District Academic Senate Executive Committee

Retreat

Friday, August 7, 2020
9:30 a.m. to 2:00 p.m.

Zoom URL: https://lacc.zoom.us/j/92905425310
Meeting ID: 929 052 5310

MINUTES

Attendance

<table>
<thead>
<tr>
<th>Officers</th>
<th>Present</th>
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<tbody>
<tr>
<td>Officers</td>
<td>Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP), Lourdes Brent (Secretary), Robert Stewart (Treasurer), Don Gauthier (Past President), John Freitas (Parliamentarian), Eloise Crippens (Equivalency Coordinator)</td>
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<tr>
<td>City</td>
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<td>East</td>
<td>Jeff Hernandez</td>
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<td>Harbor</td>
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<td>Mission</td>
<td>Carole Akl</td>
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<td>Pierce</td>
<td>Barbara Anderson</td>
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<td>Southwest</td>
<td>Robert Stewart</td>
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<td>Trade</td>
<td>Artemio Navarro</td>
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<td>Valley</td>
<td>Chauncey Maddren</td>
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<td>West</td>
<td>Patricia Zuk</td>
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<td>Guests</td>
<td>Phyllis Braxton (Guided Pathways), Adrienne Brown (Guided Pathways), Ryan Corner (VC EPIE), Daniel Keller (Dean Curriculum, ESC), Ron Kendis (City, Project MATCH), Joshua Miller (Guided Pathways), Arantzanzu Rodriguez (Valley), Janice Velazquez (East, Project MATCH)</td>
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Call to Order:

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

Approval of the Agenda:

The agenda was adopted as revised (Stewart/Hernandez) M/S/P

Approval of the Minutes:

The minutes of the July 17, 2020 meeting were approved as written (Hernandez/Stewart) M/S/P

Public Speakers:
Scheduled to speak were: Ryan Cornner, VC EPIE; Carmen Lidz, VC IT, Deborah Harrington, Dean of Student Success, ESC; Daniel Keller, Dean of Curriculum, ESC; Equivalency Committee and Project MATCH Steering Committee Members

Ryan Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness, spoke on a number of topics, including accreditation, use of cameras in instruction, DE certification, faculty evaluations including the student evaluation of faculty component, and Canvas.

Accreditation: Cornner reported that he met with the new president of the ACCJC (Accrediting Commission for Community and Junior Colleges) to discuss changes and their impact on the accreditation timeline. The ACCJC is attempting to make the process more predictive and effectiveness-oriented. There is also a portion that is more formative. A visit from the ACCJC teams (to the colleges and the District) is scheduled for the Spring of 2023. The ACCJC teams will read the Institutional Self-Evaluation Reports (ISERs) in Fall of 2022. They will then identify issues regarding compliance with accreditation standards. The Spring visit will only have to do with issues revealed in Fall 2022. Thus, there is a four to five-month time window to correct deficiencies. The timeline would be this: ISERs submitted in the Summer of 2022; Board submission and approval in Summer 2022; ISERs submitted by colleges by the end of Spring 2022; accreditation teams formed and writing commences now. The ACCJC will start training in October for writing teams; all are invited. The District writing teams will join the colleges at the training.

Continuing, Cornner reported that the length of the ISER is down to 200 pages this year. Colleges will be adjusting reassigned time for accreditation leads. The District will be submitting a report, and District elements will be incorporated in college reports. Cornner encouraged dialogue, with the goal being that everyone is comfortable with the District component.

Cameras: Cornner reported that Eric Kim with the LACCD Office of General Counsel has done an investigation of students’ use of their cameras during instruction, and has written both a review of the legal components as well as observations of best practices. It is important for faculty to know that some students do not want to turn on their camera during instruction via Zoom, as they may not wish to invite peers into their living environment (since others will be able to see what is on camera). In addition, there may be others in their household who do not want to be on camera. Cornner will synthesize Kim’s report and send it to DAS President Angela Echeverri. This report will include both mandates and best practices. Cornner will also look into whether or not Zoom can generate usage reports. Discussion followed among the Senators regarding exploring a common procedure or recommendation for what constitutes lack of attendance as applicable to both synchronous and asynchronous
environments. Perhaps a common policy which is analogous to in-person classes should be developed by the District Academic Senate (DAS).

DE Certification: Cornner emphasized that DE (Distance Education) certification was not needed for faculty teaching remotely/online in Spring 2020, and was also not needed for determining apportionment during that time. He stated the following: 1) The union and the senate are in agreement to waive the necessity for DE certification for Spring, Summer, and Fall for 2020 for instructors teaching remotely during this time frame (although DE certification is encouraged); 2) Curriculum – the DE addenda must be done by December.

Evaluation: The District is working with the AFT Faculty Guild (union), regarding procedures while the District continues with remote instruction/services. The District might purchase Etudes so that students may complete their evaluations of faculty.

Canvas: The District is also working to integrate software and material into Canvas. It present, only two are identified as meeting accessibility standards. Cornner is also awaiting forms from the LACCD Office of Diversity, Equity and Inclusion (ODEI) regarding a short and functional EEAAP document (Equally Effective Alternate Access Plan) which can be used districtwide.

**Action Items**

**Revised Equivalency Process and Flow Chart (Time Certain 10:00-10:15 a.m.)**

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

**MOTION: Include acceptance of flow chart as part of action item** (without objection)

El-Khoury referred to version 4.0 of the equivalency process which incorporated previous recommendations from the DAS Exec (District Academic Senate Executive Committee). The changes in paragraph four included references to the Equivalency Committee being a committee of the DAS and, as such, is governed by the Ralph M. Brown Act. However, pursuant to the Brown Act, Government Codes Sections 54950 et seq., and the Education Code, the Equivalency Committee can recess to closed session for the purpose of reviewing individual applications for equivalency. El-Khoury also noted that there were no changes to the flow chart.

**Resolution in Support of Project MATCH (Time Certain 10:15-10:30 a.m.)**

(Stewart/El-Khoury) **M/S/P**

Gauthier referred to the resolution as a statement of the intent of Project MATCH, that is, a commitment to diversity in the District. The further intent is that Project MATCH continue along the lines that it was instituted. Gauthier observed that DAS has oversight in academic and professional matters, especially curriculum – a prominent component of Project MATCH. Gauthier further stated his hope that Project MATCH
work to re-engage with ODEI. Project MATCH has become model for other programs in the State.

Echeverri referred to a previous meeting with David Beaulieu (Past DAS President), Cornner, and Deborah Harrington, District Dean of Student Success. Cornner thanked both Gauthier and El-Khoury for adjusting their recommendations to be reflective of what they discussed. Cornner further stated that the LACCD Administration encourages greater involvement of the DAS and the Project MATCH Steering Committee, including more diligence regarding the representatives on the steering committee. Cornner will send out timelines of activities of the Project MATCH program, including the time frame for the review of applications. He encouraged involvement.

To clarify, El-Khoury referred to a plan to send emails to existing members of the Project MATCH Steering Committee to see if they want to continue to serve. Those members will serve until the end of the year. The college Senate Presidents will be part of this communique. Gauthier commented on the need to identify all District and DAS committees, describe how they are constituted, and have that information available to the public. Echeverri thanked Gauthier and El-Khoury for encouraging this conversation.

Fielding questions from the floor, Cornner reported that the LACCD is on pace for a new enrollment management program. Researchers have access to data related to students’ Student Education Plans (SEPs) to help the colleges plan courses/sections in their schedule of classes. Cornner also referred to the EOC (Emergency Operations Center) policy regarding what is permissible and what is not relevant to returning to on-campus instruction and services. Priority is being given to classes/majors related to essential infrastructure training; 13 categories have been identified by the State. As an example, Nursing or Welding would be considered essential. Ultimately, it is a local decision, and college Senate Presidents are encouraged to work with their College Presidents. Cornner also stated that there is no current push from the District to cancel classes; that is being locally determined. However, he also observed that only 30% of the District’s course offerings are asynchronous, which might be driving some of our enrollment issues. Hernandez offered that it might be helpful to have an addendum to distinguish between synchronous and asynchronous classes and encourage the Vice Presidents of Instruction to provide guidance regarding the classes as they are developed for the schedule of classes. Continuing, Cornner referred to marketing strategies and registration fairs for the colleges. At these registration fairs, students will be assisted in registering for any course at any college in the LACCD. Cornner also encouraged instructors to use the elements of Canvas to have evidence of regular and effective contact. He added that synchronous classes are not currently funded at a higher rate. The California Community Colleges Chancellor’s Office (CCCCO) stated in its March 2020 memorandum to the colleges that, due to the COVID-19 pandemic and its effects on the colleges, we are being allowed to keep in-person instruction even if it is offered remotely. During this emergency, there is no change to apportionment. In usual
circumstances, online classes are paid at an apportionment level 12% below that of in-person instruction. Training for EEAAP will be provided.

Echeverri reported on a joint summit in the Fall, either September 25 or October 16 (October 16 conflicts with a Guided Pathways event). She will consult with LACCD Chancellor Francisco Rodriguez regarding his schedule.

**noticed items** - none

**discussion items**

**planning for:**

**fall 2020 summit**

Echeverri expressed openness to an LACCD/DAS Summit on September 25, 2020. The main concerns and topics at present are equity, hiring, and synchronous versus asynchronous instruction. Hernandez wanted a segment on future planning using best forecasting scenarios for what the LACCD would look like after Spring 2021. Elements might include the need to keep safe, the economy, the need for relief from the federal level, deferrals, and the November elections. At issue would be how we function in an online context for much of what we do (instruction and student support) and their related costs. Senators expressed surprise regarding Cornner’s interpretation of the Memorandum of Understanding (MOU) from the CCCC. She suggested the theme of Planning for the Future and How We Function in an Online Environment. Elements which had been seen as short-term solutions are now being extended due to the remote/online environment.

**fall plenary**

The cost of the Academic Academy is $150 per person; Fall 2020 Plenary early registration is $580. Since both are online, no travel costs would be incurred. The usually Plenary budget is $1500 per person. This year, the DAS could send more than one Senator per college plus the DAS officers.

**District Discipline Day**

As is its usual practice, DAS will hold Discipline Day in the Spring Semester. Because it will be in an online planform, there are no current constraints regarding the size of the venue or food budgets. The LACCD has licenses which permit more than 1,000 participants. Echeverri described what usually happens during Discipline Day, including discipline committees getting together to discuss items of value. This year in particular, discipline committees can share best practices especially regarding hard-to-convert classes. Echeverri will ask the LACCD administration regarding the possible use of the
Pathable Virtual Event platform which was successfully used by the ASCCC at its July Curriculum Institute. Possible keynote speakers will be researched.

Other events – none

DAS Goals for 2020-2021

Echeverri reviewed the DAS goals from 2019-2020 as well as the tentative goals for 2020-2021. Many possibilities were discussed, including alignment with the LACCD Board of Trustees and Chancellor’s Framework for Racial Equity and Social Justice.


Atondo pointed out that, effective during the 2023-2024 academic year, the California State Universities will require an ethnic studies or social justice course for graduation. Students may take such a course before transfer.

After much discussion, the Senators agreed on the following:

1) Developing equity and anti-racism action plans
   a) Reimagining faculty hiring through equity lens
   b) Faculty diversification
   c) Examination of curriculum under equity lens
   d) Lead the investigation of ethic studies and social justice requirement in LACCD (course, activity, etc.)
   e) Student equity in an online environment

2) Supporting Faculty through Professional Development: Hard-to-convert courses, serving students with disabilities, AB 705 implementation, online student services, and other needs

3) Revising the DAS Bylaws: Academic Technology, Professional development College, Elections, and Other

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

The draft of the goals will be an action item at the September 4, 2020 meeting of the DAS Exec. It will then go to the full DAS at its September 10, 2020 meeting.
DAS Academic Technology Committee: Membership and DAS Bylaws

Freitas has re-engaged the Academic Technology Committee. They have had two meetings, brainstormed ideas, established a student readiness group to orient online learning, and have taken a preliminary review of their current bylaws. They would like to review the current membership and add administrators and the ODEI to the committee. The DAS President appoints all faculty to this committee.

Freitas also reported that the District discipline committees made technology recommendations. He noted that there is an economy of scale in the purchase of technology, and encouraged feedback.

Freitas also reported on the Board Policy alignment project, and noted that the Board of Trustees has not taken action yet due to the COVID-19 pandemic. There is also a change in the California Code of Regulations Title 5 which now mandates DE training for faculty who teach DE courses. Possibilities to comply with this new regulation would be to use AP 4105 to take the place of language in E-89. Echeverri observed that Board Policies favor the broad versus the specific, and thanked Freitas for taking on the tasks of the Board Rule alignment project, the leadership of the Academic Technology Committee, and the survey of the hard-to-convert courses.

Updated DAS Recommendations on Distance Education Certification

Echeverri referred to the recommendation from the work group. New language was added so that those faculty who successfully completed DE certification by the end of the Spring 2020 Semester would be exempted from the requirement to complete two courses for DE certification. The new language is this: “Faculty who were in the process of completing DE certification at Valley, West, and East and successfully completed the local requirements by the end of the Spring 2020 term are also exempt from this requirement. However, all faculty are strongly encouraged to complete both classes in order to improve their skills and ensure their effectiveness as online instructors.”

Hernandez voiced his appreciation for the new language, as it indicates that both courses are moderated courses. Nonetheless, faculty should be encouraged to take both courses (Introduction to Teaching with Canvas; Introduction to Online Teaching and Learning). The LACCD previously had approximately 1,300 faculty who were already DE certified.

Concerns were raised regarding different standards for teaching/passing the DE certification courses, and whether or not the LACCD should honor DE certification from outside the district (@One is accepted, for example). Since DL (distance learning) committees and the learning management system are contained in the CBA (Articles 32 and 40), the DAS would need to work with the union. An ad hoc committee consisting of Freitas, Hernandez, and Maddren will speak with Waddell and bring their recommendations back to the DAS Exec.
DAS Calendar for 2020-2021 Academic Year

Echeverri noted conflicts, including between the ASCCC (Academic Senate for California Community Colleges) Academic Academy (October 8, 9, and 10, 2020) and the DAS (October 8th).

DAS Bylaws, Standing Rules, and Elections

Echeverri noted that bylaws revision is one of the goals for the DAS this academic year. Certain sections in particular need to be revised, such as the elections process, wherein only paper ballots are currently permitted. Such a process is not congruent with a remote/online environment. In addition, the eligibility to vote section may be punitive to new DAS representatives. Elections for the DAS will be in Spring, 2021. Changes would need to be approved by two-thirds of the full DAS in early Spring in time for May elections. It may also be time to review and revise the charges of the various DAS committees.

Faculty Hiring and Diversity

Echeverri noted that this has been identified as one of our goals for next year. Kalustian will work on this.

Retreat Rights Task Force

Echeverri and Brent reported on the work of a task force including members of the DAS Exec as well as representatives from District HR. No written policy is currently in place, and one is needed. Such a document would reference the California Education Code. The last meeting was in May. Echeverri will contact Acting Vice Chancellor of Human Relations Mercedes Gutierrez to set up meetings so that the DAS can review, revise, and ultimately approve the process. Current drafts were available for review. The task force will also define “home college” for the retreating administrator, i.e., where the administrator is currently serving or where the tenured faculty member served before becoming an administrator.

Professional Development College and Support for Hard-to-Convert Classes, E-100, AB 705, and Online Instruction and Services

Echeverri noted that we are at a crossroads with the Professional Development College (PDC), and it may be time to revisit and revise the original committee charge. Brent will be stepping down and a new coordinator will be sought; Echeverri thanked Brent for her service.
Graduation Petition Process

Atondo reported on an ad hoc committee, including herself and Freitas, which was started at City to look at the processes for students to apply for graduation – certificates and degrees – and try to streamline them and remove barriers to students. Current local processes involve paper applications, online applications through PeopleSoft, and variations of the aforementioned. Atondo will bring potential recommendations to the DAS.

Academic Freedom Statement

Freitas referred to a proposed document and remarked on the statement in Article 4 of the LACCD/Faculty Guild collective bargaining agreement (CBA). He noted that most college have their own academic freedom statements. For the DAS, Freitas suggested that we adopt some broad statements and have local senates approve something that is more specific, including possible processes with the union to investigate violations. There was discussion regarding an umbrella statement as well as language that would encompass misconduct, racism, bigotry, and sexism, or promotion of discriminatory behavior. Possible language was: “Academic freedom does not excuse perpetuation of racism or bigotry, implied or otherwise.” Hernandez noted that “anti-racist” is different from “non-racist,” as the latter is complicit with structures that are racist. Maddren also recommended that there be language on sexism as “anti-sexist” does not equal “non-sexist.” He will forward recommended language in this regard and Freitas will continue to make revisions.

Supplemental Reassigned Time for Academic Senate Work (2020-2021)

Echeverri reported that she had received replies from most but not all of the colleges regarding the supplemental reassigned time given to the colleges as Aid to Local Senates (ATLS at .2 FTEF). An additional email will be sent to the Senate Presidents asking them to identify which person(s) will be receiving the ATLS; there will be a final deadline to reply. If Echeverri does not hear back from the Senate Presidents by the deadline, the .2FTEF ATLS will be repurposed.

Issues with E-115: Creation of New Subjects-Placement of Existing Subjects

Curriculum Dean Daniel Keller observed that the QTOPs (developed by the LACCD using the Top Codes from the State inventory of programs) were last updated in 2010. In part, the QTOPs memorialized how we have mapped subjects we teach to minimum qualifications for faculty (MQs). The subjects listed in the QTOPs are still relevant; subjects might sometimes be inactive, but they can be reactivated. The QTOPs have been updated to include current and historical subjects and match MQs to them. Some new subjects are in the process of mapping and matching. The DAS approved E-115 and, Keller observed, the document is fine. However, we used language that looked like
it pertained to new subjects only. What is needed is a process whereby the Senate can affirm a process for “new or existing” subjects. Keller observed that this minor change is all that is needed to revise E-115. Other than that, E-115 remains unchanged. Echeverri thanked Keller for his work on this review.

DAS Recommendations on Classroom Size and AFT 1521 Negotiations

Echeverri reported that she had invited Joanne Waddell, President of the AFT Faculty Guild, Local 1521, but, unfortunately, Waddell was unavailable. It was reported that the union had reached a tentative agreement with the District. The issue of classroom size (how many students per class) was of concern. She will invite Waddell again. There was a concern regarding collegial consultation as the union’s class size proposal, arguably also an academic and professional matter, was not previously discussed with the DAS.

Other Concerns: Accreditation, Board Rules Projects, FLEX Day Webinar capacity, Technology Procurement – no additional discussion

Credit for Prior Learning

Zuk reported on a grant from CAEL (Council for Adult and Experiential Learning) to West L.A. College as a pilot college and also to see if a districtwide process could be developed. She suggested that this topic be postponed to a future meeting.

Reports

Officer Reports

President

Echeverri reported on the Board of Trustees meeting on Wednesday, August 5, 2020. The LACCD Supplementary Retirement Plan (SRP) was withdrawn from the agenda because the AFT Faculty Guild had concerns regarding the potential cost. Spring 2020 courses which had been temporarily suspended (and considered “in progress”) due to the emergency measures surrounding COVID-19, are currently being held in person. Those classes must finish by August 31, 2020. A few classes related to essential infrastructure at each college will be held in person in Fall 2020. If a shelter in place order goes into effect again, those classes will have to suspend. The Child Development Centers will not open this semester. Consultation between the DAS and the Chancellor is scheduled for Friday, August 14, 2020, from 2:00 to 3:30 p.m. Senators are requested to send consultation items to Angela. Anderson requested that athletics concerns be placed on the consultation agenda as there had been no decision yet regarding Spring 2021. Anderson also wondered about programs which are not considered essential infrastructure courses but are difficult to offer online, such as equine classes, art, and theater production. Echeverri replied that the County Public Health guidelines only
refer to offering essential courses, such as health care, food production, utilities, and transportation. The District, the DAS, and the AFT need to work together to determine what will happen to the faculty members in hard-to-convert disciplines which are not in the essential infrastructure categories.

1st Vice President

El-Khoury reported on continuing work with the realignment project related to the Computer Information Systems and Computer Science disciplines. The next meeting will be on Thursday, August 20, 2020. They continue to work on the number of units per class and prerequisite issues. He has noticed that he does not see any CO SCI classes in PeopleSoft.

MOTION: Extend this meeting for 10 minutes
(Navarro/Maddren) M/S/P

2nd Vice President

Atondo reported that the District Curriculum Committee will be meeting on August 14, 2020 regarding the curriculum migration from ECD (the LACCD Electronic Curriculum Development system) to eLumen. Course validation is anticipated to be ongoing throughout the summer.

Treasurer

Stewart asked that the $400 payment from the college senates be secured; he will then release the $3,000 per college academic senate to the colleges. He also urged the Senate Presidents to use their money lest it be repurposed. This includes the .2 FTEF per college Aid to Local Senates. Registration is now open for the ASCCC Academic Academy. The DAS will review its budget to determine how many faculty members’ registrations can be subsidized. Senators must register and pay for conferences individually as the one invoice option is no longer available. Conference request forms must be used and signed appropriately. Stewart will send an email regarding registration before the early registration deadline

Secretary

Brent requested that the Senate Presidents review and revise as applicable the roster of DAS representatives and liaisons to the DAS Professional Development College Steering Committee.

Other Reports:

TPPC (LACCD Technology Planning and Policy Committee) - no report
Academic Technology – previously reported

Professional Development College

Brent reported on two upcoming seminars: E-100 (the updated Administrative Regulation on Serving Students with Disabilities) and Diversity in Faculty Hiring. These seminars will be in the Fall 2020 Semester in order to maximize faculty participation. Specific dates will be announced after meeting with Freitas (who was the DAS lead on the revision of E-100) and ODEI Director Brittany Grice.

Hard-to-convert courses – previously discussed

DE Training Workgroup – no separate report

Guided Pathways

Brown reported that the Guided Pathways Committee will meet with NCII (the National Center for Intensive Intervention) on August 26, 2020 at 1:30 p.m., and will present on a plan moving forward. Plans are anticipated to be both districtwide and campus specific. Senate Presidents are encouraged to participate in videos to welcome students for the Fall 2020 Semester.

Others - none

To close the meeting, Echeverri shared that she had a close family member with COVID-19. She wished the Senators well and encouraged them to stay safe and healthy and practice self-care. She further thanked the Senators for everything accomplished today.

Upcoming Meetings:

District Budget Committee: Wednesday, August 12, 2020 – Zoom
Consultation: Friday, August 14, 2020 – Zoom
Board Standing Committees: Wednesday, August 19, 2020 – Zoom
Board meeting: Wednesday, September 2, 2020 – Zoom
DAS Executive Committee: Friday, September 4, 2020 – Zoom
DAS Meeting: Thursday, September 10, 2020 – Zoom
Fall 2020 District Summit: TBA
ASCCC Fall 2020 Plenary Session: November 5-7, 2020

Adjournment
(Zuk/Maddren) M/S/P
The meeting was adjourned at 2:15 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary