

District Academic Senate Executive Committee Meeting

Friday, November 12, 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), Anna Nicholas (1 st VP), Elizabeth Atondo (2 nd VP), Lourdes Brent (Secretary), Joshua Miller (Treasurer), John Freitas (Parliamentarian)
City	Mickey Hong
East	Jeffrey Hernandez
Harbor	
Mission	Carole Akl
Pierce	Barbara Anderson
Southwest	Robert Stewart
Trade	
Valley	Chauncey Maddren
West	Patricia Zuk
Guests	Jessica Drawbond (Southwest), Wendy Bass-Keer (Pierce)

Approval of Resolution on Teleconferencing:

Resolution on Conducting District Academic Senate (DAS) and DAS Committee Public Meetings via Teleconference from November 12th, 2021 through December 12th, 2021. (This is an umbrella motion to cover all committees during this time period.) (Freitas/Anderson)

MOTION: Resolution on Conducting all District Academic Senate Executive Committee (DAS Exec) Public Meetings via Teleconference from November 12th, 2021 through December 12th, 2021

(J. Hernandez/Freitas)

(J. Hernandez/Nicholas) **M/S/P - as amended**

Since it is the full District Academic Senate (DAS) which is the legislative body, the DAS can pass a resolution for itself and its standing committees to meet via teleconference in compliance with AB 361. However, the DAS Exec may only pass such a resolution for itself as long as a state of emergency exists as specified in the legislation.

30 **Call to Order:**

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32 President Angela Echeverri called the meeting to order at 9:35 a.m.

33

34 **Approval of the Agenda:**

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36 The agenda was adopted as written

37 (Akl/J. Hernandez) **M/S/P**

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39 **Approval of the Minutes:**

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41 The minutes of the October 8, 2021 meeting were approved as written

42 (Akl/J. Hernandez) **M/S/P**

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44 **Public Speakers:** None

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46 **Action Items**

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48 **1. Revision of DAS Bylaws: Professional Development College**

49 (Brent/Akl) **M/S/P**

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51 Because changes to this committee charge involve changes to the DAS bylaws, this item
52 will go to the full DAS. It will be placed on the December 2021 DAS agenda as a noticed
53 motion and on the February 2022 agenda as an action item. Each college is entitled to a
54 liaison to this steering committee as well as an alternate who would attend meetings as
55 a voting member in the case of the absence of the liaison.

56

57 **MOTION: Amend as follows: *Liaisons – 1 representative (or alternate) from each of***
58 ***the 9 colleges recommended by each college’s Senate President and appointed by the***
59 ***DAS President. In the case of no recommendation from the college senate president,***
60 ***the DAS President may appoint the representative/alternate.***

61 (Freitas/Brent) – **withdrawn**

62

63 This motion to amend was intended to preserve the purview of the DAS President to
64 appoint faculty to DAS committees. The motion was withdrawn with the understanding
65 that the DAS President is not limited to appointing only those faculty to DAS committees
66 who are recommended by the Senate President at each college as part of the
67 consultative process. However, the Senate Presidents at each college retain the right to
68 make such recommendations.

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70 **2. Chapter 4 Administrative Procedure, AP 4070: Course Auditing and Auditing Fees**

71 (Akl/Maddren) **M/S/P**

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73 Freitas explained that the audit fee is contained in the California Education Code.

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3. Chapter 4 Administrative Procedure, AP 4103: Work Experience
(Akl/Jeff) M/S/P – as amended

MOTION: Amend to add additional wording to make it consistent with Title 5.
(Freitas/Jeff) M/S/P

Freitas explained that Board Rule 6405.10 needs to be repealed and included in an Administrative Procedure (AP). The work experience subject is Cooperative Education.

4. Chapter 4 Administrative Procedure, AP 4104: Contract Education
(Akl/Jeff) M/S/P

Freitas noted that this AP emphasizes that the faculty selection process for contract education must be the same as for credit or non-credit education.

The agenda was reordered by consensus: Review Action Items #6 and #7 before Item #5; take 2nd VP report before Item #5

6. Chapter 4 Administrative Procedure, AP 4250: Probation
(Akl/J. Hernandez)

MOTION: Postpone this item to the December 3, 2021 meeting of the DAS Executive Committee
(J. Hernandez/Akl) M/S/P

Freitas noted that an AP is needed since the applicable Board Rule has been repealed. Probation is also based on at least 12 completed semester units; Echeverri recommended that this delineation be added in the proposed revisions. Current procedures in the LACCD consider the cumulative grade point average (GPA) of a student in the determination of placing a student on academic probation. However, other districts use different standards, such as considering when students have a good semester. The District Counseling Chairs will review this AP. Anderson reported that Tara McCarthy from Pierce has recommendations for revision.

7. Chapter 4 Administrative Procedure, AP 4255: Dismissal and Readmission

MOTION: Postpone to the December 3, 2021 meeting of the DAS Executive Committee and refer to the Counseling Chairs
(Anderson/J. Hernandez) M/S/P

Freitas reported that the applicable Board Rule has been repealed, a new AP is needed. Language in the current E-72 is being incorporated into this AP.

2nd Vice President’s Report

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119 Atondo reported that the college vice presidents are interested in applying to MAP, the
120 military articulation platform, a platform like Assist (an online resource showing how
121 community college courses may be used to satisfy elective, general education, and
122 major requirements at a CSU or UC) or C-ID (a course identification numbering system
123 for California's colleges and universities). MAP is a means by which articulation for
124 military credit is routed, recorded, and stored. Echeverri will put this item on the
125 agenda for action at the December 3, 2021 meeting of the DAS Exec and the December
126 9, 2021 meeting of the full DAS. Atondo will forward the appropriate documentation for
127 review.

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129 Continuing her report, Atondo noted that ICAS (Intersegmental Committee of the
130 Academic Senates) is working on the implementation of AB 928, the single 34-unit
131 General Education (GE) path for students transferring to the California State Universities
132 and the University of California. It is possible that ICAS might develop a subcommittee
133 to review possible effects to Communication Studies under new GEs. Atondo will share
134 the outlook and opinion of the articulation officers at the next DAS Exec meeting.

135

136 The final round of course reconciliation for eLumen involving the alignment of data
137 elements and codes will be resolved shortly. Atondo will ask LACCD Dean of Educational
138 Support Services Daniel Keller if PeopleSoft (the District Student Information System)
139 can assign a default degree.

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141 **5. Chapter 4 Administrative Procedure, AP 4110: Honorary and Posthumous Awards**

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143 **MOTION: *Postpone this item to the December 3, 2021 meeting of the DAS Executive***
144 ***Committee***

145 (J. Hernandez/Freitas) **M/S/P**

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147 Freitas noted necessary revision to Board Policy (BP) 4110. He also explained that,
148 according to this draft AP, the awarding of posthumous degrees and certificates would
149 be done when a student completed all of the unit and residency requirements for the
150 degree/certificate, but predeceased the actual award. J. Hernandez will be included in
151 the work which Freitas and Vice Chancellor of Educational Programs and Institutional
152 Effectiveness Ryan Cornner are doing relative to this AP, and referred to explanatory
153 language from a similar policy at Rancho Santiago College: "Honorary awards are
154 conferred upon students who, at the time of death, have completed the residency
155 requirements for awards at Santa Ana College or Santiago Canyon College as listed in
156 the college catalog in effect at the time of death. These students have not initiated the
157 graduation process and may or may not have met the academic program requirements
158 at the time of death."

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160 **8. DAS Transfer, Articulation, and Student Services task force charge and next steps**

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162 **MOTION: *Divide the charge and the next steps from the list of members***
163 (Freitas/Nicholas) **M/S/P**

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165 **MOTION: *Approve the charge and the next steps***
166 (J. Hernandez/Maddren) **M/S/P**

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168 **MOTION: *Using the list of recommendations the DAS President will appoint a faculty***
169 ***rep from each college***
170 (J. Hernandez/Nicholas) **M/S/P**

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172 **MOTION: *Postpone action on the membership of this task force to the December 3,***
173 ***2021 meeting of the DAS Executive Committee***
174 (J. Hernandez/Anderson) **M/S/P**

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176 Nicholas noted that the charge of this task force was modeled after a similar committee
177 of the ASCCC (Academic Senate for the California Community Colleges). It was also a
178 recent consultation item with LACCD Chancellor Francisco Rodriguez. There was
179 discussion on the membership, with Senators observing that it would be difficult to
180 organize and run such a large work group. College senate presidents advocated for
181 recommending more than one representative per college so that the DAS President
182 could have options related to appointments to this task force. Persons could also serve
183 as resources as needed for particular topics and areas of specialization, e.g., Athletic
184 Directors, etc. The Senators decided to approve the charge of this task force but
185 postpone action on the membership until the December 3, 2021 meeting of the DAS
186 Exec.

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188 **Noticed Items**

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190 **1. DAS Bylaws: Equivalency Committee**

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192 Nicholas clarified the committee member appointment process and added an item to
193 reflect what the committee does. This will be an action item at the December 3, 2021
194 meeting of the DAS Exec. Because changes to this committee involve changes to the
195 DAS bylaws, this item will go to the full DAS. It will be placed on the December 2021
196 DAS agenda as a noticed motion and on the February 2022 agenda as an action item.

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198 **2. Administrative Procedure, AP 7211 – Faculty Services Areas, Minimum**
199 **Qualifications, and Equivalencies**

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201 Nicholas reported that feedback is necessary from DAS on what is considered “acquiring
202 sufficient experience.” The ASCCC Career Technical Education Minimum Qualifications
203 (CTE MQ) Toolkit explains that equivalency committees are given the ability to grant
204 MQs, but a larger conversation regarding thresholds and parameters is needed. The
205 Senators agreed that research, deliberation, and scrutiny are required, and that the

206 outcome should not be rushed. This might be a topic for the January 2022 DAS Exec
207 retreat, but will also be a discussion item at the December 2021 meetings of the DAS
208 and DAS Exec. A survey to the discipline committees as well as a separate work group
209 may be in order. Echeverri, Nicholas, Freitas, J. Hernandez, and Maddren volunteered
210 for that work group; LACCD administration will be invited to participate. Until a new
211 process is in place, the DAS will continue to use the current process.

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213 **3. Verification of Employment: Guidelines for Faculty Hiring**

214

215 Nicholas explained that these guidelines were intended to clarify the process for
216 verification of employment, including making sure that the verification is on letterhead,
217 that the verification include all job duties directly and indirectly related to the teaching
218 assignment, and that proof of professional status be submitted if the faculty applicant is
219 self-employed. This will be an action item at the next DAS Exec meeting. Freitas
220 clarified that this is an operational document for the DAS Exec; no further action is
221 needed by the DAS.

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223 **Discussion Items**

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225 **1. COVID-19 Pandemic and Return to In-Person Instruction, Services, and Brown Act** 226 **Meetings (BP 2800, BP 2900, and AB 361)**

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228 Echeverri referenced an agreement in place between the LACCD administration and the
229 faculty union (AFT 1521 Faculty Guild) related to in-person instruction and services
230 during the 2022 Winter and Spring terms. The classroom capacity was set at 28
231 students for Spring, both in-person and online. Deadlines for students to upload either
232 their full COVID-19 vaccination status or their approved religious or medical exemption
233 have passed. At present, the LACCD is moving into compliance enforcement stages, and
234 noncompliant students will be unable to enroll for the 2022 Spring Semester. However,
235 it is unlikely that uncompliant students will be removed from classes in Fall. At the
236 moment, it is not known if faculty members who are not DE (distance education)
237 certified can teach synchronously.

238

239 **2. Planning for:**

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- 241 • **DAS Committee Vacancies: Online Education and Academic Technology, Bond**
- 242 **Steering, Transfer, Articulation, and Student Services task force, and others**
- 243 • **DAS Academically Speaking Newsletter**
- 244 • **2021-2022 Calendar**
- 245 • **Spring 2022 Discipline Day: Theme and Proposed Date (March 11 2022)**
- 246 • **Collegiality in Action ASCCC Technical Assistance Visit**
- 247 • **LACCD Joint Summit**

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249 Echeverri announced that DAS vacancies on certain committees (see above). She is still
250 seeking college reports for *Academically Speaking*, the DAS newsletter. March 11, 2022
251 is the proposed date for Discipline Day. The collegiality in action/technical assistance
252 visit will occur on Saturday, December 11, 2021. There will be an enrollment town hall
253 on Monday, November 15, 2021.

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255 **3. Board Resolution on Equity-Minded Faculty Hiring and Support for DAS Workgroup**
256 **to Develop Diversity, Equity, and Inclusion Criteria (Rubric for Faculty Hires)**

257

258 Echeverri reported that the District anticipates that it will hire approximately 65 tenure-
259 track faculty members. An LACCD Board of Trustees work group has crafted a resolution
260 related to promoting diversity among faculty. The Board is concerned about lack of
261 diversity in the faculty unit and is seeking action as soon as possible. Echeverri noted
262 that it is critical that faculty give input on this matter and recommended forming a DAS
263 work group consisting of about 4-5 faculty members who could perhaps work during the
264 Winter Intersession. The earliest that there could be DAS action would be at the March
265 2022 meeting. Legal questions need to be resolved from the Office of General Counsel
266 so that work may then commence. J. Hernandez volunteered to participate in this work
267 group.

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269

270 Noting the time, Echeverri asked if there were any urgent items at present. Bass
271 referenced POQR badging (Peer Online Course Review) and possible programming
272 necessary in PeopleSoft (the Student Information System software). She will forward
273 material from the DAS Academic Technology Committee to Echeverri, who will notice
274 these items in December at DAS for possible action in February. At Miller's request,
275 Echeverri will also place website redesign earlier in the next agenda.

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277 Owing to the lateness of the hour, the following items were reserved to the next
278 meeting of the DAS Executive Committee.

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280 **4. District Support for Formation of a Workgroup to Develop Revisions to AP 4235 –**
281 **Credit for Prior Learning**

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283 **5. DAS workgroup to Develop Noncredit Course and Programs Philosophy and**
284 **Guidelines**

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286 **6. DAS workgroup to Develop Deadlines for Equally Effective Alternate Access Plans**
287 **(EEAAPs)**

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289 **7. Prerequisite Enforcement Concerns**

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291 **8. Board Rule BR 6801: Program Review and BR 6802: Biennial Vocational Program**
292 **Review – Repeal or Replace?**

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294	9. Review of Administrative Procedure AP 4021 – Program Viability
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296	10. Implementation of Legislation:
297	• AB 1111 (Common Course Numbering)
298	• AB 928 (Student Transfer Reform Act of 2021)
299	• Memo on Veterans’ Healthcare and Benefits Improvement Act
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301	11. AB 705 Outcomes for 2020-2021
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303	12. Joining the CVC-OEI Consortium as a District
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305	13. Request from the Equivalency Committee to receive a written response in a rare
306	case that the DAS Exec overrides the recommendations of both the District Discipline
307	Committee and the Equivalency Committee
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309	14. Website Redesign
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311	15. DAS Awards for Racial Equity and Social Justice Advancement
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313	16. BP 3200 Accreditation, BP 3225 Institutional Effectiveness, BP 3250 Institutional
314	Planning
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316	17. Pending Changes to Distance Education Title 5 Regulations *
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318	18. Sustainable Environment Institute Co-Director Position
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320	19. Update on Administrative Retreat Rights and Tutor Classifications
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322	20. Additional Funding for FT Faculty Hiring, enrollment, Budget
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324	21. Update on Ethnic Studies Requirement and Articulation
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326	22. Other Concerns: Items from the floor, Recommendations to Address Learning Loss
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328	<u>Reports</u>
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330	• Officer Reports
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332	* President – no additional report
333	* 1st Vice President – no additional report
334	* 2nd Vice President – previously reported
335	* Treasurer – no report
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- 337 • **Other Reports:**
- 338 • **TPPC**
- 339 • **Academic Technology**
- 340 • **Professional Development College**
- 341 • **Hard-to-convert courses**
- 342 • **DE Training Workgroup**
- 343 • **Guided Pathways**
- 344 • **Others**

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346 **Upcoming Meetings:**

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348 **District Budget Committee:** Wednesday, November 10, 2021 – Zoom

349 **Board Standing Committees:** Wednesday, November 17, 2021 – Zoom

350 **LACCD Board Meeting:** Wednesday, December 1, 2021 - Zoom

351 **DAS Executive Committee:** Friday, December 3, 2021 – Zoom

352 **DAS Meeting:** Thursday, December 9, 2021 – Zoom

353 **Consultation:** Friday, December 10, 2021 – Zoom

354 **ASCCC Accreditation Institute:** February 24-26, 2022 – Hybrid

355 **ASCCC Spring Plenary Session:** April 7-9, 2022 – Hybrid

356 **District Summit:** Postponed – Zoom

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358 **Adjournment**

359 The meeting was adjourned at 12:08 p.m.

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361 Respectfully submitted by Lourdes M. Brent, DAS Secretary