

# District Academic Senate Executive Committee

Friday, September 3, 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
<b>Officers</b>	Angela Echeverri (President), Anna Bruzzese, Elizabeth Atondo (2 <sup>nd</sup> VP), Lourdes Brent (Secretary), Joshua Miller (Treasurer), John Freitas (Parliamentarian)
<b>City</b>	Mickey Hong
<b>East</b>	Jeffrey Hernandez
<b>Harbor</b>	
<b>Mission</b>	Carole Akl
<b>Pierce</b>	Barbara Anderson
<b>Southwest</b>	Robert Stewart
<b>Trade</b>	Marvin DaCosta
<b>Valley</b>	Chauncey Maddren
<b>West</b>	Patricia Zuk
<b>Guests</b>	Adrienne Brown (Harbor), Wendy Bass-Keer (Pierce), Jessica Drawbond (Southwest), Randall Gust (East)

**\*\*NOTE: All references to "Hernandez" in these minutes pertain to Jeffrey Hernandez**

### Call to Order:

District Academic Senate President Angela Echeverri called the meeting to order at 9:32 a.m.

### Approval of the Agenda:

The agenda was adopted as revised – addition of items marked by asterisk (\*) (Hernandez/Anderson) **M/S/P**

### Approval of the Minutes:

The minutes of the August 20, 2021 meeting were approved as amended **\*\*(Hernandez/Bruzzese) M/S/P**

**Public Speakers:** None

### Action Items

29 **1. Resolution on District-Wide Survey on Social Justice Work Ethics, and Personnel**  
30 **Diversification**  
31 **M/S/P – as amended**

32  
33 **MOTION: *Recommend the resolution to DAS with additional revision to address the***  
34 ***promotion of the survey***  
35 **(Hernandez/Maddren) M/S/P**

36  
37 ***(1) the survey designer and canvasser accept input from the District Academic Senate***  
38 ***(DAS) and District AFT Faculty Guild so that the survey reflects our district’s official***  
39 ***policies and value statements; and***  
40 ***(1)(2) a District office will promote the survey to all personnel to maximize the number***  
41 ***of responses through multiple media and will provide several incentives via randomly***  
42 ***and confidentially drawn employee numbers to reward participation across all three***  
43 ***employee divisions; and***  
44 ***(2)(3) upon completion of the survey, the DAS and AFT (in collaboration with other***  
45 ***interested groups representative of staff, faculty, and administrators) shall evaluate***  
46 ***the results in order to recommend an action plan to facilitate the attainment of***  
47 ***LACCD’s principles and goals, e.g., as expressed in the Framework for Racial Equity and***  
48 ***Social Justice, Article 5 of the 2020-23 Faculty Contract, and Board of Trustees Policies.***

49  
50 Hernandez introduced the motion and urged its approval, observing that the survey is  
51 very timely. Randall Gust, a faculty member from East Los Angeles College and member  
52 of East’s Senate Committee on Academic Freedom and Ethics (CAFÉ) offered a revision  
53 to the resolution to include a statement urging participation in the survey. The  
54 resolution was adopted as amended.

55  
56 **2. 2021-2022 Master Calendar and Date Changes if Executive Order N-29-20 on Brown**  
57 **Act Teleconferencing Provisions is not Extended for:**

- 58
  - **October 14, 2021 DAS Meeting to September 30, 2021**
  - **October 8, 2021 DAS Executive Meeting to September 25, 2021**
  - **November 5, 2021 DAS Executive Meeting to November 12, 2021**

61  
62 **(Zuk/Bruzzese) M/S/P – as amended**

63  
64 **MOTION: *Approve the calendar with the proposed changes with the understanding***  
65 ***that the changes in October will not go into effect if by September 17 we learn we are***  
66 ***able to continue meeting in Zoom, as we have been***

67  
68 **(Hernandez/Anderson) M/S/P**

69  
70 Echeverri expressed concerns about meeting quorum for senate meetings if Governor  
71 Newsom is recalled and EO N-29-20 sunsets on September 30, 2021. Therefore, she  
72 advocated for a contingency to hold DAS and DAS Exec (District Academic Senate; DAS

73 Executive Committee) meetings in September. The DAS Exec meeting would need to be  
74 rescheduled from November 5<sup>th</sup> to the 12<sup>th</sup> in any case so that it would not conflict with  
75 the ASCCC 2021 Fall Plenary Session (Academic Senate for the California Community  
76 Colleges).

77

78 **3. Constitute Transfer, Articulation, and Student Services task force and report**  
79 **progress to the District Academic Senate**

80

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

82

83 Bruzzese will form the task force and asked the Senate Presidents to make  
84 recommendations for faculty members to serve. Echeverri also suggested the inclusion  
85 of administrators and classified professionals on this task force. Hernandez suggested  
86 looking at a similar ASCCC committee, noting that it is necessary to understand the  
87 importance of removing barriers but not creating problems for students, and that, at  
88 times, outside forces may be well-intentioned but not as informed. It is incumbent  
89 upon the DAS to be proactive in matters of student preparation and success.

90

91 **4. Chapter 5 Administrative Procedures**

92

- 93 • **5110 Admissions**
- 94 • **5013 Students in the Military**
- 95 • **5017 Responding to Inquiries of Immigration Status, Citizenship Status, and**  
96 **National Origin Information**
- 97 • **5020 Nonresident Tuition**
- 98 • **5030 Fees**

98

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

100

101 There was discussion about possibly postponing items to permit further review since  
102 they are Administrative Procedures, do not need to go to the Board of Trustees, and  
103 thus would not be dependent on the Board's meeting schedule. Brent suggested  
104 forwarding those APs which are related to faculty roles such as 5110 (counseling) and  
105 5120 (transfer centers) to the appropriate discipline committee or faculty group for  
106 review. They would then forward their recommendations to the DAS.

107

108 Freitas recommended using the model that we used for the Chapter 4 Administrative  
109 Procedures by putting the structure in place first and then have more thorough vetting.  
110 These action items would be noticed at the next meeting of the full District Academic  
111 Senate but some items could be reviewed separately such as AP 5110 (counseling), 5111  
112 (graduation), 5150 (EOPS), and 5120 (transfer center) and postponed to a time certain  
113 date. Administrative Procedure 5140 (DSPS, the former E-100) has already been  
114 approved.

115

116 **5. Chapter 5 Administrative Procedures**

- 117 • 5031 Instructional Materials Fees
- 118 • 5035 Withholding of Student Records
- 119 • 5040 Student Records, Directory Information, and Privacy
- 120 • 5045 Student Records-Challenging Content and Access Log
- 121 • 5050 Student Success and Support Program

122

123 (Hernandez/Maddren) M/S/P

124

## 125 6. Chapter 5 Administrative Procedures

- 126 • 5055 Enrollment Priorities
- 127 • 5070 Attendance
- 128 • 5110 Counseling
- 129 • 5120 Transfer Center

130

131 (Hernandez/Maddren) M/S/P – AP 5055 and 5070

132

133 **MOTION: Divide 5110 and 5120**

134 (Brent/Maddren) M/S/P

135

136 **MOTION: Reorder the agenda to consider action items 7 and 8 and then return to**  
137 **consider 5110 and 5120**

138 (Freitas/Brent) M/S/P

139

140 **MOTION: Refer AP 5110 and 5120 to the counseling discipline committee and transfer**  
141 **center directors, respectively, and report back to the DAS Exec at its next meeting**

142 (Brent/Freitas) M/S/P

143

144 Freitas referred to two draft versions of AP 5110, counseling, the first taken from the  
145 LACCD Board Rules (now repealed), and the second version taken from the League  
146 template (Community College League of California) and Title 5 (California Code of  
147 Regulations). These drafts, along with any proposed revisions, will be discussed by the  
148 counseling chairs at their next meeting. Freitas also recommended adding language  
149 about the counselors' roles in evaluating coursework and approving course substitutions  
150 contained in AP 5111.

151

## 152 7. Chapter 5 Administrative Procedures

- 153 • 5160 Child Development Centers
- 154 • 5203 Lactation Accommodation
- 155 • 5210 Communicable Diseases-Students
- 156 • 5220 Shower Facilities for Homeless Students
- 157 • 5300 Student Equity
- 158 • 5400 Associated Students Organization
- 159 • 5410 Associated Students Elections

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

**8. Chapter 5 Administrative Procedures**

- **5520 Student Discipline Procedures**
- **5530 Student Rights and Grievances**
- **Student Credit Card Solicitation**
- **5700 Intercollegiate Athletics**
- **5800 Prevention of Identity Theft in Student Financial Transactions**

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

**9. AP 4225 – Course repetition**

(Hong/Hernandez) **M/S/P**

Freitas explained that the existing AP 4225 needed some clarification and did not address certain mandatory course repetition categories such as changes to licensure requirements particularly in CTE (Career Technical Education) disciplines. There is a separate section for extenuating circumstances. Freitas also noted that this AP is following Title 5 regulations. The area of repetition for Cooperative Education classes was added. Also, colleges may not collect apportionment for courses repeated for a third time. Atondo clarified that if a course is repeated, students may only get to count the units once toward the 60 required for an Associate’s degree. Freitas further referred to Title 5, and clarified that a student must have a petition approved by the college president or designee to repeat a course in which the student received a satisfactory grade.

**10. Approve revisions to AP 4227-Repeatable Courses\***

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

Freitas noted that AP 4227, the former E-103, is currently active. The DAS approved language in March of 2020, and is now adding language regarding special circumstances as well as the League template language.

**11. Approve AP 4228-Significant Lapse of Time\***

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

Freitas noted that the language in this AP is essentially the League template, and addresses the requirement for a student to repeat a course because of a significant lapse of time (which Title 5 defines as 36 months or more). Examples cited were prerequisites for a course or program such as Nursing, or the requirements of a receiving transfer institution.

203 Freitas will confer with Associate Vice Chancellor Betsy Regalado and Vice Chancellor  
204 Ryan Cornner and compile a cross listing of Board Rules/Board Policies and E-Regs and  
205 S-Regs/Administrative Procedures. Echeverri thanked Freitas and Atondo for working  
206 on this project.

207

## 208 Noticed Items

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### 210 **1. DAS Goals for 2021-2022**

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212 Echeverri led a robust discussion on the DAS goals for 2021-2022. Areas of particular  
213 interest included: distance education; diversity, equity, and inclusion; Ethnic Studies as  
214 Associate's degree and transfer requirements; faculty hiring; greater DAS advocacy;  
215 Guided Pathways; website redesign; addressing learning loss; identifying and mitigating  
216 operational barriers for students; and determine how redundancies in processes  
217 become impediments to progress.

218

219 The following are DAS Goals for 2020-2021 and suggestions for 2021-2022.

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221

### **DAS Goals for 2020-2021**

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223 1) Advancing equity and anti-racism actions

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- 225 a) Reimagining faculty hiring through equity lens
- 226 b) Promote faculty diversification to advance inclusion of underrepresented  
227 populations
- 228 c) Succession planning
- 229 d) Examination of curriculum under equity lens
- 230 e) Support equitable allocation of resources to implement ~~Lead the~~  
231 ~~investigation of~~ ethnic studies and social justice curriculum particularly in  
232 underrepresented areas ~~requirement in LACCD (course, activity, etc.)~~
- 233 f) Student equity in an online environment
- 234 g) Supporting Faculty through Professional Development: Reimagining  
235 faculty learning through equity lens, hard-to-convert courses, serving  
236 students with disabilities, AB 705 implementation, online student services,  
237 and other needs
- 238 h) Promoting the completion of demographic data by new job applicants as  
239 well as current employees. Send out letter to faculty to update SAP  
240 profile. Encourage new applicants to submit information.
- 241 i) Joint task force with administration to collect and analyze data on learning  
242 loss with particular focus on first year and CTE students who are not  
243 succeeding and make recommendations for action
- 244 j) Promoting teaching career pathway workshops for students
- 245 k) Training of student supervisors

246

247 2) Revising the DAS Bylaws: Academic Technology, Professional Development  
248 College, Elections, and Other

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250 3) Upholding and strengthening collegial consultation; Seeking joint professional  
251 development with the Board of Trustees; Seeking collegiality in action

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**New**

- 4) Supporting the development of new curriculum and programs designed to address new students’ needs/demands and the declines in enrollment
  - 1. Support for greater online dimension
  - 2. Industry needs and demands
  - 3. Support the development of career assessment and training in both CTE and academic environments, including apprenticeships
  - 4. Learning loss
  - 5. Attracting diverse student population, relevant curriculum
  - 6. Survey underserved (disproportionately impacted) populations to better understand their needs
- 5) Expanded DAS role in advocacy for infrastructure
- 6) Full review, evaluation, and improvement of how the district and colleges operate
  - 1. Identify barriers to faculty development of new programs
  - 2. Barriers to student success
  - 3. Application process
  - 4. Communication breakdowns
  - 5. Lack of follow up
  - 6. Adequate staffing, classified
  - 7. Redesign, technology design team, Improve District GP initiative pillar 2
  - 8. Workgroup, task force, content, website and in person communication
  - 9. Craft a DAS resolution to create a blue-ribbon commission to eliminate unnecessary barriers to student success

Hernandez shared a resolution from the Fall 2020 ASCCC Plenary Session on the role of student employees in advancing faculty diversification.

<https://asccc.org/resolutions/role-student-employees-advancing-faculty-diversification>

**2. Expansion of Project MATCH to include a Cohort of Adjunct Faculty Mentees**

Echeverri reported that District administration was receptive to the idea of expanding Project MATCH to include a cohort of adjunct faculty mentees as part of faculty diversification. They recognized that adjunct faculty could benefit from mentoring, and suggested a spring cohort of adjunct faculty.

**Discussion Items**

**1. Planning for:**

- **Committee Vacancies: DBC, Bond Steering, Transfer, Articulation and Student Services task force, and others**
- **DAS Academically Speaking Newsletter**
- **ASCCC Technical Assistance Visit**
- **ASCCC Academic Academy (virtual) and Fall 2021 plenary (hybrid)**

- 300 ○ **2021-2022 Calendar**
- 301 ○ **Other Events: LACCD Joint Summit, Discipline Day**

302  
303 Echeverri reported that there is one vacancy on the District Budget Committee among  
304 the DAS representatives to that committee. Currently serving for the DAS are faculty  
305 from Southwest, East, Mission, Pierce, and City. There is also a DAS vacancy on the  
306 Bond Steering Committee. *Academically Speaking*, the DAS newsletter, will be  
307 published in the Fall. She asked the Senators to please send reports for publication. It is  
308 hoped that the technical assistance/collegiality in action visit will occur in the fall. The  
309 joint LACCD/DAS Summit has been postponed, and there is no date yet for Discipline  
310 Day.

311  
312 **2. COVID-19 Pandemic and Return to In Person Instruction and Services (BP 2800, BP**  
313 **2900)**

314  
315 Echeverri referred to a recently approved revision to BP 2900, which contains  
316 vaccination and testing requirements for employment and, for students, physically  
317 accessing district buildings. It is anticipated to be fully implemented in mid-October. At  
318 present, it is not known what the District policy will be regarding students who are  
319 already enrolled and are facing these changes which may affect their grades and their  
320 enrollment. It was noted that students can take courses online, but cannot enter  
321 District buildings under these board policies. Echeverri will place this topic on the  
322 consultation agenda.

323  
324 **3. Update on Brown Act Meetings** – previously discussed

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326 Hernandez noted that AB 361 has been amended so that it will go into effect  
327 immediately (instead of January 1<sup>st</sup>), permitting teleconferencing as stated in EO N 29-  
328 20 to meet Brown Act requirements.

329  
330 **4. Revision of DAS Bylaws**

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332 Bruzzese suggested that the Equivalency Committee, and other DAS committees, mirror  
333 the ASCCC process for appointment to DAS committees, i.e., the DAS President  
334 ultimately appoints. The bylaws language is inconsistent, and Bruzzese recommended a  
335 uniform process of appointment. Freitas noted that the DAS Exec is the Constitution  
336 and Bylaws Committee for the DAS, but that clarification may be necessary in the bylaws  
337 to address issues of appointment and representation. Hernandez observed that it may  
338 be appropriate to have the local college representation on those DAS committees.  
339 Brent reported that the DAS Professional Development College (PDC) is also revising its  
340 bylaws (draft sent electronically to the DAS Exec), and invited members of the Exec to  
341 attend the next PDC meeting.

342



343 Due to the lateness of the hour, discussion of the following items and additional reports  
344 will be delayed until the following meeting.

345

346 **5. District level support for CPL (Credit for Prior Learning)**

347

348 **6. DAS workgroup to develop noncredit course and programs philosophy and**  
349 **guidelines**

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351 **7. Pending changes to Distance Education Title 5 Regulations \***

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353 **8. Joining the CVD-OEI Consortium as a District \***

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355 **9. Formal Recommendation on Accessibility Specialists \***

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357 **10. Professional Development College Bylaws \***

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359 **11. Sustainable Environment Institute Co-Director Job Announcement**

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361 **12. Update on Administrative Retreat Rights and Tutor Classifications**

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363 **13. Additional Funding for FT Faculty Hiring**

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365 **14. Enrollment and budget**

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367 **15. Ethnic Studies Update**

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369 **16. Transfer, Articulation, and Student Services Task Force – previously discussed**

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371 **17. Other Concerns**

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373 **Reports**

374

375 **• Officer Reports**

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377 **President**

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379 **1<sup>st</sup> Vice President**

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381 **2<sup>nd</sup> Vice President**

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383 **Treasurer – report sent electronically**

384

385 **• Other Reports:**

386 **• TPPC**

- 387 • **Academic Technology**
- 388 • **Professional Development College** – report sent electronically
- 389 • **Hard-to-convert courses**
- 390 • **DE Training Workgroup**
- 391 • **Guided Pathways**
- 392 • **Others**

393

394 **Upcoming Meetings:**

395

396 **District Budget Committee:** Wednesday, September 8, 2021 – Zoom

397 **DAS Meeting:** Thursday, September 9, 2021 – Zoom

398 **Consultation:** Tuesday, September 21, 2021 – Zoom

399 **Board Standing Committees:** Wednesday, September 22, 2021 – Zoom

400 **District Summit:** Postponed – Zoom

401 **LACCD Board Meeting:** Wednesday, October 6, 2021 – Zoom

402 **DAS Executive Committee:** Friday, October 8, 2021 – Zoom

403 **ASCCC Area C Meeting:** Saturday, October 16, 2021 – Virtual

404 **ASCCC Fall 2021 Plenary Session:** November 4-6, 2021 – Hybrid

405

406 **Adjournment**

407 (Zuk/Maddren) **M/S/P**

408 The meeting was adjourned at 12:03 p.m.

409

410 Respectfully submitted by Lourdes M. Brent, DAS Secretary