

# District Academic Senate Executive Committee

Friday, March 5, 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), Naja El-Khoury (1 <sup>st</sup> VP), Elizabeth Atondo (2 <sup>nd</sup> VP), Lourdes Brent (Secretary), John Freitas (Parliamentarian)   |
| <b>City</b>      | Michael Kalustian   |
| <b>East</b>      | Jeffrey Hernandez   |
| <b>Harbor</b>    |   |
| <b>Mission</b>   | Carole Akl  |
| <b>Pierce</b>    | Barbara Anderson  |
| <b>Southwest</b> | Allison Moore for Robert Stewart  |
| <b>Trade</b>     | Artemio Navarro   |
| <b>Valley</b>    | Chauncey Maddren  |
| <b>West</b>      | Patricia Zuk  |
| <b>Guests</b>    | Wendy Bass Keer (Pierce), Adrienne Brown (Harbor), Anna Bruzzese (Pierce), Ryan Cornner (VC EPIE, LACCD), Jessica Drawbond (Southwest), Daniel Keller (Dean, EPIE, LACCD), Carmen Lidz (VC IT, LACCD), Joshua Miller (Valley) |

### Call to Order:

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

### Approval of the Agenda:

The agenda was adopted as amended – *Include discussion of joining the CVC OEI as a District; Use of FAQs on online video in synchronous instruction; TPPC*

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

### Approval of the Minutes:

The minutes of the February 5, 2021 meeting were approved as written

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

**Abstain:** Allison Moore

### Public Speakers:

28 Jessica Drawbond, District Distance Education (DE) Coordinator, gave a Technology  
29 Planning and Policy Committee (TPPC) report. Although the State has announced that  
30 storage limits on Zoom recordings are being reached, the LACCD has its own Zoom  
31 accounts and capabilities, and is working on getting space to store recordings.  
32 Continuing, Drawbond also reported that, in anticipation of a hybrid teaching model for  
33 Fall 2021, 10 classrooms per campus will be equipped with lecture capturing, permitting  
34 in-person instruction as well as synchronous live streaming. District IT (Information  
35 Technology) is also working on a series of upgrades and updates necessary for upcoming  
36 accreditation by the ACCJC (Accrediting Commission for Community and Junior  
37 Colleges).

38  
39 Vice Chancellor Carmen Lidz, LACCD Chief Information Officer, reported on two items  
40 discussed at TPPC: Zoom accounts and hybrid classrooms. 1) The State will begin  
41 deleting Zoom recordings made prior to August of 2020. This action by the State is not  
42 applicable to the LACCD account at this time, as we have a sub-account and separate  
43 storage areas. However, she foresees that the State Chancellor's Office will, at some  
44 point, request that the LACCD start deleting recordings on its sub-account. Lidz  
45 recommended differentiating between the types of recordings which we should keep  
46 longer (such as those used for training which might be retained for a semester or in  
47 perpetuity) versus a recording of an ad hoc meeting. 2) Lidz presented a model of the  
48 hybrid classrooms. The intention is to accommodate students in the classroom and  
49 online, and to leverage the students' and the faculty's familiarity with Zoom. As an  
50 example of how the technology can be used, the instructor can use a whiteboard and a  
51 document camera. A screen will be situated in the in back of the classroom to see what  
52 the students are seeing online. Instructors will have tracking cameras in the classroom  
53 with a ceiling microphone to capture student questions and comments in class and  
54 through Zoom. If the demand is greater than 10 classrooms per college, it can be  
55 expanded later. At present, 10 hybrid classrooms per college are needed now so that  
56 each college can be enabled. The LACCD is experiencing 3-month delays in the sourcing  
57 of equipment after orders are placed. Thus, there is a tight timeline to build out and  
58 test the equipment, platforms, and protocols.

59  
60 Hernandez commented on the splendid design and commitment to get the equipment  
61 to the colleges. He inquired as to whether there had been a needs assessment based on  
62 factors such as facilities and equity, and wondered about implementation.

63  
64 Lidz replied that the Vice Presidents of Academic Affairs at the colleges are working on  
65 needs assessment and identifying the classrooms which would receive the equipment.  
66 Due to procurement lag times, equipment orders must be placed soon as the District  
67 only has approximately 2 months to make all the installations at all of the colleges.  
68 However, additional rooms can be created beyond Fall.

69  
70 There was robust discussion related to the design and rollout of the plans for these  
71 hybrid classrooms as well as the necessity for constituency groups to have input during

72 the review phase as well as the implementation phase. The movement of committee  
73 websites to SharePoint was also discussed, especially since standing Senate committees  
74 are governed by the Brown Act, must be accessible to the public, and SharePoint is not  
75 available to the public at all of the colleges. Communication needs to be improved – for  
76 the District in its inclusion of voices as well as representatives reporting to their  
77 constituency groups. Representation on TPPC was examined. It was observed that not  
78 all colleges have representation, but that constituencies are assigned, such as Faculty  
79 Guild, Staff Guild, etc. A representative of the District Academic Senate is the TPPC co-  
80 chair but Lidz offered to give updates to the DAS as well. The centralization of IT  
81 introduces further challenges to related conversations at the local level.

82  
83 Echeverri thanked Lidz for attending the meeting and noted that there is always room  
84 for improvement in communication, especially to make sure that communication  
85 happens locally.

### 86 **Action Items**

#### 87 **1. Administrative Retreat Rights Policy Language**

88  
89 **Parliamentary Inquiry** – Kalustian – *Noting that this item had been previously reviewed*  
90

91  
92 Echeverri referred to objections from the deans’ union (Teamsters Local 911). However,  
93 she also noted the lack of support for a “grandparent’s clause” (which would allow  
94 current educational administrators without faculty tenure to “retreat” as a probationary  
95 faculty member in the absence of a vacancy). This item will be moved to the full DAS for  
96 action.  
97

#### 98 99 **2. Approve New Subject: VETTECH (DCC approved 3/1/21)**

100 (Freitas/Atondo) **M/S/P**

101  
102 Atondo explained the necessity for creating this new subject to align with the new  
103 LACCD/AFT Faculty Guild collective bargaining agreement (CBA). In that new CBA, the  
104 AFT negotiated new standard hour loads for Vet Tech. All courses in Animal Science will  
105 move to Vet Tech. There were questions about the creation of future problems related  
106 to minimum qualifications (MQs). Anderson will put questions related to the title of the  
107 discipline to which this subject will be assigned on the agenda of the upcoming senate  
108 meeting at Pierce.  
109

#### 110 **3. Motion: Update WICHE Passport Map to Include CSUGE Area F and Permitting Use** 111 **of a Course to Satisfy Any Number of Outcomes for Which It Is Approved - DCC** 112 **approved 2/19/21**

113 (Freitas/Atondo) **M/S/P – as amended to reflect that Area D = 6 units and Area C = 9**  
114 **units**

116 Atondo noted that the LACCD has signed a Memorandum of Understanding (MOU) on  
117 the WICHE passport (Western Interstate Commission on Higher Education). The current  
118 motion would aid in applicability of courses related to upcoming changes in CSUGE Area  
119 F, (California State University General Education; Ethnic Studies) permitting courses to  
120 count in multiple areas. Brown recommended a technical fix (see above); the passport  
121 was amended accordingly.

122

123 **Noticed Items**

124

125 **1. AP 4260 Prerequisites and Corequisites – Action Item at DCC on 3/12/21, proposed**  
126 **Action Item at 5/13/21 DAS meeting**

127

128 Atondo noted the necessity for prerequisite and corequisite administrative procedures.  
129 Most of the content of the motion was taken verbatim from the language developed by  
130 the California Community Colleges Chancellor’s Office and the Academic Senate for  
131 California Community Colleges (CCCCO and ASCCC, respectively). This draft is  
132 scheduled for action at the District Curriculum Committee (DCC) soon so that it could be  
133 on the May agenda of the DAS. Freitas observed that we are using the Administrative  
134 Procedure (AP) template from the CCLC (Community College League of California) as this  
135 proposed AP was previously in the Student Services Section of the LACCD Board Rules.

136

137 **2. APXXXX – Course Substitutions and Waivers – Action Item at DCC on 3/12/21;**  
138 **proposed Action Item at 5/13/21 DAS meeting – AP 5XXX**

139

140 Atondo provided background on the item. Responding to questions in the draft AP  
141 related to the Admissions and Records (A & R) personnel reviewing course substitutions  
142 and waivers for “completeness,” Atondo replied that A & R technicians would review  
143 such petitions to determine if the form was completely filled out. The evaluation of the  
144 curriculum remains the purview of the faculty.

145

146 **3. APEXXX – Petitions for Degrees and Certificates – from Counseling Chairs –**  
147 **proposed Action Item at 5/13/21 DAS meeting**

148

149 Ryan Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness  
150 (EPIE) at the LACCD, referred to a recommendation from the Counseling Chairs to  
151 temporarily suspend the Degree Audit function in the Student Information System (SIS),  
152 PeopleSoft. One reason is that courses may count differently at different colleges, e.g.,  
153 satisfying a Humanities requirement instead of a Social Science requirement for a  
154 degree. Cornner disagreed with the recommendation from the Counseling Chairs,  
155 noting that the majority of programs at the colleges would not be affected, and instead  
156 suggested that Articulation Officers work to identify and resolve articulation and  
157 curricular issues.

158

159 Daniel Keller, LACCD Dean of Curriculum and Educational Support Services, has been  
160 meeting with IT team, EPIE personnel, Articulation Officers, and A & R personnel to  
161 discuss problems with degree audits. They have three recommendations:

- 162
- 163 1) Turn off the pie chart in the student display in their SIS portal. The pie chart  
164 shows students have far they are in the degree process
  - 165 2) When a student or a counselor looks at the audit, it collapses as a default. The  
166 recommendation is to set the default at open versus collapsed.
  - 167 3) Degree Audit is not an issue for certificates and local degrees. For Associate  
168 Degrees for Transfer (ADTs), seeing where a class was taken might help  
169 determine if the class could apply to an ADT. The District IT department will  
170 review and determine if coding can help resolve this issue.

171

## 172 Discussion Items

173

### 174 **Planning for:**

175

- 176 • **DAS Exec Meeting on April 16, 2021**
- 177 • **DAS Academically Speaking Newsletter Spring 2021**
- 178 • **Upcoming DAS Meetings and Election on May 13, 2021**
- 179 • **Spring 2021 ASCCC Plenary Session**
- 180 • **Spring, Summer, and Fall Semesters**
- 181 • **Action Plan for DAS Goals**

182

183 Echeverri observed that the DAS Executive Committee (DAS Exec) is scheduled to meet  
184 on April 16, 2021, which is during the 2021 ASCCC Spring Plenary Session. The date for  
185 Spring Plenary was not known at the beginning of this academic year when the DAS  
186 calendar was established. Various alternate dates were discussed.

187

188 **MOTION: *Re-calendar the meeting of the DAS Exec from April 16 to April 23, 2021***

189 (Brent/Maddren) **M/S/P**

190

191 Echeverri will request agenda items, and will try to get a draft of the agenda out by later  
192 today. Elections for DAS officers will be at the May 13, 2021 meeting. She has sent out  
193 an election notice to all District faculty, and requested that the Senate Presidents re-  
194 send to the faculty at their colleges. Nomination forms are due March 11, 2021 and  
195 must be sent electronically to the Nominations and Elections (N & E) Committee Chair,  
196 Chauncey Maddren. The N & E Committee will determine eligibility of the candidates to  
197 run for office.

198

199 There was some discussion on the protocol for using District email for campaigning. The  
200 general view was that, although mass emails are inappropriate, reaching out to  
201 individual colleagues through District email would be permitted. The N & E Committee

202 will have further discussion, formulate a question, and forward the question to Cornner,  
203 who will then send it to the District Office of General Counsel. Members of the N & E  
204 Committee did note that, once elections procedures have begun, the rules cannot  
205 change. Maddren further reported that the committee has not yet decided on an  
206 election platform, but that it would likely be Election Runner as it is safe, secure, and  
207 cost-effective.

208  
209 Echeverri requested that the Senators turn in their articles for the Spring 2021 edition of  
210 *Academically Speaking* as soon as possible. DAS Treasurer, Robert Stewart, has  
211 requested that those who wish to attend the Spring Plenary session submit their names,  
212 and other required paperwork, by March 8, 2021. Echeverri thanked A. Brown for  
213 forwarding a list of faculty members from Harbor who wish to attend Plenary, as there  
214 have been some challenges in getting faculty participation from Harbor and its senate.

215  
216 Cornner reported that the enrollment figures for Summer and Fall 2021 are improving.  
217 Vaccine distribution has quickened tremendously, providing an opportunity for in-  
218 person instruction for Fall. Summer is being planned remotely for now, but some things  
219 may be added if there are improvements in the infection rate and vaccination numbers.  
220 The AFT Faculty Guild has been negotiating with the District administration to provide  
221 return to work guidelines and protocols. Tier 1 priority registration for Fall 2021 is May  
222 24<sup>th</sup>.

223

#### 224 **District Payroll support for local Senate dues paid through payroll deductions**

225

226 Anderson noted that Pierce has been trying to have local senate dues deducted through  
227 payroll. They had been working with Bruce Rosky and Joan Grimes from District Payroll.  
228 It was determined that payroll deductions for senate dues can be done but making the  
229 necessary programming changes it is not currently a high priority. Anderson hopes to  
230 get support from the other college senates. At Pierce, senate dues are used to provide  
231 funds for scholarships and events for students. Echeverri will place this item on the  
232 consultation agenda.

233

#### 234 **Next steps in Arranging Faculty Consultation with District Office of Diversity, Equity 235 and Inclusion on sexual harassment training**

236

237 Anderson observed that Dale Fields Pierce had addressed the DAS on faculty providing  
238 feedback and input on sexual harassment training so that the District could move  
239 beyond compliance and in to changing the culture. Cornner noted that the most recent  
240 training was a requirement from the State of California, and it was their training  
241 materials which the District used. He suggested contacting Brittany Grice at the LACCD  
242 Office of Diversity, Equity and Inclusion (ODEI) as well as the ASCCC.

243

#### 244 **Designation in PeopleSoft and Process of Adoption of Open Educational Resources 245 (OER) and Zero-Cost Textbooks (ZCT)**

246

247 Akl expressed concerns of a cumbersome process for designating OER/ZTC at LAMC.  
248 She also shared a couple of questions regarding having the designation on the lecture  
249 but not the lab portion, as well as the terminology that is used in the Schedule of  
250 Classes. Maddren offered to help with the process for submitting OER courses. Cornner  
251 suggested putting notes in a PeopleSoft field which would be visible when students see  
252 the section in SIS. He will also re-look at the legislation and to review the intention.  
253 Drawbond will bring up this topic among the members of the Distance Education (DE)  
254 ListServ. Brown suggested contacting the OER liaisons at the colleges.

255

### 256 **Equally Effective Alternate Access Plan (EEAAP)**

257

258 Maddren recognized the legal and moral responsibility to provide access for students  
259 with disabilities. However, EEAAP puts too much of a burden on the classroom faculty  
260 to make determinations related to accessibility needs as they do not have the requisite  
261 expertise to do so; there is no collaborative process for such an endeavor. Maddren  
262 gave as an example the requirement for the faculty member to complete the VPAT  
263 (Voluntary Product Accessibility Template) form for the purchase of software.

264

265 Cornner noted that accommodations for disabled students require meeting individually  
266 with the student. However, the EEAAP are not for accommodation; they are to make  
267 sure that we do not purposely buy software that requires accommodation. He further  
268 recommended collaboration between DSPS (Disabled Students Program and Services)  
269 professionals and instructional faculty at the college level. If there is no response at the  
270 college level, Maddren can contact Cornner. The EEAAP was an effort to try to provide  
271 protections for faculty to use software. Drawbond noted that the LACCD ODEI has  
272 provided training, and is working on getting more resources in place.

273

### 274 **MOTION: *Extend meeting by 15 minutes***

275 (Kalustian/Maddren) **M/S/P**

276

### 277 **Follow Up on Lack of Collegial Consultation on Unclassified Tutor and Student Tutor III** 278 **Classifications**

279

280 Echeverri stated that this item will be placed on the consultation agenda; Hernandez is  
281 drafting a letter to the Board of Trustees.

282

### 283 **JOINING CVC OEI as a District**

284

285 Miller needed to leave the meeting, but left a comment in the Zoom chat.  
286 "...I just wanted to comment on the CVC-OEI consortium. I have been working with CVC-  
287 OEI (I have an officially approved course) and like what they do and what they offer.  
288 Perhaps things have changed, but when I last asked the person in charge of CVC about

289 district involvement, she said there was no real mechanism for district approval. The  
290 approval needs to come from local Senates. The DAS can endorse, though.”

291

292 Maddren reported on a robust discussion at Valley’s Senate, but the motion to join CVC  
293 OEI did not pass. The faculty were not convinced regarding claims of increased  
294 enrollment as no data could be provided. Cornner observed that it might be necessary  
295 for all 9 colleges to join CVC OEI in order for it to function systemically throughout the  
296 LACCD.

297

#### 298 **Use of FAQs on online video in synchronous instruction**

299

300 Echeverri noted that the FAQs (Frequently Asked Questions) were approved as a  
301 concept document and that the Academic Technology Committee would continue to  
302 update them.

303

#### 304 **Update on DAS Representation on Financial Intervention Teams (FIT)**

305

#### 306 **Request to Roll Over Unused Professional Development Funds to Next Year**

307 Echeverri will place this item on the consultation agenda.

308

#### 309 **Update on Request to ASCCC for Technical Assistance/Collegiality in Action Visit**

310

311 Echeverri reported that Chancellor Rodriguez will send a formal request. Whether the  
312 collegiality in action visit occurs in summer or fall would depend on those involved, e.g.,  
313 members of the Board of Trustees, etc.

314

#### 315 **Update on Ethnic Studies General Education Requirement**

316 Atondo reported that there are no further updates.

317

318 Given the lateness of the hour, Echeverri asked if there were any brief reports.

319

#### 320 **Faculty Hiring and Diversity;**

#### 321 **Diversity, Equity, and Inclusion Statement**

322 Hernandez shared a statement developed at East.

323

324 Brent reported on collaboration opportunities between the DAS Professional  
325 Development College and the Charter College of Education at Cal State Los Angeles. A  
326 seminar on COVID-19 learning loss will be offered by Cal State L.A., and underwritten by  
327 them and the DAS for LACCD faculty.

328

329 Echeverri reported on a well-attended and very successful Discipline Day in February.

330

331 The following reports were deferred until the next meeting.

332



333  
334  
335  
336  
337  
338  
339  
340  
341  
342  
343  
344  
345  
346  
347  
348  
349  
350  
351  
352  
353  
354  
355  
356  
357  
358  
359  
360  
361  
362  
363  
364  
365  
366  
367

**Reports**

- **Officer Reports**

**President**

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

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

**Treasurer**

- **Other Reports:**
- **DBC**
- **TPPC**
- **Academic Technology**
- **Professional Development College**
- **Hard-to-convert courses**
- **DE Training Workgroup**
- **Guided Pathways**
- **Others**

**Upcoming Meetings:**

- District Budget Committee:** Wednesday, March 10, 2021 – Zoom
- DAS Meeting:** Thursday, March 11, 2021 – Zoom
- Consultation:** Tuesday, March 16, 2021 – Zoom
- Board Standing Committees:** Wednesday, March 17, 2021 – Zoom
- ASCCC Area C Meeting:** Saturday, March 27, 2021, 2021 – Zoom
- LACCD Board Meeting:** Wednesday, April 14, 2021 - Zoom
- DAS Executive Committee:** Friday, April 16, 2021 – Zoom
- ASCCC Spring 2021 Plenary Session:** April 15-17- 2021

**Adjournment**

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

(Kalustian/Atondo) **M/S/P**

Respectfully submitted by Lourdes M. Brent, DAS Secretary