

# District Academic Senate Meeting

Thursday, Feb. 9, 2017

LAVC, Administration & Career Advancement Building, Academic Senate Office

## MINUTES

### Attendance

	Present (Senate Presidents in parentheses)
<b>Officers</b>	Don Gauthier (President), Angela Echeverri (1 <sup>st</sup> VP), Elizabeth Atondo (2 <sup>nd</sup> VP), Vic Fusilero (Secretary), Alex Immerblum (Treasurer)
<b>City</b>	(Dan Wanner)
<b>East</b>	(Alex Immerblum), Jeff Hernandez, Lurelean Gaines, Jean Stapleton
<b>Harbor</b>	William Hernandez
<b>Mission</b>	(Leslie Milke), Thomas Folland, Mi Chong Park
<b>Pierce</b>	(Anna Bruzzese), Blanca Adajian, Lauren Saslow
<b>Southwest</b>	(Naja El Khoury)
<b>Trade</b>	Inhae Ahn, Lourdes Brent, Larry Pogoler, Alicia Rodriguez-Estrada
<b>Valley</b>	(Josh Miller), LaVergne Rosow, Vic Fusilero
<b>West</b>	
<b>Guests</b>	

**Call to Order @ 1:35 p.m.**

**Approval of the Agenda** (Rosow/Milke **MSC**). Unanimous.

**Approval of Minutes of December 8, 2017 @ELAC** as amended

(Immerblum/Milke **MSC**). Abstentions: Pogoler, Park, and Rodriguez-Estrada.

**Public Speaker(s):** Joanna Zimring-Towne (LA College Promise) reported that LA College Promise is moving forward. Individual campuses now have their own College Promise websites, the deadline for implementation being May 1, 2017. The program is currently funded for Year 1 for the purposes of tuition, and the program is now trying to build an endowment for future years. The District has just applied for two grants for technological enhancement of enrollment management. May 18, 2017 is the first day of CR2 enrollment.

### Action Items

- Emergency Resolution in Support of Our Students.** Rosow cautioned against making students feel safe when they are not really safe. Echeverri noted that the previous "sanctuary" language was replaced with "make every effort to protect the rights of our students and employees within the boundaries of the law." J. Hernandez said that the changed language reflects the District's desire to protect all students. Pogoler reminded the senators that DAS has always advocated that everyone follow the rules; this resolution would support lawbreakers. Pogoler asked that the motion be voted down. Bruzzese expressed support for the motion because it tells students in fear of their safety that they do not need to fear for it. Wanner asked for the First Resolved to be changed, and for the language in the second-to-last bullet point to be checked with regard to what the Chancellor has said. J. Hernandez reminded the senators that the US Constitution does not allow the federal government to commandeer campus law enforcement for enforcement of federal laws. The District must reaffirm its mission; these students are a part

37 of our community, and we must serve them. The language of the motion is as  
38 follows:

39 **District Academic Senate Resolution in Support of Our Students**

40 *"Whereas, the 2016 electoral season included divisive rhetoric targeted at*  
41 *women, LGBTQ people, persons with disabilities, Muslims and other religious*  
42 *minorities, immigrants, DACA (Deferred Action on Childhood Arrivals)*

43 *students and people of color;*

44 *Whereas, in light of the results of the 2016 election and the recent 2017*  
45 *Executive Order implementing an unprecedented travel ban, we have*  
46 *witnessed our students and staff expressing, in both public and private,*  
47 *confusion, anxiety, fear for their physical safety and well-being, and concerns*  
48 *about their individual rights, all of which negatively impact the achievement*  
49 *of their educational goals;*

50 *Whereas, the mission of our colleges is to serve and support all students to*  
51 *achieve student success, and the core value of this student focus requires us*  
52 *to work harmoniously and compassionately to address the needs of students;*

53 *Whereas the American Association of University Professors has endorsed a*  
54 *resolution urging "that all campus communities are welcoming and inclusive*  
55 *of all groups and ideas," and in "support" of "sanctuary campuses";*

56 *And whereas, many of our students are in distress and fearful of imminent*  
57 *deportations, travel restrictions, and/or arrest, with this distress affecting*  
58 *their motivation and ability to continue their education.*

59 *Now be it Resolved that within all possible parameters of allowed law, the Los*  
60 *Angeles Community College District (LACCD) will make every effort to*  
61 *guarantee the privacy of immigrant students and pledge not to grant access*  
62 *to information that might, for the purpose of immigration enforcement alone,*  
63 *facilitate the arrest, interview, search, and/or surveillance of any member of*  
64 *the LACCD community, except insofar as conditions of "imminent risk" clearly*  
65 *exist; and except as such action might be ordered by a court of law or legal*  
66 *officer;*

67 *Be it further resolved that the LACCD Board of Trustees adopt a public*  
68 *resolution requiring all LACCD colleges make every effort to protect the rights*  
69 *of our students and employees within the boundaries of the law;*

70 *Be it further resolved that the LACCD Board of Trustees adopt a public*  
71 *resolution reaffirming our commitment to the principles articulated in the*  
72 *December 5, 2016 statement of the Chancellor of the California Community*  
73 *Colleges, which include:*

- 74 • *The LACCD colleges are committed to providing a safe educational*  
75 *environment and protecting the rights of all students and members of their*  
76 *communities.*
- 77 • *The LACCD colleges are open to all students who meet the minimum*  
78 *requirements for admission, regardless of immigration status.*
- 79 • *The LACCD and its colleges shall not release any confidential records or*  
80 *personally identifiable student information, including any data related to*  
81 *immigration status, without a judicial warrant, subpoena or court order,*  
82 *unless authorized by the student or required by law.*
- 83 • *The LACCD will not cooperate with any federal effort to create a registry of*  
84 *individuals based on any protected characteristics such as religion, national*  
85 *origin, race, or sexual orientation.*
- 86 • *The LACCD Board of Trustees shall direct campus law enforcement personnel*  
87 *to refrain from detaining, questioning or arresting any individual solely on the*  
88 *basis of immigration status.*

89 • *The LACCD will continue to advocate for educational opportunities for all*  
90 *students in the community college system, regardless of immigration status,*  
91 *at the state and federal level.*  
92 *Be it further resolved that the LACCD Board of Trustees shall issue a public*  
93 *statement in support of the continuation of DACA and will urge the President,*  
94 *and all relevant branches of the federal government, to continue this vitally*  
95 *important program;*  
96 *Finally, be it resolved that the LACCD Board of Trustees, upon the passage of*  
97 *these resolutions, will communicate this commitment in any and all media*  
98 *outlets available, and to all of its students, faculty members, and staff.*  
99 (Miller/J. Hernandez **MSC**). The motion was voted on as caveated by Wanner.  
100 Nays: Pogoler.

101 2. **Emergency Resolution on Adjunct Hiring Policy:** Immerblum moved that  
102 the emergency resolution on adjunct hiring policy be approved, with Milke  
103 seconding. Discussion centered on the language of the draft resolution (Jan.  
104 5, 2017) to be discussed with Alberto Roman. There were concerns raised in  
105 various areas, which resulted in the following language:  
106 "LACCD ADJUNCT HIRING GUIDE  
107 **The Pool**  
108 *The pool refers to a group of applications that have been submitted by*  
109 *applicants to the LACCD Part-Time (adjunct) Faculty Employment page. The*  
110 *pool shall be considered for each vacancy and includes all currently and*  
111 *previously employed adjunct instructors (internal candidates) and all*  
112 *applicants who have never been employed as adjunct faculty by any college*  
113 *in the LACCD (external candidates). To be entered into the pool, all applicants*  
114 *must have submitted a completed adjunct application and meet Minimum*  
115 *Qualifications or the equivalent for the discipline in which they are seeking to*  
116 *teach. Part of the application will include a check box so faculty can indicate if*  
117 *they are already working in the District.*  
118 *HR shall keep applications from external candidates on file for a minimum of*  
119 *one year. Department chairs will be granted access to the pool on an as*  
120 *needed basis. Adjunct faculty who have an assignment at one or more*  
121 *colleges in the District may be hired at another college within the District*  
122 *without going through an interview, although it is recommended that such an*  
123 *interview is conducted.*  
124 **The Selection Committee**  
125 *A selection committee must form when applicants that would be new to the*  
126 *District are considered for an assignment. This ensures that more than one*  
127 *faculty member takes part in the interview process to select new faculty*  
128 *members. The division or department chair or his or her designee serves as*  
129 *the committee chair and selects at least one additional faculty member in the*  
130 *discipline to serve. If no other faculty in the discipline at the college are*  
131 *available to serve on the committee, then the chair of the committee may*  
132 *take the following progressive steps to fill the committee vacancy: seek out*  
133 *(1) a colleague in the discipline from another campus in the district, (2) a*  
134 *colleague on campus in a related discipline, or (3) a colleague in the discipline*  
135 *from a college outside the district. Committee members must be contract or*  
136 *regular faculty full time.*  
137 *The supervising dean of the department shall be invited to attend the adjunct*  
138 *selection committee meetings as a non-voting member, but the absence of*  
139 *the dean shall not prevent the selection process from moving forward.*  
140 *It is strongly recommended that an EEO representative, possibly from the*  
141 *same department, be present as a non-voting member. Furthermore, all*

142 members must have participated in EEO hiring committee training or EEO rep  
143 training within the last three years. Other faculty may be added to the  
144 committee as non-voting resources with the approval of the supervising dean.  
145 All members of the committee will review the application and transcripts for  
146 appropriate minimum qualifications.

147 **The Committee Chair**

- 148 1. Guides the selection committee through the adjunct faculty hiring  
149 procedure according to the guidelines as presented in this document.  
150 2. Facilitates committee discussions.  
151 3. Facilitates the review of applications for minimum qualifications.  
152 4. Leads committee dialog about handling of incomplete applications, paying  
153 special attention to equivalency, and the handling of extraneous application  
154 materials that were not specifically requested.  
155 5. Coordinates the screening process, schedules committee meetings,  
156 manages the logistics of the process (rooms, times, dates), and facilitates the  
157 development of questions and demonstration topics.  
158 6. Informs HR of the committee's decision to offer an assignment to a  
159 candidate so that HR can confirm the candidate meets MQs.  
160 7. When HR confirms the MQs have been met, contacts the top candidate to  
161 inform him/her of the committee's decision to offer him or her an assignment  
162 and sets up an orientation meeting with the candidate.  
163 8. Informs all interviewees of the decision.  
164 9. Performs all other committee duties as outlined in the "Selection  
165 Committee Members" section below.

166 **The Selection Committee Members**

- 167 1. Work in partnership with the other participants throughout the process and  
168 at its conclusion to reinforce the importance of confidentiality, fairness,  
169 understanding individual biases, eliminating unlawful bias, equal employment  
170 opportunity, and respect and sensitivity to all cultures, language groups,  
171 genders, and other candidate demographics.  
172 2. Sign confidentiality agreement for selection committee members and  
173 comply with its guidelines.  
174 3. Screen applications and participate in the process to select interviewees.  
175 4. Attend all interviews, rate interviewees, and participate in dialog to select  
176 the top candidate.  
177 5. Act as agents of the District and obey all laws and regulations related to  
178 hiring processes.  
179 6. Observe and monitor the interview/selection process for compliance with  
180 district hiring procedures and equal opportunity laws to provide a fair and  
181 impartial process.  
182 7. Alert the chair and Vice president of any concerns regarding confidentiality,  
183 bias, or fairness.

184 **The Interview**

185 The committee is not required to review incomplete applications. The  
186 committee shall review and rate complete applications using a rating form  
187 developed by the committee.  
188 The size and complexity of the rating form shall depend on the number of  
189 applications and the discretion of the committee. A minimum rating form that  
190 consists of rating categories for sensitivity to diversity and the overall quality  
191 of the applicant is available from HR. More complex rating forms could  
192 identify categories for work experience, education, training, experience  
193 working with diverse groups, etc. The committee shall meet as a group to  
194 discuss the candidates' qualifications. The discussion shall be strictly confined

195 to each candidate's qualifications and serves to ensure that no candidate is  
196 overlooked by committee members who may have missed important  
197 qualifications of a candidate during their individual review. The committee will  
198 invite the number of candidates that ensures the most qualified group of  
199 applicants is interviewed. There is no minimum or maximum number of  
200 candidates who must be invited to interview. When deciding who to interview,  
201 the committee shall err on the side of inclusiveness.

202 **Interviews**

203 The committee chair shall invite selected applicants for an interview. The  
204 same questions must be asked of each applicant, and each applicant must be  
205 rated on the same criteria. HR, the supervising dean, or the committee chair  
206 may provide a list of example questions that serve as a starting point for  
207 committees to develop their own questions to ask each interviewee. Follow-up  
208 questions that serve to clarify responses or probe further into answers are  
209 encouraged. Each committee shall individually rate each of the interview  
210 questions.

211 Teaching positions may require a teaching demonstration during the interview  
212 process. Committees for non-teaching positions may decide to require a  
213 demonstration showing how the applicant would provide appropriate services  
214 such as a counseling session. If teaching demonstrations are being used, then  
215 follow this procedure: Instructions for the demonstration shall be given to the  
216 applicant at the time he/she is invited to interview. The instructions should  
217 specify the topic to be taught or service to be provided, the kinds of student  
218 who will be the intended audience, and the kinds of technology that are  
219 available. Each committee member shall rate the demonstration.

220 **Reference Checks**

221 The committee chair or designee or supervising dean is strongly encouraged  
222 to conduct reference checks, including former employers. Reference checks  
223 shall be limited to position-related criteria.

224 **Finalizing the Selection**

225 The committee shall consider all of the information it has collected and make  
226 a decision. The committee chair informs the supervising dean of the  
227 committee recommendation, then offers the assignment to the selected  
228 candidate, and receives his/her decision on whether or not he/she accepts the  
229 assignment. If the candidate accepts, he/she must provide unopened official  
230 transcripts to the committee chair, who will bring the unopened official  
231 transcripts to the supervising dean. The committee chair and the supervising  
232 dean will open the transcripts together and review for minimum qualifications.  
233 If minimum qualifications are deemed met, the supervising dean and  
234 committee chair will fill out LACCD Form HR R-130N and submit it to the local  
235 campus personnel office who will forward it to the district after final approval  
236 by the vice president. Once form HR R-130N has been submitted, the  
237 candidate may visit the local campus personnel office to fill out additional  
238 paperwork. The candidate shall be informed that the offer of employment is  
239 considered tentative pending official approval from the LACCD Human  
240 Resources Department.

241 All of the committee's paperwork, including paper screening forms and  
242 interview rating forms, are turned in to the supervising dean.

243 **Emergency Hire Procedures**

244 In the event that there are no district applicants or there is an inadequate  
245 pool, or no suitable candidate has been found within the pool, or if the  
246 vacancy and subsequent need to hire a new adjunct faculty member is the  
247 result of an emergency (i.e. loss of instructor, added course section, etc.),

248 and the time to conduct formal interviews/find a suitable candidate is  
249 prohibitive, a department chair can use her/his best judgment to hire the best  
250 available candidate as determined by the committee. The department chair  
251 will need to consult with the supervising dean to ensure that the candidate  
252 meets the minimum qualifications for the position prior to making a job offer.  
253 Pogoler suggested postponing this vote until March 9. The task force will  
254 continue to work on the draft resolution. **Immerblum retracted his motion,**  
255 asking that suggested changes be emailed directly to him for further work on  
256 the motion.

257 3. **Bylaws changes:**

258 a. **Academic Tech: Motion to approve Subsection 4 language of**  
259 **the DAS Bylaws.**

260 *The Academic Technology Committee shall be composed of the DAS*  
261 *President (or designee) and two other members of the DAS (selected*  
262 *by the DAS membership), plus two faculty members experienced in*  
263 *instructional technology or online learning, appointed by the DAS*  
264 *President. The Chair shall be the DAS President (or designee). Other*  
265 *non-voting resource members can be added to the committee as*  
266 *needed.*

267 *The committee shall meet at least once per semester to review*  
268 *academic technology matters related to policies and procedures,*  
269 *enhancements and innovations in online and face-to-face instruction*  
270 *that involve technology, such as training, certification, access to*  
271 *electronic gradebooks, digital badging, ePortfolios, Open Educational*  
272 *Resources (OER), zero-cost digital textbooks, ITV issues and other*  
273 *matters assigned to the committee by the DAS Exec or referred by the*  
274 *full DAS for study and/or consideration. The committee shall also*  
275 *interact with the district-appointed single-point-of-contact (or the*  
276 *District IT department) as necessary.*

277 *The DAS Academic Technology Committee reports to the DAS*  
278 *Executive Committee and to the District Technology Policy and*  
279 *Planning Committee through a DAS representative.*  
280 (Brent/Echeverri **MSC**) Unanimous.

281 b. **PDC:** Gauthier feels that Subsection 5 has too many liaisons. Brent:  
282 PDC steering committee will meet this month and will reconsider the  
283 language and resubmit the language to the next DAS meeting.

284 4. **ASCCC Dues and Accountability Resolution:** Gauthier said that Freitas  
285 had suggested that the vote on this motion be put off until March because of  
286 issues that may arise with the State DAS. J. Hernandez: If Freitas becomes  
287 the State DAS Treasurer, he can give LACCD DAS the requested information,  
288 and the issue being covered by this motion would go away. Pogoler supported  
289 putting off the vote until after the March 2017 State DAS elections.  
290 Immerblum agreed with putting off the vote, but not for too much longer  
291 after March 2017. **Motion to put off vote on ASCCC dues until March**  
292 **2017** (Milke/Immerblum **MSC**). Nays: Rosow.

293  
294 **Old Business**

- 295 1. Discipline Day, February 24, 2017 @ LACC Student Union 8:30AM to 3:00PM:  
296 Vice Chancellor Ryan Cornner will present. 160 people are currently signed  
297 up.  
298 2. PreparED (Intellus-CBT) @ LAMC, LASC, LAVC and ELAC: Gauthier presented  
299 this software program, which works alongside Canvas to give students  
300 remedial skills.

- 301 3. Election Committee report and Attendance/Verification of eligible voters:  
302 Miller. Fusilero will verify who has attended DAS meetings and send the list to  
303 Miller. Bruzzese volunteered to help out with Election Committee.  
304 *Motion to extend meeting by 10 minutes (Rosow/Adjani MSC).*  
305

### 305 **New Business**

- 306 **1. Brown Act for Consultation** – New process: Gauthier said that we need to  
307 have smaller consultations without requiring all senate presidents to be  
308 present. Gauthier suggested creating a process delineating how many  
309 presidents must be present, or if the number of presidents can be rotated in  
310 to attend. Gauthier also mentioned that some senate presidents come to  
311 complain about their college presidents to the Chancellor. There are also  
312 some presidents who are not present often on their campuses. Milke asked if  
313 consultations held on individual campuses were covered by Brown Act.  
314 Bruzzese replied that if a consultation occurred at Pierce between only the  
315 Senate President and the college president, this was not covered by the  
316 Brown Act.  
317 **2. Wolfram Mathematica** – New contract approved: Gauthier reported that the  
318 Wolfram Mathematica contract has been approved.  
319 **3. Early Retirement update:** Gauthier reported that faculty of a certain age  
320 should have received a packet about the proposed early retirement package.  
321

### 322 **Reports**

- 323 1. President's Report:  
324 a. Bond Steering: Gauthier proposed emailing reports to those senators  
325 who requested a report.  
326 b. DW-IT project: Gauthier reported that the project was underway.  
327 Currently, rapid repairs and troubleshooting was being conducted on  
328 servers.  
329 c. TPPC: Will work on policies directing digital badges.  
330 d. Adult Ed: Hired a new district dean, Adrienne Mullen  
331 e. ECDBC/DBC: Chancellor gave a report on the state budget.  
332 2. First VP Report  
333 a. Equivalency: Met to discuss multimedia course/graphic arts title issue.  
334 b. Discipline Day: See above.  
335 c. Last night's board meeting passed resolution on students of Japanese  
336 ancestry. A student in an internment camp was awarded a degree.  
337 3. Second VP:  
338 a. Curriculum Report: Atondo reported that she and Gauthier met with  
339 Cornner to discuss board rules and E-Reqs and how to clarify  
340 interpretation and to formalize a way for clarification.  
341 b. E-64: Will be voted on at their March meeting.  
342 c. Digital Badges  
343 4. Treasurer's Report: Current petty cash balance as of Feb. 8, 2017 =  
344 \$1839.30. Current DAS Fund 10059 balances as of 2/8/17: \$25,770.  
345 5. Standing Committee Reports:  
346 a. PDC – Next meeting on Feb 24, 2017, immediately following Discipline  
347 Day: Brent thanked LAVC and Miller for hosting PDC courses. As soon  
348 as she gets section numbers, she will send them to Gauthier.  
349 b. Academic Technology Committee – no report  
350

### 351 **Noticed for Next Meeting**

- 352 E-64 Program Approval  
353 E-XX District Consultation Process

354 Brown Act Consultation process

355

356 **Meeting adjourned @ 3:55 p.m.**

357

358 **Future dates**

359 *Spring Discipline Day, Feb. 24, 2017 @LACC Student Union, 3<sup>rd</sup> Fl.*

360 *DAS, March 9, 2017 @LAHC 12:30 – 3:30PM*

361 *DAS Exec, March 17, 2017 @ESC*

362 *Area C, E-3 470 Conference Room @ELAC*

363 *Cesar Chavez District Holiday, March 30, 2017*

364 *Spring Break, March 31 – April 4, 2017*

365 *DAS, April 13, 2017 @WLAC 12:30 – 3:30PM*

366

367 Respectfully submitted by Vic Fusilero, DAS Secretary