

District Academic Senate Executive Committee

Friday, September 4, 2020

9:30 a.m. to 12:00 p.m.

Zoom URL: <https://lacc.zoom.us/j/95616814755>

Meeting ID: 929 0542 5310

MINUTES

Attendance

	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
East	Jeffrey Hernandez
Harbor	Van Chaney
Mission	Carole Akl
Pierce	Barbara Anderson
Southwest	Robert Stewart
Trade	Artemio Navarro
Valley	Chauncey Maddren
West	Patricia Zuk
Guests	Adrienne Brown (GP Coordinator), Ryan Cornner (VC EPIE), Jessica Drawbond (LACCD DE Coordinator)

Call to Order:

President Angela Echeverri called the meeting to order at 9:31 a.m.

Approval of the Agenda:

The agenda was adopted as amended – *include software updates, and questions regarding EEAAP (Equally Effective Alternate Access Plan) related to Canvas* (Hernandez/Akl) **M/S/P**

Zuk's query related to a Districtwide email policy will be placed on the consultation agenda and can be brought to DAS (District Academic Senate) at its September 10, 2020 meeting.

Approval of the Minutes:

The minutes of the August 7, 2020 meeting were approved as written (Stewart/Hernandez) **M/S/P**

Public Speakers:

30 Jessica Drawbond, formerly the DE (Distance Education) Coordinator at L.A. Southwest
31 College, is now the DE Coordinator for the District. She is also an English instructor at
32 Southwest. Drawbond reported that Ryan Cornner, Vice Chancellor of Educational
33 Programs and Institutional Effectiveness (EPIE), is keeping a list of software requests and
34 purchases. Echeverri will follow up with Cornner to obtain the list. Drawbond referred
35 to DE integrations, i.e., tools in Canvas. Common integrations would be accessing Zoom
36 through Canvas, or publisher integrations, e.g., assignments and the grade book.
37 Previously, there had been no policy regarding integrations. Over the summer, the
38 LACCD focused on accessibility. Drawbond referred to the Voluntary Product
39 Accessibility Template (VPAT), a document which evaluates how accessible a particular
40 product is according to Section 508 Standards. The District reviewed the VPATs and
41 those which met standards were approved for Canvas integration. Those which have
42 not been updated to the 2.1 standards must be updated. The LACCD is requesting one
43 EEAAP (Equally Effective Alternate Access Plan) per integration. Colleges may use
44 EEAAPs and VPATs (one per tool) already developed at their sister colleges. Such
45 EEAAPs outline how the instructor would deal with accessibility issues when they arise,
46 especially now when most instruction is remote/online. One example would be how to
47 access content when students are requested to comment on what an instructor has put
48 on the screen and there are one or more students in the class who are visually impaired.
49 Further questions were referred to Cornner, whom Echeverri invited to attend this
50 meeting.

51

52 Drawbond also noted that public access to Canvas shells may be permitted; although
53 the LACCD is one district with 9 colleges, there is still local control. Thus, access to
54 Canvas shells can be controlled by the one who develops the shell – usually the college
55 DE Coordinator, as that person would have administrative control. The college DE
56 Coordinators are currently meeting twice a week – on Tuesdays and Thursdays. Faculty
57 members who have agenda items may email those items and they will be invited to join
58 the meeting.

59

60 Drawbond forwarded the link to enroll in the LACCD Faculty Resources Shell.

61 <https://ilearn.laccd.edu/enroll/WM8PJA>

62

63 Akl reported on the passing of Professor Emeritus David Jordan, who had been an
64 instructor of Law and Paralegal Studies at L.A. Mission College from 1997 to 2017. He
65 will be missed by his Mission family.

66

67 Cornner joined the meeting, and noted that software purchases might be a bit slower
68 than usual as District Procurement is understaffed at present. Cornner shared his
69 screen on Zoom and reviewed the spreadsheet of software purchases and their status
70 with the Senators. He will ask District Curriculum Dean Daniel Keller to send Echeverri
71 an updated version of this spreadsheet. Cornner was pleased to report that vendors are
72 generally willing to grant the LACCD use of the software before obtaining the signed
73 contracts.

74

75 There was some discussion related to the use of textbooks and licenses for the life
76 sciences. Cornner noted that, in face-to-face instruction, students usually work in
77 groups for the labs. Los Angeles Trade-Technical College is using this approach in its
78 online setting so that students need only one licensing code per lab group. Zuk
79 observed that many life science students at West L.A. College are using their two-week
80 free trial to do their labs for the entire semester.

81

82 Cornner stated that software requests were placed on the list through their discipline
83 committees. Since all signs point to instruction at the LACCD remaining online during
84 Winter and Spring of 2021, Cornner encouraged a review of these software requests
85 with an eye toward consistency and commonality as well as purchasing with an
86 economy of scale.

87

88 Cornner gave a general overview of EEAAPs and their integration with Canvas. Training
89 related to EEAAPs and VPATs had been done. He observed that most EEAAPs take 20
90 minutes or less to complete. They can also be Districtwide per course as multiples of
91 EEAAPs are not needed. The types of necessary accessibility would be the same as in a
92 face-to-face classroom, would be referred to DSPS (Disabled Students Program and
93 Services) for support and accommodations, and would include such things as alternate
94 assignments. Cornner will provide as many trainings as necessary, and will also work
95 with the individual faculty member. Thus far, he has reviewed over 70 VPATs and more
96 than 20 EEAAPs. A streamlined process was recommended with a single point of
97 contact. Echeverri noted that an accessibility breakout is planned for the Summit.

98

99 Drawbond posted the following links.

100 Recorded EEAAP and VPAT training:

101 [https://laccd.zoom.us/rec/play/0DBjXmIzK6s48N5rzs5LRmFSIQ7EySUdWDJEWNzhRp5D](https://laccd.zoom.us/rec/play/0DBjXmIzK6s48N5rzs5LRmFSIQ7EySUdWDJEWNzhRp5D17V1zLWvbuLpadqiVLxfx-LyOUeWo9bs42hc.yLgMYij507jxR42Z?continueMode=true)
102 [17V1zLWvbuLpadqiVLxfx-LyOUeWo9bs42hc.yLgMYij507jxR42Z?continueMode=true](https://laccd.zoom.us/rec/play/0DBjXmIzK6s48N5rzs5LRmFSIQ7EySUdWDJEWNzhRp5D17V1zLWvbuLpadqiVLxfx-LyOUeWo9bs42hc.yLgMYij507jxR42Z?continueMode=true)

103

104 It is also in the modules area of the LACCD Faculty Canvas Shell:

105 <https://ilearn.laccd.edu/enroll/WM8PJA>

106

107 Initially, the need for a Districtwide DE Coordinator was seen as a necessary response to
108 remote learning prompted by the COVID-19 pandemic. Seeing the ongoing necessity for
109 that position, Cornner will recommend it continue post-pandemic.

110

111 **Action Items**

112

113 **DAS Goals for 2020-2021**

114 (Akl/Kalustian) **M/S/P – as revised**

115

116 Discussion about this action item centered on viewing these goals through an equity
117 lens. The revised goals are below.

118

119 1) Developing equity and anti-racism plans

120

121 a) Reimagining faculty hiring through equity lens

122 b) Faculty diversification

123 c) Succession planning

124 d) Examination of curriculum under equity lens

125 e) Lead the investigation of ethnic studies and social justice requirement in
126 LACCD (course, activity, etc.)

127 f) Student equity in an online environment

128 g) Supporting faculty through professional development: Reimagining faculty
129 learning through equity lens, hard-to-convert courses, serving students with
130 disabilities, AB 705 implementation, online student services, and other needs

131

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

134

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

137

138 **Motion to encourage local senates and curriculum committees to postpone routine**
139 **non-urgent curricular updates until the transition of curriculum from ECD to eLumen is**
140 **complete**

141 (Akl/Anderson) M/S/P – as revised

142

143 **Perfected motion:**

144 *The District Academic Senate reaffirms the rights of local senates and curriculum*
145 *committees to postpone routine, non-urgent curricular updates until both the transition*
146 *of curriculum from ECD to eLumen, and the process of reviewing and approving DE*
147 *addenda to ensure the transition to remote learning, are complete.*

148

149 Atondo reported that East L.A. College Curriculum Chair Steve Wardinski recommended
150 that DAS make a suggestion for newer curriculum chairs to tell their local faculty to hold
151 off on any routine curriculum changes until we go live with eLumen. Atondo is hoping
152 to get the endorsement from the full DAS at its September 10, 2020 meeting. Although
153 Hernandez liked the idea of providing support for local senates and their curriculum
154 committees, he was concerned regarding inadvertently undermining local authority. El-
155 Khoury cautioned regarding how such a motion would be translated and the impact it
156 would have on curriculum at the colleges. Southwest is developing some industry-
157 related certificates at present, as an example. Atondo also noted that curriculum
158 committees cannot go back to using ECD (the LACCD Electronic Curriculum
159 Development system) until curriculum migration to eLumen is complete because District
160 IT has reported that it can no longer support ECD. College curriculum committees may

161 use paper record-keeping until migration is complete. After discussion, consensus was
162 reached with a perfected motion (above).

163

164 **DAS Calendar for 2020-2021 Academic Year**

165 (Stewart/Kalustian) **M/S/P – as revised**

166

167 Echeverri reviewed additions to the calendar. February 26, 2021 was suggested as the
168 date for Discipline Day for the Spring Semester; it will most likely be virtual. Stewart
169 reported that the ASCCC (Academic Senate for California Community Colleges) Area C
170 meeting would be October 17, 2020. Other ASCCC events and dates are: Area C –
171 March 27, 2021; Part-Time Faculty Institute – February 18-20, 2021; Spring Plenary
172 Session – April 15-17, 2021; Career/Non-Credit Institute – April 30-May 2, 2021; Faculty
173 Leadership Institute – June 17-19, 2021; Curriculum Institute – July 7-10, 2021. Stewart
174 also observed that no date is set presently for an Accreditation Institute. Also, if
175 platforms remain virtual, the length of the events might be shortened as travel to and
176 from such events will no longer be necessary.

177

178 **Noticed Items**

179

180 **Update to Professional Development College Charter**

181

182 Echeverri reported on the necessity to review and revise the charter and the bylaws of
183 the DAS Professional Development College (PDC) based on a changing landscape. Areas
184 of focus could include: Hard to convert classes; Effective practices for Math/English/ESL
185 and AB 705 implementation; Equity in faculty hiring; Serving students with disabilities;
186 Student services; Wellness and self-care; Online instruction and services; Other topics as
187 assigned by the DAS. Brent offered that the original intent was to offer courses in
188 andragogy, and that they had been offered along with timely and relevant seminars.
189 The September meeting of the PDC Steering Committee needed to be rescheduled due
190 to calendar issues. Ideas for moving forward will be on the agenda with
191 recommendations to the DAS.

192

193 **Discussion Items**

194

195 **Planning for:**

196

197 **Fall 2020 Summit 9/25/2020**

198

199 Echeverri reported on a meeting she had on September 3, 2020 with LACCD Dean of
200 Student Success Deborah Harrington and Associate Dean Jessica Cristo. They discussed
201 logistics and involvement in the Fall 2020 Summit, which will be held virtually due to the
202 COVID-19 pandemic. It is anticipated that the LACCD will have sufficient Zoom licenses
203 to accommodate participants. The theme would focus on the goals of the DAS for this
204 academic year. Possible titles for the Summit included:

205 “Meeting the Challenge: Advancing Equity in an Expanded Online World.”
206 Proposed breakout sessions were discussed including “Strategies and Effective Practices
207 for Conducting Labs and Activities Online,” “Equitable Opportunities in Local,
208 Districtwide and Statewide Academic Senate Service and Leadership,” and “Equity-
209 Focused Guided Pathways: From Ideas to Actions, Moving Toward Institutionalization.”
210 Keynote speakers were suggested.

211
212 Echeverri shared a draft agenda which included a general session in the morning
213 (remarks from LACCD Board President Andra Hoffman, greetings from LACCD Chancellor
214 Francisco Rodriguez, welcome from DAS President Angela Echeverri, remarks from Vice
215 Chancellor EPIE Ryan Cornner, and a brief question and answer session); a short break;
216 reports from Vice Chancellor and Chief Information Officer Carmen Lidz, LACCD DE
217 Coordinator Jessica Drawbond, a keynote speaker (TBA) on equity, and a student panel.
218 Afternoon breakout sessions and presenters could include: Regular and effective
219 contact (Drawbond, Wendy Bass), Equity in online learning (Holly Bailey-Hofmann);
220 Online accessibility (TBA); Wellness and self-care (Beth Benne, Brent); Hard-to-convert
221 courses (Stuart Souki, Steve Brown, Diane Livio, Brian Gadd, Freitas, and others);
222 Student and teacher engagement (Joanna Zimring-Towne, and others); Guided
223 Pathways (Josh Miller, A. Brown, Phyllis Braxton, J. Hernandez); CSU Ethnic Studies
224 graduation requirement (Anthony Samad, Eddie Flores, Ayesha Randall, and others);
225 eLumen update (LACCD Curriculum Dean Daniel Keller, Atondo); Faculty hiring: Equity,
226 MQs, and Equivalency (Eloise Crippens, El-Khoury, Kalustian, Shawn Tramel); Student
227 panel (Elias Geronimo and others); and ASCCC and statewide faculty leadership (Anna
228 Bruzzese, Stewart).

229
230 Commenting on possible breakout session topics for the Summit, Cornner suggested
231 that PRISM, part of the Race and Equity Center at the University of Southern California,
232 might want to partner. As the District’s job descriptions tend to be bureaucratic in
233 nature, it could be interesting to see how PRISM might bring an equity lens to the
234 recruitment and selection of faculty. Cornner also noted that the Weber Bill, which
235 requires students to complete an Ethnic Studies course as a requirement to receive a
236 baccalaureate degree at a California State University, specified four categories of ethnic
237 studies: Chicano; Native American/Indigenous Peoples; Asian; African-American.
238 Atondo expected that this requirement would be much like the American Institutions
239 requirement at the Cal States, i.e., it could be completed before or after transfer from a
240 California Community College to a Cal State. Cornner went on to note the receipt of a
241 letter from some LACCD faculty members who recommended the hiring of 100 District
242 faculty in these specific disciplines. Hernandez suggested the exploration of cross-
243 listing, e.g., Chicano Studies and Political Science. Atondo agreed that a DAS task force
244 was necessary so that the exploration and development of both Ethnic Studies and
245 credit for prior learning could be faculty-led.

246

247 **DAS Meeting 9/10/2020**

248 **Fall Plenary 11/5/2020 – 11/7/2020**

249 **District Discipline Day**

250 **Other events**

251

252 **DAS Goals for 2020-2021** – action item earlier in agenda - approved as revised

253

254 **DAS Academic Technology Committee: Membership and DAS Bylaws** – under
255 “Reports”

256

257 **Academic Freedom Statement**

258

259 Freitas reported on the absence of an updated academic freedom statement, noted
260 keenly during part of the Board Rule/Board Policy – Administrative Procedure alignment
261 project. It is a requirement of the ACCJC (Accrediting Commission for Community and
262 Junior Colleges).

263

264 From the ACCJC standard:

265 “In order to assure institutional and academic integrity, the institution uses and
266 publishes governing board policies on academic freedom and responsibility. These
267 policies make clear the institution’s commitment to the free pursuit and dissemination
268 of knowledge, and its support for an atmosphere in which intellectual freedom exists for
269 all constituencies, including faculty and students.”

270

271 Freitas noted that an academic freedom statement is in Article 4 of our LACCD/AFT
272 Faculty Guild collective bargaining agreement (CBA), and local senates also have such
273 statements, usually based on one by the AAUP (American Association of University
274 Professors). The challenge would be to draft a broad policy that would leave latitude to
275 the local senates to craft statements that were both compatible with the larger policy as
276 well as congruent with their college.

277

278 The Senators expressed concern with the last sentence in the draft statement: “If a
279 College Academic Senate adopts its own Academic Freedom statement, it shall establish
280 a process, in consultation with the AFT, for investigating allegations of violation of
281 Academic Freedom.” Issues of the creation of grievances or practices outside of the
282 evaluation process were raised.

283

284 After discussion, the following change to the last sentence was recommended:

285

286 *“Each College Academic Senate may adopt and defend their own Academic Freedom*
287 *statements, consistent with this policy and Article 4 of the AFT Faculty Collective*
288 *Bargaining Agreement.”*

289

290 **MOTION: Extend meeting for 10 minutes**

291 (Kalustian/Hernandez) **M/S/P**

292

293 As a point of information, Cornner reported that some teachers have been excluding or
294 dropping students who have not purchased the book because they only want to use the
295 tests contained in the textbooks being used for their class. He noted that the practice of
296 dropping students if they do not have the book is a violation of the California Education
297 Code, and asked the Senators to strongly encourage peer compliance with this Ed Code
298 Statute.

299

300 **Proposed MOU for Spanish Noncredit Minimum Qualifications**

301

302 Echeverri reported that she had received a request from Non-Credit faculty member
303 Leticia Barajas at East. That college wants to offer Spanish for Non-Credit, and is
304 proposing a Memorandum of Understanding (MOU) related to minimum qualifications
305 (MQs) for instructors in this discipline. Freitas observed that this discipline would be
306 placed in the tenth category of Non-Credit, i.e., workforce training (also in Title 5
307 §53412). He also noted that the proposed MOU was very specific, and that other
308 aspects of the MQs for vocational and workforce training courses were eliminated in the
309 proposed MOU. Freitas recommended greater clarification before the DAS could take
310 action on this MOU.

311

312 **DAS Bylaws, Standing Rules, and Elections** – no report

313

314 **District Guided Pathways Efforts and Local Senate Purview** – no report

315

316 **Update on Administrative Retreat Rights Task Force**

317

318 Brent reported that the next meeting will be on September 29, 2020. Freitas
319 emphasized that a retreating administrator who did not have faculty tenure in the
320 LACCD should not have a process which has precedence over faculty wishing to transfer
321 to another college in the LACCD.

322

323 **Professional Development College and Support for Hard-to-Convert Classes, E-100, AB**
324 **705, and Online Instruction and Services** – no separate report

325

326 **Supplemental Reassigned Time for Academic Senate Work (2020-2021)** – no report

327

328 **Issues with E-11: Creation of New Subjects – Placement of Existing Subjects** – no report

329

330 **Other Concerns: Accreditation, Board Rules Project, FLEX Day Webinar capacity,**
331 **Technology Procurement** – some items previously discussed

332

333 Reports

334

- 335 • **Officer Reports**

336

337 * **President** – no additional report
338
339 * **1st Vice President** – no additional report
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341 * **2nd Vice President** – no additional report
342
343 * **Treasurer**
344 Stewart reported that Trade-Tech, Mission, and Southwest had already paid their dues
345 to DAS.
346
347 **Other Reports:**
348
349 * **TPPC** – no report
350
351 * **Academic Technology**
352
353 Freitas reported that the committee will be meeting on September 19, 2020. Proposed
354 changes to the Academic Technology Committee will be forwarded to the DAS for
355 review and for potential vote on applicable revisions to the DAS Bylaws. He thanked
356 Drawbond, Adrienne Brown, and Josh Miller for their participation in a task force to
357 develop resource modules for online student readiness. They are listed below.
358
359 LACCD Student Distance Learning Shell Self-Enrollment link:
360 <https://ilearn.laccd.edu/enroll/FN4HEC>
361
362 Student Self-Orientation to Canvas self-enrollment link:
363 <https://ilearn.laccd.edu/enroll/RPWM6L>
364
365 * **Professional Development College**
366 Brent added that the PDC will be offering two seminars in October: October 9, 2020, 9-
367 11 a.m. – E-100 Updates; October 16, 2020, 9 a.m. to 1 p.m. – Diversity in Faculty Hiring.
368
369 * **Hard-to-convert courses** – no further report
370 * **DE Training Workgroup** – previously reported
371 * **Guided Pathways** – no additional report
372 * **Others** – none
373
374 **Upcoming Meetings:**
375
376 **District Budget Committee:** Wednesday, September 9, 2020 – Zoom
377 **DAS Meeting:** Thursday, September 10, 2020 – Zoom
378 **Consultation:** Monday, September 14, 2020 – Zoom
379 **Board Standing Committees:** Wednesday, September 16, 2020 – Zoom
380 **Fall 2020 District Summit:** Friday, September 25, 2020

381 **DAS Executive Committee:** Friday, October 2, 2020 – Zoom
382 **LACCD Board Meeting:** Wednesday, October 7, 2020 - Zoom
383 **ASCCC Fall 2020 Plenary Session:** November 5-7, 2020

384

385 **Adjournment**

386 (Brent/Freitas) **M/S/P**

387 The meeting was adjourned at 12:16 p.m.

388

389 Respectfully submitted by Lourdes M. Brent, DAS Secretary