District Academic Senate Meeting

Thursday, Feb. 9, 2017
LAVC, Administration & Career Advancement Building, Academic Senate Office
MINUTES

Attendance

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

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

1. 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
of our community, and we must serve them. The language of the motion is as
follows:

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

"Whereas, the 2016 electoral season included divisive rhetoric targeted at
women, LGBTQ people, persons with disabilities, Muslims and other religious
minorities, immigrants, DACA (Deferred Action on Childhood Arrivals)
students and people of color;
Whereas, in light of the results of the 2016 election and the recent 2017
Executive Order implementing an unprecedented travel ban, we have
witnessed our students and staff expressing, in both public and private,
confusion, anxiety, fear for their physical safety and well-being, and concerns
about their individual rights, all of which negatively impact the achievement
of their educational goals;
Whereas, the mission of our colleges is to serve and support all students to
achieve student success, and the core value of this student focus requires us
to work harmoniously and compassionately to address the needs of students;
Whereas the American Association of University Professors has endorsed a
resolution urging "that all campus communities are welcoming and inclusive
of all groups and ideas," and in "support" of "sanctuary campuses";
And whereas, many of our students are in distress and fearful of imminent
departments, travel restrictions, and/or arrest, with this distress affecting
their motivation and ability to continue their education.
Now be it Resolved that within all possible parameters of allowed law, the Los
Angeles Community College District (LACCD) will make every effort to
guarantee the privacy of immigrant students and pledge not to grant access
to information that might, for the purpose of immigration enforcement alone,
facilitate the arrest, interview, search, and/or surveillance of any member of
the LACCD community, except insofar as conditions of "imminent risk" clearly
exist; and except as such action might be ordered by a court of law or legal
officer;
Be it further resolved that the LACCD Board of Trustees adopt a public
resolution requiring all LACCD colleges make every effort to protect the rights
of our students and employees within the boundaries of the law;
Be it further resolved that the LACCD Board of Trustees adopt a public
resolution reaffirming our commitment to the principles articulated in the
December 5, 2016 statement of the Chancellor of the California Community
Colleges, which include:

- The LACCD colleges are committed to providing a safe educational
  environment and protecting the rights of all students and members of their
  communities.
- The LACCD colleges are open to all students who meet the minimum
  requirements for admission, regardless of immigration status.
- The LACCD and its colleges shall not release any confidential records or
  personally identifiable student information, including any data related to
  immigration status, without a judicial warrant, subpoena or court order,
  unless authorized by the student or required by law.
- The LACCD will not cooperate with any federal effort to create a registry of
  individuals based on any protected characteristics such as religion, national
  origin, race, or sexual orientation.
- The LACCD Board of Trustees shall direct campus law enforcement personnel
to refrain from detaining, questioning or arresting any individual solely on the
basis of immigration status.
• The LACCD will continue to advocate for educational opportunities for all students in the community college system, regardless of immigration status, at the state and federal level.

Be it further resolved that the LACCD Board of Trustees shall issue a public statement in support of the continuation of DACA and will urge the President, and all relevant branches of the federal government, to continue this vitally important program;

Finally, be it resolved that the LACCD Board of Trustees, upon the passage of these resolutions, will communicate this commitment in any and all media outlets available, and to all of its students, faculty members, and staff.

(Miller/J. Hernandez MSC). The motion was voted on as caveated by Wanner.

Nays: Pogoler.

2. Emergency Resolution on Adjunct Hiring Policy: Immerblum moved that the emergency resolution on adjunct hiring policy be approved, with Milke seconding. Discussion centered on the language of the draft resolution (Jan. 5, 2017) to be discussed with Alberto Roman. There were concerns raised in various areas, which resulted in the following language:

"LACCD ADJUNCT HIRING GUIDE

The Pool
The pool refers to a group of applications that have been submitted by applicants to the LACCD Part-Time (adjunct) Faculty Employment page. The pool shall be considered for each vacancy and includes all currently and previously employed adjunct instructors (internal candidates) and all applicants who have never been employed as adjunct faculty by any college in the LACCD (external candidates). To be entered into the pool, all applicants must have submitted a completed adjunct application and meet Minimum Qualifications or the equivalent for the discipline in which they are seeking to teach. Part of the application will include a check box so faculty can indicate if they are already working in the District.

HR shall keep applications from external candidates on file for a minimum of one year. Department chairs will be granted access to the pool on an as needed basis. Adjunct faculty who have an assignment at one or more colleges in the District may be hired at another college within the District without going through an interview, although it is recommended that such an interview is conducted.

The Selection Committee
A selection committee must form when applicants that would be new to the District are considered for an assignment. This ensures that more than one faculty member takes part in the interview process to select new faculty members. The division or department chair or his or her designee serves as the committee chair and selects at least one additional faculty member in the discipline to serve. If no other faculty in the discipline at the college are available to serve on the committee, then the chair of the committee may take the following progressive steps to fill the committee vacancy: seek out (1) a colleague in the discipline from another campus in the district, (2) a colleague on campus in a related discipline, or (3) a colleague in the discipline from a college outside the district. Committee members must be contract or regular faculty full time.

The supervising dean of the department shall be invited to attend the adjunct selection committee meetings as a non-voting member, but the absence of the dean shall not prevent the selection process from moving forward.

It is strongly recommended that an EEO representative, possibly from the same department, be present as a non-voting member. Furthermore, all
members must have participated in EEO hiring committee training or EEO rep
training within the last three years. Other faculty may be added to the
committee as non-voting resources with the approval of the supervising dean.
All members of the committee will review the application and transcripts for
appropriate minimum qualifications.

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

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

The Interview
The committee is not required to review incomplete applications. The
committee shall review and rate complete applications using a rating form
developed by the committee.
The size and complexity of the rating form shall depend on the number of
applications and the discretion of the committee. A minimum rating form that
consists of rating categories for sensitivity to diversity and the overall quality
of the applicant is available from HR. More complex rating forms could
identify categories for work experience, education, training, experience
working with diverse groups, etc. The committee shall meet as a group to
discuss the candidates’ qualifications. The discussion shall be strictly confined
to each candidate’s qualifications and serves to ensure that no candidate is overlooked by committee members who may have missed important qualifications of a candidate during their individual review. The committee will invite the number of candidates that ensures the most qualified group of applicants is interviewed. There is no minimum or maximum number of candidates who must be invited to interview. When deciding who to interview, the committee shall err on the side of inclusiveness.

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

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

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

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

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

**Emergency Hire Procedures**
In the event that there are no district applicants or there is an inadequate pool, or no suitable candidate has been found within the pool, or if the vacancy and subsequent need to hire a new adjunct faculty member is the result of an emergency (i.e. loss of instructor, added course section, etc.),
and the time to conduct formal interviews/find a suitable candidate is prohibitive, a department chair can use her/his best judgment to hire the best available candidate as determined by the committee. The department chair will need to consult with the supervising dean to ensure that the candidate meets the minimum qualifications for the position prior to making a job offer. Pogoler suggested postponing this vote until March 9. The task force will continue to work on the draft resolution. **Immerblum retracted his motion**, asking that suggested changes be emailed directly to him for further work on the motion.

### 3. Bylaws changes:

#### a. Academic Tech: Motion to approve Subsection 4 language of the DAS Bylaws.

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

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

The DAS Academic Technology Committee reports to the DAS Executive Committee and to the District Technology Policy and Planning Committee through a DAS representative.

*(Brent/Echeverri MSC) Unanimous.*

#### b. PDC: Gauthier feels that Subsection 5 has too many liaisons. Brent:

PDC steering committee will meet this month and will reconsider the language and resubmit the language to the next DAS meeting.

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

### Old Business

1. **Discipline Day, February 24, 2017 @ LACC Student Union 8:30AM to 3:00PM:** Vice Chancellor Ryan Cornner will present. 160 people are currently signed up.

2. **PreparED (Intellus-CBT) @ LAMC, LASC, LAVC and ELAC:** Gauthier presented this software program, which works alongside Canvas to give students remedial skills.
3. Election Committee report and Attendance/Verification of eligible voters:
   Miller. Fusilero will verify who has attended DAS meetings and send the list to
   Miller. Bruzzese volunteered to help out with Election Committee.

   Motion to extend meeting by 10 minutes (Rosow/Adjani MSC).

**New Business**

1. **Brown Act for Consultation** – New process: Gauthier said that we need to
   have smaller consultations without requiring all senate presidents to be
   present. Gauthier suggested creating a process delineating how many
   presidents must be present, or if the number of presidents can be rotated in
   to attend. Gauthier also mentioned that some senate presidents come to
   complain about their college presidents to the Chancellor. There are also
   some presidents who are not present often on their campuses. Mike asked if
   consultations held on individual campuses were covered by Brown Act.
   Bruzzese replied that if a consultation occurred at Pierce between only the
   Senate President and the college president, this was not covered by the
   Brown Act.

2. **Wolfram Mathematica** – New contract approved: Gauthier reported that the
   Wolfram Mathematica contract has been approved.

3. **Early Retirement update**: Gauthier reported that faculty of a certain age
   should have received a packet about the proposed early retirement package.

**Reports**

1. President’s Report:
   a. Bond Steering: Gauthier proposed emailing reports to those senators
      who requested a report.
   b. DW-IT project: Gauthier reported that the project was underway.
      Currently, rapid repairs and troubleshooting was being conducted on
      servers.
   c. TPPC: Will work on policies directing digital badges.
   d. Adult Ed: Hired a new district dean, Adrienne Mullen
   e. ECDBC/DBC: Chancellor gave a report on the state budget.

2. First VP Report
   a. Equivalency: Met to discuss multimedia course/graphic arts title issue.
   b. Discipline Day: See above.
   c. Last night’s board meeting passed resolution on students of Japanese
      ancestry. A student in an internment camp was awarded a degree.

3. Second VP:
   a. Curriculum Report: Atondo reported that she and Gauthier met with
      Cornner to discuss board rules and E-Req and how to clarify
      interpretation and to formalize a way for clarification.
   b. E-64: Will be voted on at their March meeting.
   c. Digital Badges

4. Treasurer’s Report: Current petty cash balance as of Feb. 8, 2017 =

5. Standing Committee Reports:
   a. PDC – Next meeting on Feb 24, 2017, immediately following Discipline
      Day: Brent thanked LAVC and Miller for hosting PDC courses. As soon
      as she gets section numbers, she will send them to Gauthier.
   b. Academic Technology Committee – no report

**Noticed for Next Meeting**

- E-64 Program Approval
- E-XX District Consultation Process
Brown Act Consultation process

Meeting adjourned @ 3:55 p.m.

Future dates

- Spring Discipline Day, Feb. 24, 2017 @LACC Student Union, 3rd Fl.
- DAS, March 9, 2017 @LAHC 12:30 – 3:30PM
- DAS Exec, March 17, 2017 @ESC
- Area C, E-3 470 Conference Room @ELAC
- Cesar Chavez District Holiday, March 30, 2017
- Spring Break, March 31 – April 4, 2017
- DAS, April 13, 2017 @WLAC 12:30 – 3:30PM

Respectfully submitted by Vic Fusilero, DAS Secretary