

District Academic Senate Executive Committee

Friday, November 18, 2022

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), John Freitas (Parliamentarian) |
| City | Mickey Hong |
| East | Jeffrey Hernandez; (David Hale represented ELAC for a portion of the meeting) |
| Harbor | |
| Mission | Carole Akl |
| Pierce | Barbara Anderson |
| Southwest | |
| Trade | Marvin DaCosta |
| Valley | |
| West | Patricia Zuk |
| Guests | Wendy Bass-Keer (Pierce), Jessica Drawbond (Southwest), Tracy Harkins (Mission), Daniel Keller (EPIE), George Leddy (Valley) |

Approval of Resolution on Teleconferencing:

Resolution on Conducting Public District Academic Senate (DAS) Executive Committee Meetings Via Teleconference from November 18, 2022 Through December 18, 2022 (Atondo/Anderson) **M/S/P – by consensus**

Call to Order:

District Academic Senate 1st Vice President Anna Nicholas called the meeting to order at 9:35 a.m.

Approval of the Agenda:

The agenda was adopted as written (Hale/DaCosta) **M/S/P**

Approval of the Minutes:

The minutes of the October 7, 2022 meeting were approved as written (Atondo/Akl) **M/S/P – by consensus**

30 **Public Speakers:** None

31

32 **Action Items**

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34 **1. Administrative Procedure AP 4100: Graduation Requirements for Degrees and**
35 **Certificates; for action at December 8, 2022 DAS meeting**

36 (Zuk/Hale) **M/S/P** – as revised

37

38 **MOTION:** Amend Page 13, under “Catalog rights” as follows - *“Exceptions to the*
39 *Catalog Rights requirements stated in this procedure may be made at the discretion of*
40 *the Articulation Officer on a case-by-case basis, in conjunction with discipline faculty*
41 *as appropriate, provided that exceptions are not more restrictive than what is stated*
42 *in this procedure.”*

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

44

45 Revisions were made to this Administrative Procedure (AP) to conform with the Title 5
46 requirement, which has recently posted, related to Ethnic Studies, as well as other
47 minor changes.

48

49 **2. Revise AP 5010: Admissions (amend existing AP to incorporate E-107 language); for**
50 **notice at December 8, 2022 DAS meeting – Postponed**

51

52 **MOTION:** *Postpone to the December 2, 2022 meeting of the District Academic Senate*
53 *Executive Committee (DAS Exec)*

54 (Hale/Zuk) **M/S/P**

55 **Yes:** Akl, Anderson, DaCosta, Hale, Nicholas

56 **No:** Atondo, Brent, Zuk

57

58 **3. New AP 5011: Admission and Concurrent Enrollment of High School and Young**
59 **Students; for notice at December 8, 2022 DAS meeting - Postponed**

60

61 **4. New AP 5012: International Students; for Notice at the December 8, 2022 DAS**
62 **Meeting – Postponed**

63

64 **MOTION:** *Postpone action on all of the Chapter 5 APs to the December 2, 2022*
65 *meeting of the DAS Exec*

66 (Zuk/Akl) **M/S/P**

67 **Yes:** Akl, Anderson, Atondo, DaCosta, Echeverri, Hale, Nicholas, Zuk

68 **Abstain:** Brent

69

70 **5. Revise AP 5040 Student Records, Directory Information, and Privacy (amend**
71 **existing AP to incorporate E-107 language); for Notice at the December 8, 2022 DAS**
72 **Meeting – Postponed**

73

- 74 **6. New AP 5075 Course Adds and Drops; for notice at the December 8, 2022 DAS**
75 **meeting - Postponed**
76
- 77 **7. New AP 5200 Student Health Services; for notice at the December 8, 2022 DAS**
78 **meeting – Postponed**
79
- 80 **8. Board Policy BP 3200 Accreditation; for notice at the December 8, 2022 DAS**
81 **meeting**
82 **(Zuk/Hale) M/S/P**
83
- 84 **Quorum call at 10:20 a.m.** It was determined that there was no quorum at that time,
85 but resumed at 10:23. The Senators then continued their review of the action items.
86
- 87 **9. Board Policy BP 3250 Institutional Planning; for notice at the December 8, 2022 DAS**
88 **meeting**
89 **(Brent/Akl) M/S/P**
90
- 91 **10. AP 7211: Faculty Service Areas, Minimum Qualifications, and Equivalencies – from**
92 **the DAS Equivalency Committee – Postponed**
93
- 94 **MOTION: Postpone to 12/2/22 DAS Executive Committee meeting**
95 **(Nicholas/Hale) M/S/P**
96
- 97 **11. Revision of Course to Discipline Crosswalk – from the Equivalency Committee**
98 **(Akl/Zuk) M/S/P**
99 **Abstain: Zuk**
100
- 101
- 102 **12. Consolidation of Physics and Astronomy Discipline Committees – from the**
103 **Equivalency Committee**
104 **M/S/P**
105
- 106 Nicholas provided a link to the applicable section in the Equivalency Committee
107 documents.
108 <https://studentlaccd.sharepoint.com/sites/laccd/committees/DDC/Public%20Library/Fo>
109 [rms/AllItems.aspx?FolderCTID=0x0120003EEDC5848761914CA9D9C7B1622F2941&id=%](https://studentlaccd.sharepoint.com/sites/laccd/committees/DDC/Public%20Library/Fo)
110 [2Fsites%2Flaccd%2Fcommittees%2FDDC%2FPublic%20Library%2FCommittee%20Docu](https://studentlaccd.sharepoint.com/sites/laccd/committees/DDC/Public%20Library/Fo)
111 [ments%2FDDC%20Structure%20and%20Functions%2FDDC%2DStructure%20and%20Fu](https://studentlaccd.sharepoint.com/sites/laccd/committees/DDC/Public%20Library/Fo)
112 [nctions%20Description%2Epdf&viewid=5691c9b2%2Dd78e%2D4ad0%2Daa23%2D5471](https://studentlaccd.sharepoint.com/sites/laccd/committees/DDC/Public%20Library/Fo)
113 [0c0e870a&parent=%2Fsites%2Flaccd%2Fcommittees%2FDDC%2FPublic%20Library%2FC](https://studentlaccd.sharepoint.com/sites/laccd/committees/DDC/Public%20Library/Fo)
114 [ommittee%20Documents%2FDDC%20Structure%20and%20Functions](https://studentlaccd.sharepoint.com/sites/laccd/committees/DDC/Public%20Library/Fo)
115
- 116 **13. Ratify the LACCD Noncredit Disciplines Committee’s Noncredit Equivalency**
117 **Worksheet – from the Equivalency Committee**

118 M/S/P

119

120 **14. Approve LACCD DAS CTE (Credit/Noncredit) Discipline Equivalency Reviewer**

121 **Recommendation Form – from the Equivalency Committee**

122 M/S/P

123

124 **15. Approve the theme (“Rebooting and Reimagining LACCD”) and format (online) for**

125 **the District Discipline Day on March 17, 2023 – from the Equivalency Committee and**

126 **DCC – virtual**

127 M/S/P

128 Discipline Day will be held virtually and is intended to be a working event, as opposed to

129 using a summit format.

130

131 **Noticed Items**

132

133 **1. LACCD Camera Use Guidelines**

134

135 This item passed the DAS Online Education and Academic Technology Committee. A

136 District policy aligning with upcoming Title 5 changes is recommended. An icon,

137 indicating to students that the use of a camera will be required in a course, will be

138 included in each applicable class in schedules of classes. It was suggested that these

139 guidelines be included in AP 4105 and put as a reference in AP 4221.

140

141 **2. Districtwide Software Requests**

142

143 As a district, the LACCD has been funding software requests, especially those used

144 districtwide.

145 <https://studentlaccd->

146 [my.sharepoint.com/:x/g/personal/drawbojn_laccd_edu/Efrpc0lxdcxlv59As5esERcBQji3](https://studentlaccd-my.sharepoint.com/:x/g/personal/drawbojn_laccd_edu/Efrpc0lxdcxlv59As5esERcBQji3sKKQoh2lid8p0_v7Dg?e=8FTKW8)

147 [sKKQoh2lid8p0_v7Dg?e=8FTKW8](https://studentlaccd-my.sharepoint.com/:x/g/personal/drawbojn_laccd_edu/Efrpc0lxdcxlv59As5esERcBQji3sKKQoh2lid8p0_v7Dg?e=8FTKW8)

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149 **Discussion Items**

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151 **1. Planning for 2022-23: Brown Act Meetings and End of COVID-19 Emergency**

152 **Declaration; Calendar of Events: DAS Meeting Locations for March and May of 2023,**

153 **DAS Exec Meeting Locations, Accreditation, Spring 2023 District Discipline Day, ASCCC**

154 **Events**

155

156 Assembly Bill 2449 was signed into law, but the original Ralph M. Brown Act was not

157 rescinded. Therefore, the open meeting protocols and requirements under the original

158 Brown Act still appear to be applicable. Various in-person and hybrid scenarios were

159 discussed, for local senate meetings as well as for meetings of the District Academic

160 Senate, its Executive Committee, and its standing committees. The following links were

161 offered for information:

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https://leginfo.legislature.ca.gov/faces/billNavClient.xhtml?bill_id=202120220AB2449

<https://www.bbklaw.com/news-events/insights/2022/legal-alerts/10/brown-act-updates-continued-remote-meetings#:~:text=Brown%20Act%20Updates%3A%20Continued%20Remote%20Meetings%20%26%20Removal%20of%20Disruptive%20Attendees,-Takeaways%20From%20New&text=A%20new%20bill%20signed%20into,locations%2C%20subject%20to%20certain%20restrictions>

2. Request to ASCCC for Local Visits on Diversity, Equity, and Inclusion (DEI) in Curriculum

3. District Responsibility for Campus Safety & Emergency Preparedness

In response to a stabbing at Los Angeles City College, it was recommended that the LACCD do emergency training and preparedness.

NOTE: Owing to the lack of time, some of the items below were reserved to a subsequent meeting.

4. Proposed New BP 6305 and AP 6305: Reserves

5. Establishment of a District Council to Vet and Make Recommendations on Non-10+1 Matters to the Chancellor

The DAS will reach out to the AFT Faculty Guild on this matter.

6. Title 5 Changes on Distance Education Requirements (Sections 55005, 55200, 55204, 55206, and 55208)

7. Common Course Terminology for Class Schedules

8. Resolution from the Los Angeles Valley College Academic Senate to the District Academic Senate Regarding Academic Administrator Retreat Rights

9. Implementation of Legislation: AB 1705; AB 1111 (Common Course Numbering); AB 928 (Student Transfer Reform Act of 2021)

Harkins, J. Hernandez, and Freitas will collaborate on a resolution in response to the new transfer plan, i.e., CalGETC, and the omission of Lifelong Learning and Self-Development.

205 **MOTION: Extend meeting by 15 minutes**

206 (Brent/J. Hernandez) **M/S/P**

207

208 **10. Need for DAS Legislative Liaison and Advocacy**

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210 **11. DAS Goals and Challenges for 2022-2023**

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212 **12. Update on AB 1705, AB 705, Student Enrollment, and Learning Loss**

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214 **13. LACCD Student Survey-Fall 2022**

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216 **14. Districtwide Faculty Professional Development**

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218 A preliminary conversation took place, but there are no further developments.

219

220 **15. DAS Equivalency Coordinator Position**

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222 The position is moving forward.

223

224 **16. Determination of Foreign Language Proficiency for LACCD Faculty and Staff**

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226 **17. Zero Textbook Cost Grants including OER**

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228 **18. Other Concerns: Items from the Floor**

229

230 **Reports**

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232 • **Officer Reports**

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234 **President**

235

236 Measure LA (a bond measure for the LACCD) passed on the November 8, 2022 ballot.

237 Since parts of this bond are intended to be used for sustainability, technology, and

238 infrastructure, it is possible that some funds could be leveraged for efforts of the

239 Sustainable Environment Institute.

240

241 **1st Vice President**

242

243 **DAS 1st VP Report for DAS Exec meeting on November 18, 2022 (Anna
244 Nicholas)**

245 Since my last report, the Equivalency Committee met on 11/14. We considered two

246 equivalency requests, one from Art/Art History (specifically in the CTE area of

247 Museum Studies) and one from Law. Neither one of these requests was decided on

248 due to lack of all the needed documentation.

249 In light of the Governor’s announcement that the COVID-19 State of Emergency will
250 end on February 28, 2023, and following the guidance we received from the Office of
251 General Counsel, the Equivalency Committee voted to resume meeting in person at
252 the ESC starting in March. At the next meeting we will vote on changing the start
253 time of the spring meetings from 1 pm to 2 pm.

254 The committee also voted to recommend to the DAS adding the following statement
255 to the [Course to Discipline Crosswalk](#):

256 “For disciplines into which CTE courses are placed, when an applicant does not
257 possess the degree listed among the minimum qualifications for that discipline, the
258 applicant may be granted equivalency in that discipline so long as they document
259 having at least eight years of full-time experience working in a field related to that
260 discipline, and demonstrate meeting the General Education equivalency (per the
261 rubric provided in the ASCCC CTE Minimum Qualifications Tool Kit), and possess all
262 other credentials required by regulation, accrediting agency, or industry standards
263 for that field.”

264 This statement makes the current practice official, as it is reflected in the recently
265 created [LACCD CTE/Noncredit Equivalency Worksheet](#).

266 The committee also voted to approve the consolidation of the Physics District
267 Discipline Committees and the Astronomy District Discipline Committees into a
268 combined Physics and Astronomy District Discipline Committee and would like to
269 encourage other District Discipline Committees in a similar situation to consider
270 doing the same and moving away from being subject committees to discipline
271 committees.

272 In addition, the committee voted to approve the LACCD DAS CTE (Credit/Noncredit)
273 Discipline Equivalency Reviewer Recommendation Form to accompany the created
274 [LACCD CTE/Noncredit Equivalency Worksheet](#), and further clarify and improve
275 demonstrating equivalency decisions.

276 The committee continued to discuss plans for District Discipline Day in March 2023.
277 We are trying to figure out the most efficient way to reach out to the District
278 Discipline Committees to get feedback about their main concerns.

279 The next meeting of the Equivalency Committee is on Monday, 12/12 on Zoom.

280

281 Meeting times may change in the Spring.

282

283 **2nd Vice President** – no additional report

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285 **Secretary**

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287 No recent update on the DAS website migration.

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289 **Treasurer** – no report

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291 **Local Senate Presidents**

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293 • **Other Reports:**

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- **District Budget Committee (DBC)**

The State Chancellor’s Office has recommended that colleges and districts maintain the equivalent of 2 months of operating expenses as general reserves. That would result in increasing reserves from 10% to 17%, and would mean that monies would have to be drawn from colleges. The matter will go to the Executive Committee of the DBC (ECDBC) for further discussion.

- **Online Education and Academic Technology Committee** – no additional report
- **TPPC** – no report
- **Guided Pathways** – no report
- **Professional Development College (PDC)**

The PDC has had a successful ongoing collaboration with SEI, including the latest round table discussion and interviews on climate anxiety. A seminar on coping with learning loss is in development. Senate presidents, PDC liaisons, and college professional development coordinators are requested to forward PDC seminar announcements to the faculty at their colleges.

- **Sustainable Environment Institute (SEI)**

Although SEI has seen an increase in funding related to reassigned time for faculty, there is no operating budget. There are community of practice efforts to expand the use of sustainability curriculum among the disciplines.

- **Others**

Noticed Items

Upcoming Meetings:

- District Budget Committee:** Wednesday, November 9, 2022 – Zoom
- Board Standing Committees:** Wednesday, November 16, 2022 – Zoom
- DAS Executive Committee:** Friday, December 2, 2022 – Zoom
- DAS Meeting:** Thursday, December 8, 2022 – Zoom
- Consultation:** Friday, December 9, 2022 – Zoom
- LACCD Board Meeting:** Wednesday, December 14, 2022 – Hybrid
- ECDBC Meeting:** Tuesday, November 22, 2022 – Zoom

336 **ASCCC 2023 Spring Plenary Session:** April 20-22, 2023 – Doubletree, Anaheim

337

338 **Adjournment**

339 The meeting was adjourned at 12:15 p.m.

340

341 Respectfully submitted by Lourdes M. Brent, DAS Secretary