering detriment. There was discussion on what steps the DAS should take in this
132 particular resolution. It was recommended that the Senate get involved in
133 circumstances which involve the integrity of an academic program. In the case of this
134 resolution, however, the DAS is being asked to take a stand on college departmental
135 structures, and it is unclear if the current resolution will either address the concerns of
136 the local ESL faculty or the enrollment issues which ESL is currently facing.

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138 **Discussion Items**

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140 **Planning for:**

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142 *** DAS Meeting and Election on May 13, 2021**

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144 Maddren, Chair of the Nominations and Elections (N & E) Committee, reported that he
145 had sent out the list of declared candidates. After doing so, he received a request from
146 one of the candidates, to withdraw the candidate's name from nomination. That
147 candidate was Jeffrey Hernandez. The members of the N & E Committee (Maddren,
148 Anderson, and Kalustian) met to consider the request. The committee accepted the
149 candidate's request, and sent out a revised list of names with the candidates'
150 statements. In striving for clarity and transparency, this candidate's name will be
151 removed from the ballot. The DAS will use Election Runner as its online voting platform;
152 voting will take place during the May 13, 2021 meeting of the full DAS. In the past,
153 elections have usually been time certain, at two o'clock. The N & E Committee will
154 announce the time frame, the length of time that the electronic ballots will be available,
155 and the time when the results will be published. Even though there are no contested
156 positions at present, the election will still be held as scheduled and ballots will be
157 prepared. If there is no objection at the time of the election, and since the positions are
158 uncontested, there can be an election by acclamation.

159

160 Echeverri observed that Governor Newsom's suspension of certain provisions of the
161 Ralph M. Brown Act ends June 15, 2021. Unless there is legislation to continue this

162 suspension or make changes to the Brown Act itself, the DAS and DAS Exec will be
163 meeting in person sooner than previously anticipated in order to remain Brown Act
164 compliant.

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166 *** DAS Academically Speaking Newsletter Spring 2021**

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168 Echeverri restated her request for articles for the DAS newsletter, *Academically*
169 *Speaking*, including campus reports from the Senate Presidents, and encouraged faculty
170 who attended the ASCCC (Academic Senate for California Community Colleges) 2021
171 Spring Plenary Session, especially faculty for whom this was their first Plenary, to write
172 an article. The new deadline for submission of articles is May 15, 2021. She also
173 encouraged faculty members who are on statewide committees to write about those
174 experiences as well. Anderson will interview Pierce faculty member James McKeever,
175 the Hayward Award Winner.

176

177 *** DAS 2021-2022 Calendar**

178 Echeverri will forward a draft.

179

180 *** Summer and Fall 2021 Semesters**

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182 Echeverri reported on the District COVID-19 task force and noted that, as of May 3,
183 2021, employees will no longer need pre-authorization from the college president to
184 enter campus. Completion of an online symptom self-check will be required.
185 Hernandez stated that he will look closely at what Governor Newsom announced
186 related to the lifting of certain COVID-19 restrictions, and suggested that not all of the
187 executive orders will be removed. There was discussion related to whether or not DAS
188 and DAS Exec will meet remotely or in-person and conversation about current waivers
189 related to the Brown Act. Concerns were also raised related to meeting quorum for
190 local senate meetings, especially if rooms large enough to provide 6 feet of physical
191 distance between the senators needed to be made available. Echeverri reported that
192 the State Academic Senate approved a resolution requesting flexibility with Brown Act
193 meetings. Under normal circumstances, committee members may teleconference at a
194 Brown Act meeting, but must also make themselves accessible to the public by
195 providing their name and location address. At the moment, the District assumes that it
196 will be operating under Tier Yellow at 50% capacity in Fall 2021.

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198 *** Action Plan for DAS Goals**

199 Echeverri recommended focusing on action plans at the DAS Exec summer retreat.

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201 **ASCCC Spring 2021 Plenary Session & Upcoming Events (Leadership & Curriculum**
202 **Institutes)**

203

204 Echeverri reported that 71 LACCD faculty attended the Spring 2021 Plenary Session.
205 That large number of participants was possible partly to lesser DAS expenses attributed

206 to meeting remotely as well as lower expenses attached to a virtual Plenary. Echeverri
207 will speak with DAS Treasurer Robert Stewart to see how many faculty can be supported
208 to attend the ASCCC Leadership Institute in June. The Curriculum Institute will be held
209 in July; expenses will be part of the next fiscal year. The 2021 Fall Plenary Session will
210 probably be in person or hybrid.

211

212 **Resolution to Address Anti-Asian, Pacific Islander, and Desi American Hate Crimes**

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214 Echeverri forwarded resolutions from the ASCCC (Academic Senate for California
215 Community Colleges), East L.A. College, and the LACCD Board of Trustees; she
216 recommended that the DAS develop a resolution as well. She will begin a draft and
217 welcomed contributions to this resolution condemning hate crimes to include all APIDA
218 (Asian, Pacific Islander, and Desi American) individuals. She mentioned having heard
219 anecdotally about hate crimes against APIDA people.

220

221 **Cross-listing, Combining Multiple Courses/Sections in Canvas**

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223 Maddren introduced this topic, referring to an LACCD legal counsel advisory which
224 appeared as an urgent message in Canvas about combined courses. Continuing, he
225 noted that instructors who teach several sections of the same class can combine them
226 in Canvas, and changes made to one Canvas shell will import automatically to the other
227 shells. This capability is an important teaching tool for faculty who teach
228 online/remotely. The ability to do so will make the faculty more efficient, permitting
229 them additional time to meet student needs. Concerns about violations of student
230 privacy can be mitigated as the identities of the students can be hidden from other
231 students in the various sections. In addition, instead of making restrictions on what
232 might happen, we need to educate the faculty about what FERPA (Family Educational
233 Rights and Privacy Act) is and what the parameters and requirements are.

234

235 Drawbond, the District DE (Distance Education) Coordinator, provided context, and
236 reported that the DE coordinators had concerns about possible issues related to FERPA.
237 The LACCD Office of General Counsel advised against such cross-listing in Canvas due to
238 the potential FERPA violations. Such concerns are particularly important in a remote
239 learning environment in which students from multiple classes could be seen on camera,
240 and would potentially be interacting virtually with students in sections for which they
241 did not register. Safety concerns may arise out of that circumstance. Citing
242 pedagogical, legal, and FERPA concerns, the DE Coordinators advise against cross-listing
243 in Canvas. Bass added that some faculty are combining up to 5 classes in Canvas, up to
244 250 students, which undermines the faculty message requesting smaller class sizes.
245 Also, changes made in Google Docs and Office 365 readily import to different Canvas
246 shells. Hernandez noted that students should have a right to opt out of information
247 distribution, and also observed possible equity and safety concerns.

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249 **Proctoring Software Concerns**

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251 Echeverri reported that the Proctorio contract has been extended through December
252 2021. Beyond that, it seems unlikely the District will fund this proctoring program for
253 the colleges, partially due to equity and privacy concerns. Drawbond concurred, citing
254 accessibility issues with the software, and also noting that the information on the VPAT
255 (Voluntary Product Accessibility Template) provided by Proctorio was incorrect.
256 Echeverri has asked VC Cornner as well as Carmen Lidz, LACCD Vice Chancellor and Chief
257 Information Officer, if the District will continue to support Labster, Adobe, and Beyond
258 Labs, but has not heard back from them yet.

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260 **Recommendations to Address COVID-19 Related Learning Loss**

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262 Echeverri cited data available from the Los Angeles Unified School District (LAUSD) as
263 well as the ASCCC showing the disproportionate impact of the pandemic on English
264 Language Learners and students who are economically disadvantaged. She suggested
265 that it would be helpful for the DAS to start thinking about recommendations.
266 Enrollment is down at the LACCD, and the drop in enrollment among first-time students
267 is particularly troubling, especially at Southwest, Trade, and Mission. Kalustian
268 suggested that, at consultation, the DAS tie learning loss with ongoing conversations
269 about AB 705 and the directive not to offer classes more than one level below transfer.
270 He also reported that L.A. City College is expanding its first-year experience program to
271 include continuing students, and offering them support as they return to the classroom.

272

273 Hernandez noted the equity issues related to learning loss, observed that extra support
274 is needed, and recommended that the DAS include addressing learning loss as one of its
275 goals for the upcoming academic year. The California Community Colleges have a more
276 comprehensive mission than transfer, and the colleges must live up to the various
277 aspects of their mission. Continuing, Hernandez observed that possible steps to address
278 learning loss would dovetail into the implementation of Guided Pathways via a case
279 management model. He encouraged the faculty to use creativity in curriculum and
280 support services in order to help our students individually. Brent described the COVID-
281 19 Learning Loss Seminar, held virtually on April 16th via a collaboration between Cal
282 State Los Angeles and the DAS Professional Development College, and reported that
283 educators are anticipating that the one-year of remote instruction in LAUSD in response
284 to the pandemic will translate into a projected learning loss lasting 3-6 years.

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286 **District Staff Support for new Curriculum System on eLumen**

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288 Atondo reported that there will be ample support from Daniel Keller and his staff. She
289 suggested that the DAS invite Keller to its next meeting to address this issue.

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291 **Technology:**

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- **Institutionalizing District DE Coordinator Position**

294 Echeverri referred to a document which recommends institutionalizing the
295 District DE Coordinator position. Bass pointed out that this is not a position that
296 replaces the DE positions at each college. With the anticipated continuing of
297 greater levels of online instruction, a District DE position is needed to act as a
298 bridge from the District to the colleges, to coordinate the DE certification
299 courses, coordinate the DE workshops, serve on various DE-related District
300 committees, work with vendors on centralized contracts, integrate and manage
301 LTIs (learning tools interoperability), manage the database of VPAT and EEAAP
302 documents (Equally Effective Alternate Access Plan), and serve as a Districtwide
303 resource for faculty and students. At present, COVID-19-related federal funding
304 (HEERF – Higher Education Emergency Relief Fund) is being used to support this
305 position, and it is not in the LACCD budget for the upcoming fiscal year. Senators
306 expressed their support.

- 307 • **FAQs on Use of Video in Online Instruction**

308 **Creating a Transfer, Articulation, and Student Services Committee of the DAS**

309 Freitas explained that the idea for such a committee sprang from the Board Rules
310 realignment project. The District Curriculum Committee (DCC) was able to review the
311 Board Policies related to instruction, but there is no corresponding committee at the
312 senate level to review Chapter V, student services. The goal would be to establish a
313 standing DAS Transfer, Articulation, and Student Services Committee and, in the
314 meantime, form a work group to review the draft Administrative Procedures pertaining
315 to student services. DAS President Angela Echeverri will commence the formation of
316 this work group. Atondo concurred, noting the long-term necessity of having the
317 student services division helped at the senate level.
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320 **Procedures for Collegial Consultation with the DAS**

321 Freitas explained the current consultation practice. The DAS does the work, and then
322 the item goes to applicable constituency groups for consultation, oftentimes leading to
323 objections and recommended changes after the DAS has reviewed. As examples, he
324 cited the lengthy review after DAS action of E-64 and E-65. Freitas recommended that
325 the consultation sequence be reversed, i.e., consultation must take place before DAS
326 takes final action. The DAS needs to demand that respect for our purview.
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329 **MOTION: Extend meeting by 15 minutes**

330 (Maddren/Hernandez) **M/S/P**

331 Continuing, Freitas also recommended looking at BP 2510, suggesting that Educational
332 program development and Standards or policies regarding student preparation and
333 success be changed from “mutually agree” to “rely primarily” in the LACCD Shared
334 Governance Agreement. Also, each college should have a shared governance
335 agreement. Echeverri noted that action will be taken at the next DAS Exec meeting.
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Sustainable Environment Institute & LACCD Sustainability Efforts

Echeverri noted that the Sustainable Environment Institute will give a comprehensive report at the May meeting.

Update on Ethnic Studies General Education Requirement

Echeverri reported that the LACCD Board Committee for [Institutional Effectiveness and Student Success \(IESS\)](#) met on Wednesday, April 21, 2021. Among other topics at that meeting, the committee members discussed the future California State University (CSU) requirement for Ethnic Studies for Cal State Students (a new Area F in the CSU General Education transfer pattern). A presentation titled [Ethnic Studies at LACCD](#) at the IESS meeting, stated the District is interested in expanding current capacity in Ethnic Studies to 18,000 enrollments per year. Echeverri has requested data from Maury Pearl, LACCD Associate Vice Chancellor for Institutional Effectiveness. A group of faculty members that call themselves the LACCD Ethnic Studies Task Force made a lengthy presentation to the IESS Committee. Hernandez noted that these actions on the part of a Board committee underscore the necessity for a collegiality in action/technical assistance visit, and that such a visit should happen sooner rather than later. Faculty groups should be permitted to form and advocate for their interests. However, the Board needs to understand the difference between independent faculty groups and the District Academic Senate, and that the Board needs to rely primarily on the DAS for academic and professional matters. Hernandez also recommended that college Faculty Hiring Prioritization Committees take Ethnic Studies requirements into account when developing a faculty hiring prioritization list.

Professional Development College Future Direction: COVID-19 Learning Loss, Support for Hard to Convert Classes, AB 705, Online Instruction and Services, other

Follow-up Items

- **Administrative Retreat Rights**

Echeverri reported that LACCD Chancellor Francisco Rodriguez had cancelled the meeting scheduled for earlier in the week. A legal opinion from the LACCD Office of General Counsel on this matter is pending. Although a potentially affected group would be the LACCD deans, another concern relates to the executive administrators, and how retreat rights are written into their contracts.

- **Request for ASCCC Technical Assistance**
- **Faculty Participation on College Financial Intervention Teams (FIT)**
- **District Payroll Support for Local Senate Dues Paid Through Payroll Deductions**
- **Unclassified Tutor and Student Tutor III Classifications**

- 381 • **Designation in PeopleSoft and Process for Adoption of Open Educational**
382 **Resources (OER) and Zero Cost Textbooks (ZCT)**

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384 **Other Concerns: Accreditation, Board Rules Project, Website Redesign**

385 Anderson requested input from the Senate Presidents on their success teams.

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387 Due to the lateness of the hour, the following items were reserved until the next
388 meeting.

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390 **Reports**

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- 392 • **Officer Reports**

393 **President**

394 **1st Vice President**

395 **2nd Vice President**

396 **Treasurer**

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- 398 • **Other Reports:**
399 • **Elections Planning – *previously reported***
400 • **DBC**
401 • **TPPC**
402 • **Academic Technology**
403 • **Professional Development College**
404 • **Hard-to-convert courses**
405 • **DE Training Workgroup**
406 • **Guided Pathways**
407 • **Others**

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409 **Upcoming Meetings:**

410 **Board Standing Committees:** Wednesday, April 21, 2021 – Zoom

411 **LACCD Board Meeting:** Wednesday, May 5, 2021 – Zoom

412 **DAS Executive Committee:** Friday, May 7, 2021 – Zoom

413 **Consultation:** Tuesday, May 11, 2021 – Zoom

414 **District Budget Committee:** Wednesday, May 12, 2021 – Zoom

415 **DAS Meeting:** Thursday, May 13, 2021 – Zoom

416 **ASCCC Faculty Leadership Institute:** June 16-18, 2021, 2021 – Virtual

417 **ASCCC Curriculum Institute:** July 7-9, 2021 – Virtual

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419 **Adjournment**

420 (Zuk/Anderson) **M/S/P**

421 The meeting was adjourned at 12:19 p.m.

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423 Respectfully submitted by Lourdes M. Brent, DAS Secretary