

District Academic Senate Executive Committee

Friday, December 2, 2022

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

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

Meeting ID: 956 1681 4755

MINUTES

Attendance

| | Present |
|------------------|---|
| Officers | Angela Echeverri (President), Anna Nicholas (1 st VP), Elizabeth Atondo (2 nd VP), Lourdes Brent (Secretary), Joshua Miller (Treasurer), John Freitas (Parliamentarian) |
| City | |
| East | Jeffrey Hernandez |
| Harbor | |
| Mission | Carole Akl |
| Pierce | Barbara Anderson |
| Southwest | |
| Trade | Marvin DaCosta |
| Valley | Chauncey Maddren |
| West | |
| Guests | Jessica Drawbond (Southwest) |

Call to Order:

District Academic Senate President Angela Echeverri called the meeting to order at 9:34 a.m.

Approval of the Agenda:

The agenda was adopted as written
(J. Hernandez/Akl) **M/S/P**

Approval of the Minutes:

The minutes of the November 18, 2022 meeting were approved as revised
(Anderson/J. Hernandez) **M/S/P**

Abstention: Freitas, Maddren

Public Speakers: None

Action Items

1. Revise AP 5010: Admissions (amend existing AP to incorporate E-107 language); for notice at December 8, 2022 DAS meeting

31 (Akl/Maddren) **M/S/P – adopted by unanimous consent**

32

33 The previous LACCD regulation, E-107, was split into two Administrative Procedures (AP)
34 – one referring to student transcripts being received and the other to transcripts being
35 sent.

36

37 **2. New AP 5011: Admission and Concurrent Enrollment of High School and Young**
38 **Students; for notice at December 8, 2022 DAS meeting**

39 (Anderson/DaCosta) **M/S/P - adopted by unanimous consent**

40

41 This AP adds language about dual enrollment, and replaces Board Rule 8100.

42

43 **3. New AP 5012: International Students; for Notice at the December 8, 2022 DAS**
44 **Meeting**

45 (Akl/Maddren) **M/S/P - adopted by unanimous consent**

46

47 This item will also be added to the next consultation agenda.

48

49 **4. Revise AP 5040 Student Records, Directory Information, and Privacy (amend**
50 **existing AP to incorporate E-107 language); for Notice Approval at the December 8,**
51 **2022 DAS Meeting**

52 (J. Hernandez/Maddren) **M/S/P – as revised**

53

54 **MOTION: *Change from notice to approval at December 8, 2022 DAS meeting.***

55 (J. Hernandez/Maddren) - **adopted by unanimous consent**

56

57 **5. New AP 5075 Course Adds and Drops; for notice approval at the December 8, 2022**
58 **DAS meeting**

59 (Freitas/Maddren) **M/S/P**

60

61 **MOTION: *Change from notice to approval at December 8, 2022 DAS meeting.***

62 (J. Hernandez/Maddren) **M/S/P**

63

64 This AP reflects Title 5 changes.

65

66 **6. New AP 5200 Student Health Services; for notice at the December 8, 2022 DAS**
67 **meeting**

68 (Akl/Anderson) **M/S/P - adopted by unanimous consent**

69

70 This AP reflects Title 5, and clarifies that only students who are exclusively enrolled in
71 non-credit classes are exempt from paying the student health fee.

72

73 **7. AP 4236 Advanced Placement Appendix update; for action at DAS December 8,**
74 **2022 meeting**

75 (J. Hernandez/Akl) **M/S/P - adopted by unanimous consent**

76

77 This AP reflects updates on the names of examinations to mirror the College Board
78 terminology.

79

80 **8. Approve the revised Equivalency Coordinator Job Announcement; for action at**
81 **December 8, 2022 DAS meeting**

82 (Nicholas/Freitas) **M/S/P - as revised - adopted by unanimous consent**

83

84 **MOTION: Amend announcement by rephrasing under Desirable Qualifications,**
85 **Tenured or tenure-track faculty member**

86 (J. Hernandez/Nicholas) **M/S/P**

87

88 **9. Approve the revised AP 7211: Faculty Service Areas, Minimum Qualifications, and**
89 **Equivalencies for notice at – from Equivalency Committee**

90

91 **MOTION: Reconsider previously approved item**

92 (Freitas/J. Hernandez) **M/S/U**

93

94 **MOTION: Amend as follows:**

95 (J. Hernandez/Nicholas) **M/S/U**

96

97 ***Include “Credentials” Section between “Minimum Qualifications” and “Equivalencies”***
98 ***to read as follows: Per Education Code 87355, every person authorized to serve as a***
99 ***community college instructor, librarian, counselor, student personnel worker,***
100 ***supervisor, administrator, or chief administrative officer under a credential shall retain***
101 ***the right to serve under the terms of that credential, and, for that purpose, shall be***
102 ***deemed to possess the minimum qualifications specified for every discipline or service***
103 ***covered by the credential until the expiration of that credential.***

104

105 **Permanent Minimum Qualifications**

106 ***A faculty member who is deemed per this procedure to meet the minimum***
107 ***qualifications necessary to ~~teach~~ serve as faculty in a discipline will retain that status***
108 ***indefinitely...This remains true...or relevant accrediting agency for ~~teaching~~ servng as***
109 ***a faculty member in that discipline. This also remains true for any courses or other***
110 ***work assigned to a discipline at the time a faculty member was deemed to meet its***
111 ***minimum qualifications. ~~Such~~ For example, such a faculty member...in that discipline.***
112 ***Individuals who have resigned from the District for reasons other than retirement, and***
113 ***subsequently reapply for employment as faculty must meet the current minimum***
114 ***qualifications at the time of re-applying for employment.***

115

116 (J. Hernandez/Nicholas) **Approve action item as amended M/S/U**

117

118 **10. Approve the Appendix to AP 7211, LACCD General Education for notice – from**
119 **Equivalency Committee**
120 **M/S/P**
121
122 **11. Recommendation on HyFlex training: The District Distance Education Committee**
123 **recommends that instructors teaching HyFlex are required to 1) be Distance**
124 **Education-certified (by completing Introduction to Teaching with Canvas and**
125 **Introduction to Online Teaching and Learning or the equivalent) and 2) complete**
126 **additional HyFlex training (2 hours in-person and an online component) and earn the**
127 **LACCD HyFlex training digital badge; for ~~action~~ notice at December 8, 2022 DAS**
128 **meeting**
129
130 (Maddren/Akl) **M/S/P – as amended**
131
132 **MOTION: Amend this item for notice but not action at the December 8, 2022 meeting**
133 **of DAS**
134 (J. Hernandez/Anderson) **M/S/P**
135
136 **12. Appendix to AP 4105: Regular Substantive Interaction Guidelines-Updated; for**
137 **action at December 8, 2022 DAS meeting**
138
139 (Maddren/Atondo) **M/S/P**
140
141 **MOTION: Amend the title to Appendix A to AP 4105: Regular Substantive ...**
142 (Freitas/Atondo) **M/S/P**
143
144 **13. Appendix B to AP 4105: LACCD Camera Use Guidelines; for action at December 8,**
145 **2022 DAS meeting**
146 (Freitas/Atondo) **M/S/P**
147
148 **MOTION: Amend the title to Appendix B to Ap 4105: LACCD Camera ...**
149 (Atondo/Freitas) **M/S/P**
150
151 **14. Districtwide Software Requests; for action at December 8, 2022 DAS meeting –**
152 **from OAETC**
153 (Freitas/J. Hernandez) **M/S/P**
154
155 **15. White Paper: Guidelines for Tutor Categories; for action at the DAS December 8,**
156 **2022 meeting**
157 (Maddren/J. Hernandez) **M/S/P**
158
159 This item will also be placed on the December 9, 2022 consultation agenda.
160
161 **Noticed Items**

162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183
184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204

- 1. LACCD Camera Use Guidelines**
- 2. Districtwide Software Requests**

These items, previously noticed, were included as action items 13 and 14, respectively.

Discussion Items

- 1. Planning for 2022-23: Brown Act Meetings and End of COVID-19 Emergency Declaration; Calendar of Events: DAS Meeting Locations for March and May of 2023, DAS Exec Meeting Locations, Accreditation, Spring 2023 District Discipline Day, ASCCC Events**

Additional guidance regarding Brown Act meeting requirements will be sought and meeting location decisions will be made at the DAS Exec retreat on January 20, 2023.

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

Echeverri will contact the Academic Senate for California Community Colleges (ASCCC).

- 3. In-Language Instruction**

The senators discussed various challenges to in-language instruction, such as equivalency, who determines if someone is qualified to teach in a language other than English, and the apparent lack of inclusion of the academic senate in the development and implementation of curriculum. This item will be placed on the consultation agenda.

- 4. Faculty Hiring Procedures: Standardized District and HR language**

A DAS work group will be formed, including Echeverri, Anderson, Freitas, and J. Hernandez, with Nicholas and Brent as needed.

MOTION: *Extend the meeting by 10 minutes*
(J. Hernandez/Maddren) **M/S/P**

- 5. Best Practices for Diversifying Faculty Ranks**

A process has begun through the review and approval of policy. This item will be placed on the January 20, 2023 DAS Exec retreat agenda.

- 6. Proposed New BP 6305 and AP 6305: Reserves**

205 A newly proposed Board Policy and Administrative Procedure, 6305, was brought by
206 Jeannette Gordon, Chief Financial Officer of the LACCD, at the last meeting of the
207 District Budget Committee (DBC), based on a memo from the California Community
208 Colleges Chancellor’s Office (CCCCO). There were concerns that this memorandum was
209 being perceived as a directive and not a suggestion from the CCCCCO, that districts must
210 maintain a 2-month expenditure in reserves, and that such a fiscal strategy would
211 detrimentally impact colleges. This item will be placed on the next consultation agenda.

212

213 **7. Establishment of a District Council to Vet and Make Recommendations on Non-**
214 **10+1 Matters to the Chancellor**

215

216 This item will be discussed in detail at the January 20, 2023, and will also be discussed
217 with the American Federation of Teachers Faculty Guild, Local 1521.

218

219 **8. District Responsibility for Campus Safety & Emergency Preparedness**

220

221 This item is in response to a stabbing which occurred on the campus of Los Angeles City
222 College, and will be placed on the consultation agenda related to issues surrounding
223 notification (or lack thereof) to students and employees.

224

225 **9. Title 5 Changes on Distance Education Requirements (Sections 55005, 55200, 55204,**
226 **55206, and 55208)**

227

228 These referenced changes to Title 5 are now posted.

229

230 **10. Common Course Terminology for Class Schedules**

231

232 The DAS will request an update at consultation for this previously-approved policy.

233

234 **11. Resolution from the Los Angeles Valley College Academic Senate to the District**
235 **Academic Senate Regarding Academic Administrator Retreat Rights**

236

237 Specific recommendations for revisions from Valley’s senate will be forwarded. These
238 more restrictive guidelines would revise a BP that was approved by DAS in 2021.

239

240 Some discussion items and reports were reserved to a later meeting.

241

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

244

245 **13. Need for DAS Legislative Liaison and Advocacy**

246

247 **14. DAS Goals and Challenges for 2022-2023**

248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275
276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291

15. Update on AB 1705, AB 705, Student Enrollment, and Learning Loss

16. LACCD Student Survey-Fall 2022

17. Districtwide Faculty Professional Development

18. Determination of Foreign Language Proficiency for LACCD Faculty and Staff

19. Zero Textbook Cost Grants including OER

20. Other Concerns: Items from the Floor

Reports

- **Officer Reports**

President

Owing to the hour, Echeverri reserved her report to permit time for other reports.

1st Vice President – written report

DAS 1st VP Report for DAS Exec meeting on December 2, 2022 (Anna Nicholas)

The Equivalency Committee has not met since my last report. Our next meeting is on Monday, 12/12 at 2 pm on Zoom.

The Administrative Retreat Rights Workgroup met on 11/29 and talked about the status of this project. We are currently awaiting the vote on revised BP 7250:

Educational Administrators Retreat Rights at the DAS meeting on December 8. This item was noticed at the October 13 DAS meeting and approved by the DAS Exec on October 7.

Elizabeth Thornton, the AFT rep on the workgroup requested a list of questions she will submit to the AFT lawyers, so we spent much of the meeting working on this list.

The workgroup’s next meeting is on Thursday, 1/26/2023 at 1 pm on Zoom. The next step is to begin working on the corresponding AP.

2nd Vice President

Secretary

Treasurer

292 **Local Senate Presidents**

293

294 • **Other Reports:**

295

296 • **District Budget Committee (DBC)**

297

298 • **Online Education and Academic Technology Committee**

299

300 • **TPPC**

301

302 • **Guided Pathways**

303

304 • **Professional Development College**

305

306 • **Sustainable Environment Institute – written report**

307

308 SEI Update from George Leddy, SEI Co-Coordinator

309

310 The Sustainable Environment Institute of the LACCD continues to expand its
311 educational objectives, particularly with faculty professional development. We had a
312 successful two-hour seminar on climate anxiety and mental health last month that
313 featured our own faculty as well as invited guests with professional experience in
314 both psychotherapy and climate activism. We were fortunate to have one of our
315 very own West LA College students, Sim Bilal, who spoke from personal experience
316 and how the climate crisis moved him to activism. The entire event is recorded and
317 available to you at the SEI website under Teaching Resources and the SEI Lecture
318 series. It's also on the homepage at www.seilaccd.net. We hope to continue and
319 expand the seminar series in the coming year from our current four or five to eight.

320

321 The frequency of our newsletter publications has doubled in the last nine months.
322 You will receive a December update this semester and expect as many as eight
323 newsletters a year. While these are now shorter and called Updates, two of those
324 we want to make into longer bi-annual publications with a wider range of articles
325 and topics.

326

327 We are also reaching outside of district resources to connect with nonprofits that
328 work on education and climate action. We are exploring bringing Sustainable Works
329 back to the district, perhaps in the Spring, pending funding. So, we now have initial
330 connections with the climate wisdom lab, 3CSN, Sustainable Works, PANDO, and the
331 Climate Reality Project.

332

333 The SEI participated in a regional effort to bring communities and educational
334 resources together in the project known as Pando Days. The SEI completed two
335 learning modules on water conservation and energy efficiency in buildings. Funding
336 originated with the Dolores Huerta Labor Institute at LATTC. These are useful to

337 myriad courses in environmental topics and examine the employment potential in
338 these two growing areas of sustainability in the build environment.

339

340 We continue to work with the LACCD Foundation to make our account there more
341 accessible to meeting our operating costs, as the donation was intended. We hope to
342 have an update on that soon.

343

344 **Upcoming Meetings:**

345

346 **DAS Meeting:** Thursday, December 8, 2022 – Zoom

347 **Consultation:** Friday, December 9, 2022 – Zoom

348 **LACCD Board Meeting:** Wednesday, December 14, 2022 – Hybrid

349 **ECDBC Meeting:** Tuesday, December 27, 2022 – Zoom

350 **District Budget Committee:** Wednesday, January 11, 2023 – Zoom

351 **Consultation:** Tuesday, January 17, 2023 – Zoom

352 **DAS Executive Committee Retreat:** Friday, January 20, 2023

353 **DAS Executive Committee Meeting:** Friday, February 3, 2023 – Zoom

354 **DAS Meeting:** Thursday, February 9, 2023 – Zoom

355 **ASCCC Academic Academy:** February 16-17, 2022 – Virtual

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

357 **ASCCC Faculty Leadership Institute:** June 15-17, 2023 – Millbrae

358 **ASCCC Curriculum Institute:** July 12-15, 2023 – Riverside – Hybrid

359

360 **Adjournment**

361 (J. Hernandez/Nicholas) **M/S/P**

362 The meeting was adjourned at 12:28 p.m.

363

364 Respectfully submitted by Lourdes M. Brent, DAS Secretary