

# District Academic Senate Executive Committee

Friday, June 4, 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>	
<b>Trade</b>	
<b>Valley</b>	Chauncey Maddren
<b>West</b>	Patricia Zuk
<b>Guests</b>	Kristine Ayvazyan (Classified, Pierce); Wendy Bass-Keer (Pierce); Anna Bruzzese (Pierce); Ryan Cornner (VC EPIE); Joshua Miller (Valley); Margarita Pillado (Pierce); Armenia Ward (Student, East)

### 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 – agenda re-ordered as indicated in motion below (Hernandez/Akl) **M/S/P**

### **MOTION: Move Discussion Item #4 (LACCD Re-engagement plan and return to campuses) to Discussion Item #1**

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

### Approval of the Minutes:

The minutes of the May 7, 2021 meeting were approved as written (Freitas/Hernandez) **M/S/P**

### Public Speakers:

Pillado presented concerns about a proposed new course, Sociology 125, Statistics in Sociology. Under E-65, a challenge at the District Curriculum Committee (DCC) from the

30 District Math Council is technically nullified because those members do not have the  
31 minimum qualifications (MQs) in Sociology. However, a proper forum for discussion of  
32 the concerns of the Math faculty is recommended. Issues include curriculum  
33 duplication in the LACCD, as well as the ability of students to enroll throughout the  
34 District and the different articulation agreements among the colleges in the LACCD, e.g.,  
35 the differing areas in which General Education courses may be used. Pillado also  
36 suggested that it would be helpful to hear from disciplines in the social sciences, and  
37 that such conversations could have a Guided Pathway lens.

38

39 **Action Items**

40

41 **1. WICHE Passport Mapping Update – from DCC**

42 **M/S/P**

43

44 Atondo reported that this motion contained minor technical updates.

45

46 **2. New Subject: Lesbian, Gay, bisexual, Transgender, and Queer Studies (LGBTQ+) –**  
47 **from DCC**

48 **M/S/P**

49

50 **Noticed Items**

51

52 **Administrative Procedure AP 5111 – Petitions for Degrees and Certificates – Proposed**  
53 **Revisions**

54

55 Atondo presented on this item, an Administrative Procedure (AP) on petitions for  
56 degrees and certificates. District Counseling Chairs made recommendations, which  
57 were taken to the District Vice Presidents of Student Services (VPSS). In the original AP,  
58 the District Academic Senate (DAS) included a 5-day turnaround time for Admissions  
59 and Records offices to process graduation petitions. The vice presidents recommended  
60 a processing timeline of 8 weeks instead. Concerns of work load, functions of Degree  
61 Audit, People Soft and other automated systems, practicability, accountability, and the  
62 effects on students related to an 8-week certificate/degree posting timeline were  
63 discussed. It was also argued that the role of the DAS is to review the procedures, and  
64 that the procedures should drive the local practice and protocols. We do not want to  
65 substitute current practice for expectation. Freitas referred to the December 4, 2019  
66 joint memorandum between LACCD EPIE (Educational Programs and Institutional  
67 Effectiveness) and the DAS related to the clarification on processes for evaluation of  
68 courses and graduation requirements, which upheld the purview of faculty related to  
69 curriculum. Vice Chancellor Cornner offered that the DAS recommendation for a 5-day  
70 turnaround time for Admissions and Records to process graduation applications was  
71 impinging on working conditions and, thus, was an issue for both the Classified union  
72 (AFT 1521A) as well as the LACCD Personnel Commission.

73

74 Hernandez recommended that we postpone action until our September meeting.  
75 **Point of Information:** Freitas offered that, should the DAS revise AP 5111, we can do a  
76 substitute motion. This AP warrants review by the full DAS.

77  
78 It was decided that AP 5111 would be reviewed by the DAS Transfer, Articulation, and  
79 Student Services Task Force which would recommend optimal business processes,  
80 including a possible modified timeline, e.g., from 8 weeks to 4 weeks, a timeline of 10  
81 business days, etc. At the September meeting, the full DAS should consider this AP.

82  
83 **Discussion Items**

84  
85 **LACCD Re-engagement Plan and Return to Campuses**

86  
87 Cornner noted that the LACCD Board of Trustees will probably be meeting in-person in  
88 July. The District Office of General Counsel will give detailed instructions on meeting in-  
89 person, and Cornner observed that the Brown Act requires that the locations of  
90 meetings and participants be posted. He did note that virtual meetings have provided  
91 for additional engagement. Concerns were expressed and questions posed regarding  
92 the rescission of Governor Newsom’s emergency order related to the COVID-19  
93 pandemic, implications for Brown Act meetings, the need and desire for social  
94 distancing, the size of meeting rooms and the ability to make quorum, and the meeting  
95 location options for the DAS and the DAS Executive Committee (DAS Exec).

96  
97 Concerns were also raised related to DE (Distance Education) certification for  
98 instructional faculty, the availability of courses which faculty would need to take to be  
99 DE certified, and the possibility of receiving credit by examination for DE certification  
100 should an insufficient number of DE certification courses be offered. Cornner referred  
101 to the DAS-approved two-course regimen to satisfy DE certification, but faculty could  
102 also use what is offered by CVC-OEI (California Virtual College – Online Education  
103 Initiative). If a faculty member is not DE certified, and there are no in-person classes  
104 which he/she can teach, that person may teach online synchronously, according to the  
105 Memorandum of Understanding (MOU) between the LACCD and the AFT Faculty Guild.  
106 Cornner will continue to speak with the Faculty Guild to seek any needed clarification.  
107 This MOU also references stipends for faculty members related to converting their  
108 courses for online instruction as well as obtaining DE certification. The District has  
109 pledged reassigned time for faculty of 1.0 at the District level, and 2.0 for faculty at each  
110 college. Wendy Bass-Keer offered that the LACCD/AFT Faculty Guild collective  
111 bargaining agreement states that if the course can pass the following rubric, then that  
112 counts as DE proficiency:

113 [https://cvc.edu/wp-content/uploads/2018/10/CVC-OEI-Course-Design-Rubric-](https://cvc.edu/wp-content/uploads/2018/10/CVC-OEI-Course-Design-Rubric-rev.10.2018.pdf)  
114 [rev.10.2018.pdf](https://cvc.edu/wp-content/uploads/2018/10/CVC-OEI-Course-Design-Rubric-rev.10.2018.pdf)

115  
116 Bass also noted that, as part of its scheduled accreditation of the LACCD colleges, the  
117 ACCJC (Accrediting Commission for Community and Junior Colleges) will be going into

118 25% of the Canvas shells to determine if faculty are providing substantive interaction in  
119 engaging students in teaching, learning, and assessment. She also stated that as many  
120 sections as necessary will be opened so that faculty can get certified before October.  
121 Approximately 2,500 faculty members may lack full or partial DE certification.

122  
123 Zuk offered the following link related to public meetings held virtually:  
124 [https://www.bbklaw.com/news-events/insights/2021/legal-alerts/03/are-virtual-public-](https://www.bbklaw.com/news-events/insights/2021/legal-alerts/03/are-virtual-public-meetings-here-to-stay)  
125 [meetings-here-to-stay](https://www.bbklaw.com/news-events/insights/2021/legal-alerts/03/are-virtual-public-meetings-here-to-stay)

126  
127 Cornner added that the District is running a test at the payroll cycle to make sure that  
128 local senate dues can be paid through payroll deductions.

129  
130 **Planning for:**

131  
132 • **DAS Meetings in 2021 – 2022**

133 Echeverri reported that it is likely that the DAS must resume its in-person  
134 meetings to comply with the Brown Act once Governor Newsom’s COVID-19-  
135 related emergency order is rescinded. Some Senators expressed concerns  
136 related to in-person meetings without social distancing and other safety  
137 protocols. The ASCCC (Academic Senate for California Community Colleges)  
138 Leadership Institute will be virtual and the Curriculum Institute will use a hybrid  
139 model. The DAS will sponsor as many faculty as possible to these events.

140 • **DAS Academically Speaking Newsletter Spring 2021**

141 Echeverri stated that she still needed college reports from some of the Senate  
142 Presidents.

143 • **Collegiality in Action Technical Assistance Visit**

144 The Senate Presidents have confirmed their wish for and participation in the  
145 collegiality in action visit. It is likely that this visit will occur sometime in the  
146 summer.

147 • **2021-2022 DAS Calendar – reviewed**

148 • **Summer and Fall 2021 Semesters**

149 Echeverri reiterated that the District is moving back to some in-person classes  
150 and services beginning in Fall 2021. She will forward information related to the  
151 Brown Act as soon as it becomes available.

152  
153 **Update on Administrative Retreat Rights Policy**

154  
155 Kalustian summarized the status of meetings between the DAS task force and  
156 representatives of LACCD Administration to reach mutual agreement on an  
157 administrator retreat rights policy. He reported on a legal opinion from outside counsel,  
158 but also noted that the District is the client. He emphasized the importance of  
159 protecting faculty tenure as well as respecting the position taken by the full DAS in  
160 Spring 2021. By offering educational administrators without faculty tenure in the LACCD  
161 the ability to interview for an open tenure-track faculty position, that action is putting

162 those administrators on a par with tenured faculty who wish to transfer (Article 34 of  
163 the faculty collective bargaining agreement/CBA), a consideration deemed to be fair.  
164 Determination of MQs would need to be done through the 1<sup>st</sup> VP of the DAS and the  
165 Equivalency Committee. Related issues were discussed, including references to specific  
166 language in the California Education Code (87458), the applicability of retreat rights to  
167 educational administrators under individual contract with the District (vice presidents  
168 and above), an undue burden placed on Non-Credit and its students (since some  
169 retreating administrators did not meet MQs in any other area), and possible areas of  
170 impact covered under the faculty CBA. Echeverri emphasized cooperation with the AFT  
171 Faculty Guild as well as a need to fully explore the complexity of the issue, impact on  
172 colleges, etc. She stated that the DAS needs to get it right rather than getting it done  
173 right away. Freitas observed that parties should have addressed the retreat rights issue  
174 many years ago, and that to reach mutual agreement, some compromise would be  
175 necessary. However, in conversation, our focus should be on what is best for students.  
176

#### 177 **Update on Tutor Classifications**

178  
179 Echeverri referred to the resolution in support of tutors which was approved by the  
180 DAS, and noted the difficulty in hiring qualified tutors. She will be following up with  
181 Interim Vice Chancellor of Human Resources Mercedes Gutierrez before the next  
182 consultation meeting.  
183

184 **ASCCC Leadership & Curriculum Institutes** – previously discussed

#### 185 186 **Administrative Procedure 4106 (Formerly E-10): Registered Nursing** 187 **Standards**

188  
189 Atondo reported that this item is on the agenda for DCC for next week. She reminded  
190 the Senators that this item had been referred back to DCC because Biology 20 (8 units,  
191 offered at East and Southwest) had not been listed as a District course meeting  
192 Anatomy and Physiology requirements.  
193

#### 194 **Assigning Interdisciplinary Subjects to Divisions/Departments**

195 Zuk stated that she will contact VC Cornner on this matter.  
196

#### 197 **Concerns about Lack of Collegiality and Bullying Behavior in the LACCD**

198  
199 Anderson noted that the faculty at Pierce have proposed community agreements,  
200 accountability, and a discussion at the first senate meeting. Echeverri observed  
201 challenges at Harbor, and encouraged them to send faculty members to the ASCCC  
202 Leadership Institute. Hernandez offered the following links from East:  
203

204 [https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-](https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-staff/committees/AcademicSenate/2020-02-25_Academic_Senate_Meeting_Ground_Rules.pdf)  
205 [staff/committees/AcademicSenate/2020-02-](https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-staff/committees/AcademicSenate/2020-02-25_Academic_Senate_Meeting_Ground_Rules.pdf)  
206 [25 Academic Senate Meeting Ground Rules.pdf](https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-staff/committees/AcademicSenate/2020-02-25_Academic_Senate_Meeting_Ground_Rules.pdf)

207  
208 [https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-](https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-staff/committees/AcademicSenate/2020-03-10_Academic_Senate_Community_Norms.pdf)  
209 [staff/committees/AcademicSenate/2020-03-](https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-staff/committees/AcademicSenate/2020-03-10_Academic_Senate_Community_Norms.pdf)  
210 [10 Academic Senate Community Norms.pdf](https://www.elac.edu/ELAC/media/ELAC-Assets/Documents/faculty-staff/committees/AcademicSenate/2020-03-10_Academic_Senate_Community_Norms.pdf)

211  
212 **AB 705 Task Force and Recommendations to Address COVID-19-Related Learning Loss**  
213

214 Echeverri reported that the task force noted that the colleges in the district are having  
215 difficulty attracting qualified tutors. The task force also supported the DAS resolution  
216 on learning loss. The Senators discussed alternatives, including: bringing back some  
217 lower-level English and Math classes (which would help increase FTES; differentiated  
218 instruction in the same class; a Guided Pathways approach; the consideration of  
219 disproportionate impact; the specific Math needs of students needing to follow the  
220 calculus path; the review of business practices which can support student success; a  
221 multi-faceted approach including dual enrollment, precollegiate courses for BSTEM  
222 pathways (Business, Science, Technology, Engineering, Math), and special cohorts for  
223 students who are “highly unlikely” to succeed in higher level English and Math courses  
224 (as defined by AB 705).

225  
226 **Institutionalizing District DE Coordinator Position and Funding College DE Coordinators**  
227

228 Echeverri reported that the District and the colleges have funding for academic year  
229 2021-2022 (1.0 FTEF at the District; 2.0 FTEF at each college).  
230

231 **Workgroup to Review Chapter 5 Administrative Procedures and Creating a Transfer,**  
232 **Articulation, and Student Services Committee of the DAS**  
233

234 Echeverri will re-send an email asking the Senators for recommendations of persons to  
235 serve, based on expertise as well as ensuring representation among the colleges.  
236

237 **Sustainable Environment Institute and LACCD Sustainability Efforts**  
238

239 Echeverri referred to the resolution in support of the Sustainable Environment Institute  
240 (SEI) which was passed by the DAS. Chancellor Rodriguez has committed to increasing  
241 the reassigned time for SEI from a .2 to a .8; the DAS will move a .2 from another area so  
242 that the total reassigned time for SEI will be 1.0. George Leddy, the current SEI  
243 Coordinator, will continue in his position with a reassigned time of .4, and another  
244 faculty member will be hired for a .6.

245  
246 **Update on Ethnic Studies General Education Requirement**  
247

248 The Ethnic Studies requirement for Associate’s degrees goes into effect for students  
249 entering in Fall of 2021. Articulation with the California State Universities (CSUs) has  
250 been problematic as only a handful of courses have been approved to meet the Ethnic  
251 Studies requirement, and the approval or denial of courses has not been consistent.  
252 Atondo noted that the colleges have the option of resubmitting courses which were  
253 denied by June 10<sup>th</sup>. If they are approved, that approval will be effective for the Fall  
254 2021 Semester. Courses submitted in December will be for CSUGE (General Education)  
255 Area F, but, if approved, the effective date could be retroactive to Fall 2021. It is  
256 possible that the DAS will write a letter, to the CSUs or legislators, requesting rationales  
257 for denial of course submissions as well as requesting the application of consistency  
258 when reviewing courses.

259  
260 **MOTION: *Extend meeting by 15 minutes***  
261 (Maddren/Freitas) **M/S/P**

262  
263 **Professional Development College Future Direction: COVID-19 Learning Loss, Support**  
264 **for Hard-to-Convert Classes, AB 705, Online Instruction and Services, other**

265  
266 Brent reported on the Professional Development College Steering Committee calendar,  
267 including meeting dates and upcoming seminars: The Ralph M. Brown Act;  
268 Parliamentary Procedure (both facilitated by Camille Goulet, Associate Professor of Law  
269 at City); and Lunch with Leddy (lunchtime conversations with George Leddy about  
270 sustainability topics). She also mentioned other areas of focus for the PDC, including  
271 equity, diversity, AB 705, and COVID-19-related learning loss.

272  
273 **Follow-up Items**

- 274
- 275 • **Faculty Participation on College Financial Intervention Teams (FIT)**
  - 276 • **District Payroll Support for Local Senate Dues Paid Through Payroll Deductions**  
277 – previously addressed
  - 278 • **Designation in PeopleSoft and Process for Adoption of Open Educational**  
279 **Resources (OER) and Zero Cost Textbooks (ZCT)**

280  
281 **Other Concerns: Accreditation, Board Rules Project, Website Redesign**

282  
283 Miller noted that he sent out an email that described website redesign. The LACCD is  
284 finishing phase 1 and entering phase 2. He also reported that accreditation reports will  
285 state that the District is working on the website redesign project.

286  
287 **Reports**

- 288 • **Officer Reports**

289  
290 **President**  
291

292 Echeverri reported that she forwarded to the Senators a list of newly-tenured faculty.

293

294 **1<sup>st</sup> Vice President** – no report (needed to leave for another meeting)

295

296 **2<sup>nd</sup> Vice President**

297

298 Atondo reported that DCC meets next week, and will take up the course challenge  
299 mentioned previously in this meeting. City adopted Sociology 125, Statistics in  
300 Sociology, which is congruent with the applicable C-ID descriptor. However, the  
301 discussion is part of a larger conversation related to faculty speaking to each other  
302 among disciplines as courses are developed.

303

304 This being Michael Kalustian’s last meeting with the DAS Exec, he expressed his respect  
305 for the DAS and its members, and offered that it has been a pleasure to work with  
306 everyone.

307

308 **Treasurer** – no report

309

310 Due to the lateness of the hour, the following reports were delayed until the next  
311 meeting.

312

- **Other Reports:**

313

- **DBC**

314

- **TPPC**

315

- **Academic Technology**

316

- **Professional Development College** – previously reported

317

- **Hard-to-convert courses**

318

- **DE Training Workgroup**

319

- **Guided Pathways**

320

- **Others**

321

**Upcoming Meetings:**

322

323 **LACCD Board Meeting:** Wednesday, June 2, 2021 – Zoom

324

**District Budget Committee:** Wednesday, June 9, 2021 – Zoom

325

**Consultation:** Friday, June 11, 2021 – Zoom

326

**Board Standing Committees:** Wednesday, June 16, 2021 – Zoom

327

**ASCCC Faculty Leadership Institute:** June 16-18, 2021, 2021 – Virtual

328

**ASCCC Curriculum Institute:** July 7-9, 2021 – Virtual

329

**DAS Executive Committee:** Friday, July 17, 2021 – Zoom

330

**DAS Meeting:** Thursday, September 9, 2021 – Zoom

331

**Adjournment**

332

The meeting was adjourned at 12:17 p.m.

333

Respectfully submitted by Lourdes M. Brent, DAS Secretary