

District Academic Senate Meeting

Thursday, October 8, 2020

1:30 p.m. to 3:30 p.m.

Zoom URL: <https://laccd.zoom.us/j/94567699978>

Meeting ID: 945 6769 9978

MINUTES

Attendance: Senate Presidents in parentheses

	Present
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP), Elizabeth Atondo (2 nd VP), Lourdes Brent (Secretary), Robert Stewart (Treasurer), John Freitas (Parliamentarian)
City	(Michael Kalustian), Sarah Craciolo-Garcia, Nadia Elahi, Jeff Hicks
East	(Jeffrey Hernandez), David Hale, Jean Stapleton, J. Edward Stevenson
Harbor	Adrienne Brown
Mission	(Carole Akl), Elizabeth Atondo, Stephen Brown, Tracy Harkins
Pierce	(Barbara Anderson), Jamie Phillips, Margarita Pillado, Sabrina Prieur
Southwest	Allison Moore, Stephanie Arms-Gradington, Joanne Grey, Erum Syed
Trade	David Esparza, Deirdre McDermott
Valley	(Chauncey Maddren), Kevin Sanford
West	(Patricia Zuk), Adriana Martinez, Kenneth Taira
Guests	Casey Hunter (West), Daniel Keller (Dean, LACCD Curriculum and Support Services)

Call to Order:

DAS President Angela Echeverri called the meeting to order at 1:32 p.m.

Approval of the Agenda:

The agenda was adopted as written

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

Approval of the Minutes:

The minutes of the September 10, 2020 meeting were approved as written

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

Abstention: Elahi, Harkins, Phillips

Public Speakers:

Zuk spoke of the need for a single point of contact to help faculty with accessibility including descriptive videos, providing sign language interpreters for meetings, etc.

29 Noting that there are new college representatives to the District Academic Senate (DAS),
30 Echeverri asked them to introduce themselves. Erum Syed (Southwest), J. Edward
31 Stevenson (East), and Jamie Phillips (Pierce) did so.

32

33 **Action Items**

34

35 **1. District Curriculum Committee conditional acceptance of eLumen course elements**
36 **and workflow provided the labeling on the contact hours can be customized**
37 **(Approved by DCC and DAS Exec 10/2/20)**

38 (Atondo/Hale) M/S/P

39

40 Introducing this action item, Atondo reported that District curriculum continues its
41 transition from ECD (the LACCD Electronic Curriculum Development system) to eLumen.
42 The District Curriculum Committee (DCC) had a special meeting on September 29, 2020
43 to review and provide conditional acceptance of eLumen course elements and
44 workflow, provided the labeling on the contact hours can be customized. The action
45 item was approved by DCC.

46

47 District Curriculum Dean Daniel Keller reported that, after DCC action, he met with Vice
48 Chancellor of Educational Programs and Institutional Effectiveness Ryan Cornner as well
49 as eLumen senior management to communicate DCC's request on development of that
50 one item, i.e., the possible customization of the labeling on the contact hours. eLumen
51 management stated that such a development would be a fairly significant one, and
52 provided quotes for development time as well as cost. Keller reported that Cornner was
53 successful in his negotiations with eLumen, as they have agreed to make changes that
54 will allow custom labeling of the Course Hours fields per LACCD specifications at no
55 additional cost. The coding that will enable this will take place concurrently with the
56 curriculum migration and is not likely to cause further delay in implementation.

57

58 **2. Criteria for District Purchase of Academic Software/Technology (Approved by DAS**
59 **Exec 10/2/20)**

60 M/S/P

61

62 Freitas reported that the colleges and the District worked diligently and with alacrity last
63 spring to identify necessary instructional software and technology which had been
64 necessitated by the very quick move to remote/online instruction necessitated by the
65 COVID-19 pandemic. However, there was a disconnect between department needs and
66 planning and what was reported by the District discipline committees. One of the
67 results was an unevenness of requests among the 9 colleges. Keller took the lead to
68 draft procurement criteria. The DAS Academic Technology Committee drafted and
69 approved a document and process, which was approved by the District Academic Senate
70 Executive Committee (DAS Exec) at its October 2, 2020 meeting. DAS Exec added a
71 process which would also serve in the longer term.

72

73 Keller reported that it was the District’s intent to provide as much technology as
74 possible to as many students as possible given the limited resources at its disposal. The
75 District will use the lessons it has learned for the next round of purchases, given that
76 large-scale remote/online instruction is anticipated for the duration of the pandemic.
77

78 Echeverri clarified that the acronyms in the document related to the accessibility
79 documents are: VPAT = Voluntary Program Accessibility Template; EEAAP = Equally
80 Effective Alternate Access Plan.
81

82 Keller went on to state that some of the vendors agreed to sell their products to the
83 District without completed purchase orders (P.O.) and others required the P.O.s to be in
84 place before completing the sales transactions. Purchases were prioritized for essential
85 programs and transfer courses. Other priorities would be the purchase of software at
86 the District level which many students could use as well as software which is easily
87 downloadable onto a phone or tablet.
88

89 Item #7 of the proposal refers to products which are purchased meeting “cyber security
90 protocols.” El-Khoury inquired as to what those protocols were and where they were
91 listed for review. Keller replied that the cyber security officer at the LACCD at the
92 moment is Patrick Luce, whom Keller will contact in reference to El-Khoury’s inquiry.
93

94 **3. DAS requests that in the development of the schedule of classes, college presidents**
95 **support local Senate and Curriculum Committee approval of partially**
96 **synchronous/partially asynchronous online classes (Approved by DAS Exec 10/2/20)**
97 **M/S/P**
98

99 Hernandez urged DAS approval of this action item as DAS support would empower local
100 senates should they encounter problems in having the option of offering partially
101 synchronous and partially asynchronous online classes. He assured the Senators that
102 there was no mandate from the State Chancellor’s Office prohibiting colleges from
103 offering classes in this blended way. One way to resolve the concern of informing
104 students who register in such blended classes of the times when synchronous
105 instruction would be held would be to provide such information in a daily update listing,
106 the notes section in the class section number, and the class syllabus. Pillado
107 encouraged options related to hybrid scheduling, including placing such information in
108 the schedule of classes. She gave an example of a modern language offering.
109 McDermott concurred, as there is ample precedent in LACCD course offerings using the
110 hybrid format under discussion.
111

112 **4. Amend Article X Section I, Subsection 4 (Academic Technology) of DAS Bylaws**
113

114 **MOTION: Amend the last sentence of the last paragraph to read, “The committee will**
115 **consult with and make recommendations to TPPC (Technology Policy and Planning**

116 **Committee) on matters of faculty concern. The committee will consult with discipline**
117 **committees as needed.**"

118 (El-Khoury/Freitas)

119

120 **MOTION: Amend composition of committee as follows, "Faculty at large (one from**
121 **each college to the extent possible) appointed by the District Academic Senate**
122 **president (5) (9); College Distance Education Coordinators (faculty) (2) (ex officio);**
123 **LACCD Distance Education Coordinator (1) (ex officio)"**

124 (Hernandez/McDermott) **M/S/P**

125 **Abstention:** Freitas, El-Khoury, Hicks, Kalustian, Stewart

126

127 **Perfected motion passes**

128 **Yes:** 23

129 **No:** 0

130 **Abstain:** 7

131

132 Discussion on the motion:

133 Freitas spoke to the motion which was noticed at the last DAS meeting. The events of
134 the last Spring Semester highlighted the need to revive this committee, and also
135 integrate online education items, policies, and procedures into the Academic
136 Technology Committee. The Committee was revived over the summer, and they
137 discussed membership needs and purview. Suggested changes to this committee have
138 also been reviewed by the DAS Exec. Freitas pointed out two things in particular: 1)
139 Some members are listed as *ex officio*, which would permit them to vote but their
140 presence at a meeting, or lack thereof, would not affect quorum; and 2) The draft
141 describes the committee's overarching charge. There is an additional recommendation
142 to rename this committee the Online Education and Academic Technology Committee.
143 Freitas pointed out two typographical errors which were subsequently corrected. This
144 committee has been meeting in the manner prescribed in the original Bylaws language
145 and have also had several invited guests. Also, since this is a Bylaws change, a 2/3
146 affirmation of the votes cast today would be required.

147

148 Kalustian was concerned about the delineation between local purview and this DAS
149 committee. Freitas replied that it is not the intent or desire of the DAS to trample on
150 local processes. The Online Education and Academic Technology Committee would look
151 at the common framework within policies and procedures at the district level. One
152 issue that has come up recently relates to DE certification. Any protocols put forward
153 would operate in the same way that Title 5 operates in the sense that it is permissive.
154 Thus, any new standards established by Academic Technology would have to be
155 approved by DAS which would set minimum requirements. Should the local senates
156 wish to have standards which would be over and above, they could do so; but that
157 would remain a local decision.

158

159 El-Khoury wished to clarify that the Academic Technology Committee would be the
160 voice of faculty, and wondered if consultation would suffice or if it would be in a
161 recommending role in relation to TPPC. Stronger language was proposed.

162
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164 **consult with and make recommendations to TPPC (Technology Policy and Planning**
165 **Committee) on matters of faculty concern. The committee will consult with discipline**
166 **committees as needed.”**

167 (El-Khoury/Freitas)

168
169 Discussion on the amendment also included a suggestion to have 9 faculty at large
170 appointed by the DAS President instead of the 5 listed in the draft in order to have each
171 college represented. In the present draft there are 5 faculty at large, 2 Distance
172 Education (DE) Coordinators, the LACCD DE Coordinator, the faculty co-chair of TPPC,
173 the DAS President, and the Chair of DCC, bringing the total to 11 faculty members on the
174 committee. If there are quorum issues, then the DE Coordinators can be listed as *ex*
175 *officio*. The DE Coordinators would be an excellent resource for this committee.

176
177 Freitas also clarified that local senates are not subordinate to the District Academic
178 Senate. We have the principle of decentralization and we try to minimize the impact
179 that the DAS has on local control. He offered an example related to a Title 5 change.

180
181 **MOTION: Amend composition of committee as follows, “Faculty at large (one from**
182 **each college to the extent possible) appointed by the District Academic Senate**
183 **president (5) (9); College Distance Education Coordinators (faculty) (2) (ex officio);**
184 **LACCD Distance Education Coordinator (1) (ex officio)”**

185 (Hernandez/McDermott) M/S/P

186 **Abstention:** Freitas, El-Khoury, Hicks, Kalustian, Stewart

187
188 Stewart expressed concerns about the amendment, stating that every college is given a
189 .2 to use as aid to the local senates, and not every college is participating to the fullest
190 extent possible. We send the wrong message when we sidestep putting people on
191 these committees.

192
193 Freitas: **Point of inquiry:** How many voting members do we have today because this will
194 require a 2/3 vote?

195 Pillado: **Point of parliamentary clarification and request for a roll call vote.**

196 Echeverri: The Chair concurred and a roll call vote was taken by the Secretary.

197

198 Reports

199

200 * Officer Reports

201

202 * President

203 COVID-19, Fall 2020 Summit, Professional Development, Support for Remote and Online
204 Instruction

205

206 Echeverri observed that Districtwide enrollment is down 13%, but also noted a wide
207 range of enrollment figures from college to college. She reported that the overall drop
208 in enrollment is a considerable concern for the LACCD Board of Trustees. Senators
209 offered their perspectives on this situation, noting that there is always an enrollment
210 variation among colleges, observing that some colleges may experience a greater
211 enrollment impact because of student equity issues related to COVID-19, the need to
212 get technology into the hands of our students, and suggesting that we share best
213 practices such as efforts in outreach, branding, restructuring, late-start classes, and dual
214 enrollment.

215

216 Echeverri continued her report on a successful LACCD/DAS Summit, noting that there
217 were 450 participants. Speakers included Regina Stanback Stroud (long-time educator,
218 former Chancellor of the Peralta Community College District, former President of the
219 ASCCC, and namesake of the eponymous ASCCC Diversity Award). Other speakers at the
220 Summit were LACCD Board President Andra Hofmann, Chancellor Francisco Rodriguez,
221 ASCCC President Dolores Davison (Academic Senate for California Community Colleges),
222 other dignitaries, and a student panel. Echeverri thanked the presenters of the many
223 breakout sessions as well as to those who worked behind the scenes. Thus far, the
224 feedback has been very positive. One benefit to being online is that the Summit was
225 unencumbered by space and food limitations, and thus more participants were able to
226 be accommodated.

227

228 Moreover, Echeverri urged the Senators to keep in mind how high school students are
229 being affected by the pandemic and possible concomitant impacts on English and Math
230 enrollment and completion. Faculty need to be supported, she stated, especially those
231 teaching hard-to-convert classes. Echeverri offered that we will likely be in the
232 remote/online environment longer than we think, and that any return to campus will be
233 phased in gradually. She added that DAS appointees to the Sheriff's Oversight
234 Committee include Eloise Crippens, David Hale, and Erum Syed.

235

236 *** 1st Vice President**

237 Equivalency

238

239 El-Khoury reported that the Equivalency Committee met on October 12, 2020. The
240 equivalency letter has transitioned to an electronic format. Discipline Day is scheduled
241 for February 26, 2021, and will be held virtually. Work continues on the Computer
242 Science and Computer Information Systems alignment.

243

244 *** 2nd Vice President**

245 DCC, eLumen

246

247 Atondo reported that the District Curriculum Committee (DCC) will meet on October 9,
248 2020. Topics will include credit for prior learning and the California State University
249 (CSU) Ethnic Studies baccalaureate requirement.

250

251 *** Treasurer**

252

253 Stewart reported that registration for the 2020 ASCCC Fall Plenary Session had been
254 completed. A record number of 56 LACCD faculty will be attending.

255

256 *** Secretary**

257

258 Brent reported on updates to the LACCD DAS website. Part 2 of the upgrade, which
259 includes access to embedded material, will involve District IT.

260

261 **Professional Development College**

262

263 Brent reported on the efforts of the DAS Professional Development College (PDC)
264 Steering Committee to do the following: 1) Rewrite the charter, expand the role of the
265 PDC, and make recommendations for concomitant DAS Bylaws revision; 2) Offer
266 seminars for faculty related to diversity in faculty hiring, serving students with
267 disabilities, sharing best practices for hard-to-convert classes, to name a few; and 3)
268 Identify potential local, District, and state partners.

269

270 **Standing & Other Committee/Task Force Reports**

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272 **Sustainable Environment Institute – no report**

273

274 **Administrator Retreat Rights**

275

276 Brent reported on the rights of educational administrators who have faculty tenure in
277 the LACCD to retreat to faculty (Education Code §87454) versus educational
278 administrators without faculty tenure in the District (Education Code §87458 and *Wong*
279 *v. Ohlone College*). Also discussed by the task force have been review of minimum
280 qualifications for retreating administrators, location, salary and evaluation (the latter
281 two being matters for the AFT Faculty Guild). DAS representatives to this task force are
282 Echeverri, Anderson, Brent, Equivalency Coordinator Eloise Crippens, Freitas, and DAS
283 Past-President Don Gauthier.

284

285 **Hard-to-Convert Courses – no additional report**

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287 **Board Rules Alignment Project – no report**

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289 **District Budget Committee – no additional report**

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Enrollment

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State Funding

Guided Pathways Committee – no report

Other – none

Noticed Items

1. LACCD Academic Freedom Statement (BP 4030)

Freitas reviewed this item and gave relevant background information. Echeverri observed that the ASCCC will have a revised academic freedom statement. She requested that Senators take the draft statement to their colleges, discuss, and bring suggested revisions to the next DAS meeting.

2. LACCD Policy on Credit for Prior Learning

Atondo reported that the Chancellor’s Office for the California Community Colleges (CCCCO) is requiring all California Community Colleges to adopt new Board Policies and Administrative Procedures for Title 5 changes relevant to credit for prior learning. The draft document under review is mostly drawn from a similar document from Palomar College. The deadline for submission to the CCCCCO is December 31, 2020. The included tool kit contains recommended steps and committees involved in the process. This will be an action item at the December DAS meeting. Martinez noted that West L.A. College has such a committee in connection to its baccalaureate Dental Hygiene program.

MOTION: *Extend meeting for 15 minutes*
(Hernandez/Anderson) **M/S/P**

3. Amend Articles III (Elections) and IV (Succession) of DAS Bylaws

Echeverri noted that current bylaws do not permit online elections; they refer to in-person elections and paper ballots. Freitas recommended a timeline for the May 2021 DAS elections which would include the DAS Exec (which serves as the Constitution and Bylaws Committee) reviewing options at its November and December meetings and bringing them to the full DAS at its December 2020 meeting. As a starting point, he suggested taking the elections procedures out of the Bylaws; such an action would permit changes to voting procedures, including the options for electronic voting. In any event, there must be elections procedures which permit online voting since in-person voting and meeting attendance are not possible during the pandemic. Freitas went on to review Article III which has proposed changes related to voter eligibility and attendance requirements as well as to Article IV which refers to vacancies and succession for DAS Officers.

335 **Discussion Items**

336

337 **1. Planning for upcoming events – previously discussed**

338

- **ASCCC Academic Academy**
- **Fall 2020 Area C meeting and ASCCC Plenary Session**

339

340

341 **2. Update on Retreat Rights Policy for Administrators**

342

343 Echeverri reported potential resistance from educational administrators who do not
344 have faculty tenure in the District. Both the Teamsters union and the AFT Faculty Guild
345 have expressed their opinions on the retreat rights issue. There is legal precedent that
346 there must be a vacancy, i.e., a full-time faculty position must exist for a retreating
347 administrator without faculty tenure in the district; a position need not be created to
348 accommodate.

349

350 **3. Faculty Hiring Procedures Task Force**

351

352 While participating in the recent Summit, Kalustian noted a report from District Human
353 Resources that the LACCD is implementing new procedures related to faculty hiring. He
354 expressed concern about this situation as faculty hiring is the purview of the academic
355 senate under the California Education Code, and the senate has not been involved in
356 these discussions.

357

358 **4. AB 705 Implementation Update:**

359

- **Serving Students during pandemic**
- **Additional DAS Recommendations for AB 705 implementation**

360

361 Echeverri reported that there were no current updates from the AB 705 Task Force.

362

363

364 **5. Board Resolution on CSU Ethnic Studies Graduation Requirement**

365

366 Echeverri reported that the LACCD Board of Trustees had approved a resolution at its
367 September 2020 meeting stating, in part:

368

369 “Resolved, That the Los Angeles Community College Board of Trustees recommends
370 that the Chancellor consult with the District Academic Senate, establish a committee
371 with faculty with disciplinary expertise in ethnic studies and others to examine the
372 impact of AB 1460 and begin dialogue to determine the feasibility of a comparable
373 ethnic studies requirement at LACCD.”

374

375 As stated in the resolution, the Board will consult with the DAS, and there will be a task
376 force. At present, Elizabeth Atondo (DAS 2nd VP, Chair of DCC, and Mission Articulation
377 Officer), Cristina Rodriguez (Pierce Articulation Officer), and David Esparza (Trade-Tech
378 Articulation Officer) are on the task force. Stewart noted that the ASCCC is urging

379 caution as to how to proceed since there may be changes to the California Code of
380 Regulations Title 5 related to an Associate’s degree requirement related to Ethnic
381 Studies. Echeverri asked the Senate Presidents to forward names of faculty who would
382 be potential members of this task force.

383

384 Brown provided a link to relevant Frequently Asked Questions (FAQs).

385 [https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnic-](https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnic-studies/Documents/FAQ-on-Ethnic-Studies.pdfv)
386 [studies/Documents/FAQ-on-Ethnic-Studies.pdfv](https://www2.calstate.edu/impact-of-the-csu/diversity/advancement-of-ethnic-studies/Documents/FAQ-on-Ethnic-Studies.pdfv)

387

388 **6. Novel Coronavirus COVID-19 Update: Safety, Budget, Recovery Plan, Spring 2020**
389 **Online Transition Survey**

390

391 Echeverri reported that there are no major updates. There is a meeting every Thursday
392 at 10 a.m. of the LACCD Emergency Operations Center. To date, there has been 1
393 fatality and 169 confirmed cases in the District. Currently, there is discussion related to
394 possible reassignment of some classified staff while the District is operating in
395 remote/online status.

396

397 Owing to the lateness of the hour, discussion on the following items were postponed
398 until the next DAS meeting:

399

400 **7. LACCD Participation CVC-OEI**

401

402 **8. Philosophy and Criteria for Associate Degree and General Education (AP4025)**

403

404 **9. Proposed MOU for Noncredit Spanish Minimum Qualifications**

405

406 **10. Update to DAS Recommendations DE Certification and Training in Los Angeles**
407 **Community College District**

408

409 **11. Committee & Task Force Assignments:**

410

a. **Technology Planning & Policy Committee (TPPC)**

411

b. **DAS Guided Pathways Committee**

412

413 **12. Other Items – none**

414

415 **Future Dates and Upcoming Events:**

416 **ASCCC Academic Academy:** October 8-10, 2020 – Virtual conference

417 **District Curriculum Committee:** Friday, October 9, 2020, 11:00 a.m.-1:00 p.m. – Zoom

418 **DAS Consultation Meeting:** Tuesday, October 13, 2020 – Zoom

419 **District Budget Committee:** Wednesday, October 14, 2020 – Zoom

420 **ASCCC Area C Meeting:** Saturday, October 17, 2020 – Zoom

421 **LACCD Board Standing Committees:** Wednesday, October 21, 2020 – Zoom

422 **LACCD Board Meeting:** Wednesday, November 4, 2020 - Zoom

423 **ASCCC Fall 2020 Plenary Session:** November 5-7, 2020
424 **DAS Executive Committee:** Friday, November 13, 2020 – Zoom
425
426 **Adjournment**
427 (Hernandez/Hale) **M/S/P**
428 The meeting was adjourned at 3:50 p.m.
429
430 Respectfully submitted by Lourdes M. Brent, DAS Secretary