District Academic Senate Executive Committee

Retreat

Friday, January 22, 2021
10:00 a.m. to 2:00 p.m.

Zoom URL: https://lacc.zoom.us/j/95616814755
Meeting ID: 956 1681 4755

MINUTES

Attendance

<table>
<thead>
<tr>
<th>Present</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>East</td>
</tr>
<tr>
<td>Harbor</td>
</tr>
<tr>
<td>Mission</td>
</tr>
<tr>
<td>Southwest</td>
</tr>
<tr>
<td>Trade</td>
</tr>
<tr>
<td>Valley</td>
</tr>
<tr>
<td>West</td>
</tr>
<tr>
<td>Guests</td>
</tr>
</tbody>
</table>

Call to Order:

President Angela Echeverri called the meeting to order at 10:03 a.m.

Approval of the Agenda:

The agenda was adopted as revised - addition of Dale Fields, Pierce faculty member, as a public speaker (Anderson/Stewart) M/S/P

Approval of the Minutes:

The minutes of the December 4, 2020 meeting were approved as written (Akl/Zuk) M/S/P

Public Speakers:

Dale Fields from L.A. Pierce College referred to a study on sexual harassment conducted by the National Academies of Sciences, Engineering, and Medicine. That report included
a series of recommendations for systemwide changes to the culture and climate in higher education to prevent and effectively address all forms of sexual harassment. Fields also referred to a DAS resolution of November 2018 which called for a change in how the LACCD addressed sexual harassment. Fields argued that nothing has changed – the LACCD continues to view sexual harassment as a legal compliance issue instead of as a need for systemic change to the climate and culture. Legal compliance alone will not fix the problems; there must be improvement in transparency and accountability as well. District regulations currently state that issues should be resolved within 60 days, yet one case was described as going on for two years. Moreover, the persons who report sexual harassment are not given status updates for months. The mandatory online training which occurred in December of 2020 was described as a mainly a means for the District to mitigate damages. Fields called on the DAS to recognize the problem and help the District move forward.

Anderson referred to a resolution which originated with Pierce as well as to a welcoming of faculty input expressed by Human Resources (HR) at the last consultation. Echeverri will follow up with Anna Bruzzese, Sociology instructor and Past Senate President at Pierce, who is the DAS representative on the sexual harassment task force. Echeverri will also place this item on the next consultation agenda.

Ryan Cornner, LACCD Vice Chancellor of Educational Programs and Institutional Effectiveness (EPIE), provided updates on District enrollment and COVID-19 and shared a PowerPoint Presentation. The “call to action” from Chancellor Francisco Rodriguez includes: 1) Student responsive scheduling; 2) Re-engage opportunity adults; and 3) End-to-end student experience. An additional goal is the implementation of the racial equity framework. All plans remain relevant even with the COVID-19 pandemic. Areas of potential enrollment growth include Non-Credit regular, Non-Credit enhanced, and K-12, even though Non-Credit enrollment was hit particularly hard by the pandemic. District enrollment is estimated at 88,900 FTES (full-time equivalent students). The LACCD wants to move to three-year tracking instead of year-to-year reports. Such a model would affect faculty hires.

Continuing his presentation, Corner was unsure if instruction and services would return to college campuses in the Fall 2021 Semester. Statewide, community college enrollment is down 8%. The District is down 12% in enrollment, and 33% of those losses were in Career Technical Education (CTE) and other hard-to-convert classes. However, at some colleges, enrollment in STEM (Science, Technology, Engineering, and Mathematics) courses increased dramatically, and the only thing that stopped further enrollment in those classes at those colleges was lack of instructors. Online science courses would have no facilities restrictions and could support higher enrollment. Kinesiology and other classes which athletes take also saw enrollment decreases. Corner noted that English and Mathematics classes saw enrollment drops because enrollment is generally the highest in those classes and, therefore, have the most to lose. Of concern was a significant decrease in first-year/new students.
Hernandez referred to the Claremont Enrollment Management Academy and recommended it for everyone. Student responsive scheduling moves away from the notion of “ownership of hours.” Cornner noted that the approach at L.A. City College was to maintain a relationship and connection with the students, and be available with the courses and supports that students would need when they were in a position to take more classes. The projection from EPIE is that the LACCD will lose 2,500 FTES for next year. Therefore, the District needs to over-recruit and have approximately 21,000 students to compensate for the loss. Two projected scenarios are being reviewed – one with COVID and one without. The LACCD is targeting growth in K-12.

Cornner reported on a survey of students who withdrew from courses. The results showed that most students dropped for non-academic reasons such as family, health, employment, and financial hardship. During this time of the pandemic, differences are being seen between people who are privileged and those who are disproportionately impacted. Those disproportionate impacts can be seen especially at colleges such as L.A. Southwest College and L.A. Trade-Technical College. It is anticipated that it will take years for communities of color to recover from the personal, fiscal, health, educational, and psychological impacts of the pandemic. Los Angeles City College and L.A. Mission College have been making the best use of FreshDesk/FreshCaller as a point of contact for students.

Fields offered the following resource: The ASPIRE Alliance is an NSF project building links between 2yrs and 4yrs and especially getting grad students to consider a CC teaching career, specifically in STEM [https://www.aspirealliance.org/](https://www.aspirealliance.org/)

Echeverri remarked that enrollment in Mathematics is down 22% and English is down 15%. Education is not adequately serving the needs of incoming K-12 students, many of whom are not college-ready. She encouraged the LACCD to re-examine its course offerings, especially in English and Math below transfer level. Zuk encouraged the instructors of the science courses to maintain academic rigor and quality of instruction so that students remain prepared for the additional courses they must take, such as those in Nursing or Respiratory Therapy. Cornner suggested that some science instructors may choose to continue to teach online. He also offered that AB 705 has seen a loss of enrollment in English and Math courses, but a gain in completion. Stewart, who chairs the Online Education Committee for the State Academic Senate, noted that what will keep the academic rigor is the training of the instructor to teach online as well as the course design the instructor is teaching. Modifications must be made to face-to-face courses in order for them to be offered online, and that takes effort on the part of the instructor. Echeverri observed that these are important conversations to have, and suggested having similar discussions at Discipline Day (February 26, 2021).
Cornner also reported on a significant conversation with the Los Angeles Unified School District (LAUSD) regarding the Ethnic Studies graduation requirement, and foresees a huge connectivity between LAUSD and the LACCD. He also reported on a COVID-19 re-engagement grid for the return of instruction and services to college campuses. The rollout of vaccines is critical to this return and there are still many unknowns. The decision to return to campuses or not for Fall 2021 must occur in March. Educators are in Tier 1.B. in Los Angeles County, but we are not at that tier yet – perhaps in February. The District will keep everyone informed. The LACCD will not administer vaccines, but we can be vaccine distribution points, as it is better to partner with groups which are doing the vaccinations rather than doing the vaccinations ourselves. Cornner thanked the faculty for their engagement. Hernandez recommended that we maintain an equity-minded approach with our students and need to consider their multiple stresses. Echeverri thanked Cornner and Associate Vice Chancellor of Institutional Effectiveness Maury Pearl for such interesting data. She also thanked the faculty and is remaining hopeful.

Cornner provided the Senators with the following documents and links:

- [http://www.laccd.edu/About/News/Documents/Plans/LACCD%20COVID-19%20Re-Engagement%20Grid.pdf](http://www.laccd.edu/About/News/Documents/Plans/LACCD%20COVID-19%20Re-Engagement%20Grid.pdf)
- [http://www.laccd.edu/About/News/Pages/Recovery-Information.aspx](http://www.laccd.edu/About/News/Pages/Recovery-Information.aspx)

**Action Items**

**Approval of New Subject: Native American Studies (NATIVAM) (DCC approved 1/8/21)**

Atondo/Akl) **M/S/P**

Atondo reported that the request to create a new subject came from L.A. Harbor College, in preparation to potentially develop curriculum at the colleges in the LACCD. If approved, the action would go to the faculty union (American Federation of Teachers [AFT] 1521) to negotiate the faculty load factor. Echeverri announced a potential proposal at the ASCCC (Academic Senate for California Community Colleges) Plenary to establish Minimum Qualifications (MQs) for Asian American Studies and Native American Studies.

**AP 4221: Course Syllabus Requirements (DCC approved 1/8/21)**

Stewart/Kalustian) **M/S/P**

Atondo referred to the LACCD’s transition of its Board Rules and Administrative Regulations to the templates used by the CCLC (Community College League of California). Although many Board Rules and Administrative Regulations were transitioned into Board Policies and Administrative Procedures (AP) in Spring of 2020, this particular AP was missed last spring. No changes are being proposed in this document; this language is in the existing Board Rule.
Use of Video in Live/Synchronous Distance Education Courses for Inclusion in E89/AP 4105 (DCC approved 1/8/21)

Note: Title of E-89/AP 4105 revised to add “Live/Synchronous”

Main Motion: (Stewart/Kalustian) M/S/P as amended

No: Maddren

MOTION: Amend #3 to follow CCLC nomenclature (new language underlined; removed language struck) – “The Chancellor, in consultation with the District Academic Senate (DAS), shall establish protocols procedures to ensure that students are notified in advance of the relevant academic term when video is to be required in a course.”

(Hernandez/Stewart) M/S/P

POINT OF ORDER: Maddren asked if this action item was being sent to the full DAS for action.

RULING OF THE CHAIR: Echeverri stated that, should this action item pass DAS Exec, it will be sent to the full DAS (District Academic Senate) for action.

Wendy Bass-Keer, Chair of the Online Education and Academic Technology Committee (OEATC), reported that the DAS Executive Committee (DAS Exec), OEATC, the District Curriculum Committee (DCC), and other entities worked on this draft. Senators in opposition to this motion argued that faculty members could make the determination about application to their own classes and include their policy in their syllabi. Senators who argued in favor of this procedure noted the benefit to faculty members to have guidance as well as the necessity for students to have a fair and consistent District policy; instructors may clarify the District policy in their syllabi. Bass added that proctoring would be covered.

FAQ on Use of Video in Synchronous Online Classes

(Stewart/Akl) M/S/P

Abstention: Maddren

Bass explained that this is a living document from the OEATC, intended to provide guidance to the faculty, and remains open to faculty feedback. The use of cameras can be put on the Distance Education (DE) Addendum as an illustration of how to meet the course objectives in an online environment. Students may also put their preferred first name in the Student Information System (SIS); that name will then be imported to Canvas. It is possible to have a waiting room in Zoom so that those who phone in to class can be identified as students in the class before admitting to that class session.

Noticed Items

Discussion Items

Planning for:
- DAS Meeting on February 11, 2021
  - DAS Election Procedures
- Spring 2021 District Discipline Day on February 26, 2021
- Spring, Summer, and Fall Semesters
- Spring 2021 ASCCC Plenary Session

**DAS Election Procedures:** Echeverri requested that the Nominations and Elections Committee develop and deliver a presentation related to online election procedures, with the election itself as time certain during the May 13, 2021 meeting of the District Academic Senate. Stewart stated that he would not run for re-election as DAS Treasurer, citing his responsibilities with the L.A. Southwest and State Academic Senates. Echeverri thanked Stewart for his service. A candidate forum could be held from 12:30 to 1:30 at the May 13th DAS meeting. Another faculty member to serve on the Nominations and Elections Committee will be recruited from DAS. Job descriptions of the positions are contained in the DAS bylaws. Current reassigned time is as follows: DAS President – 1.0; Vice Presidents -.5 each; Secretary, Treasurer, and Parliamentarian - .2 each.

**Discipline Day:** Echeverri reported that Discipline Day will be on Friday, February 26, 2021. The DAS Professional Development College will assist DAS 1st Vice President Naja El-Khoury in the planning. A save the date email will go out shortly to Senate Presidents as well as to all faculty. The following ideas related to Discipline Day came from the floor: Change start time to 9:00 a.m.; have a guest speaker on equity-minded course design; build engagement and interaction (change format to speaker then breakout, panel then discussion, etc.); discuss peer online review; present on enrollment comparisons; hard-to-convert classes (lab, activity, CTE); authentic assessment; time for mental self-care to avoid burnout; permit sufficient time for discipline-specific discussions; encourage all disciplines to meet and not list specific discipline meetings in the program (lest it give the wrong impression that disciplines not listed will not be meeting); and prepare early so that awards for guest speakers are available.

**Conference Funds:** Stewart was pleased to report that, partly due to the virtual nature of meetings and conferences, the DAS had been able to sponsor more faculty from the colleges for various conferences and institutes, including the State Academic Senate 2020 Fall Plenary.

**Review of DAS Goals for 2020-2021**

Echeverri reviewed the DAS goals with the Senators. The goals were re-adopted with the view that actions plans are necessary for implementation, especially related to concerns related to equity – in faculty hiring and in curriculum. And although full-time faculty hiring may be low, the hiring of adjunct faculty will continue, especially because of the LACCD Supplementary Retirement Plan (SRP). We should also be moving forward
on succession planning (including a retreat and handbook for incoming officers), professional development, as well as the publication of a Spring edition of *Academically Speaking* with an equity theme. The DAS Exec will begin conversations about the 2021 Fall Summit. We will also continue discussions related to faculty doing scholarly research at our colleges, and will re-visit the idea of having a District IRB (Institutional Review Board). Some concern was expressed about this latter idea as we are not a research institution and applicants for faculty positions who have doctoral degrees might receive undo advantage, especially problematic since Minimum Qualifications do not extend to doctorates.

The Senators expressed continued concerns related to DAS goal #3, upholding and strengthening collegial consultation, and seeking collegiality in action, also known as technical assistance. This advisory assistance service is intended to provide a facilitated and structured opportunity to identify possible areas of conflict or different interpretations of the law and regulations and to develop ways to resolve the differences. Collegiality in action involves both the District Administration and the DAS, the CCLC and the ASCCC (Community College League of California; Academic Senate for California Community Colleges). Senators expressed the need for the Board of Trustees as well as members of the LACCD Administration to receive professional development in this regard as there have been a number of instances in which the Board has improperly usurped the role of the District Academic Senate in violation of Title 5 §53200.

Echeverri reported that the District contract with the Los Angeles County Sheriffs has been renewed for 6 months. A selection panel, assembled by LACCD Deputy Chancellor Melinda Nish, included Darrell Eckersley, Chief Grievance Officer for Faculty Guild AFT 1521. However, the union had not appointed Eckersley to this selection committee. Echeverri further reported that she will speak with Joanne Waddell, President of AFT 1521, regarding this administration appointment of faculty as well as other issues which the union and senate have in common.

Hernandez, Kalustian, and Stewart with join Echeverri in scheduling an appointment with the Chancellor, outside of the regularly-scheduled consultation date, to discuss matters related to a collegiality in action visit. Echeverri requested that the Senators forward concerns to her.

*Without objection, the agenda was reordered to address concerns related to tutor classifications.*

**Tutor Classifications - Concerns**

Hernandez shared a document related to tutor classification. [https://docs.google.com/document/d/1RqWsd2EleTixCdg4ldXEEd3iNXXmiNQBfzTx2wG WK1TE/edit?usp=sharing](https://docs.google.com/document/d/1RqWsd2EleTixCdg4ldXEEd3iNXXmiNQBfzTx2wG WK1TE/edit?usp=sharing)
Amanda Ryan-Romo, English instructor and Director of the Learning Center at East L.A. College, reported on problems with new Tutor categories. There had been an LACCD task force on employment categories for student workers, including tutors, and she had attended as a faculty expert in this area. However, she observed that decisions were reached by this District task force which were contrary to the opinions of faculty discipline specialists. Ryan-Romo noted equity issues related to LACCD student tutors, reporting that tutors who are enrolled as students in the LACCD and who had displayed expertise as tutors, would potentially lose $4 per hour in pay with the new job categories. Learning Center Directors may find themselves in the quandary of having an insufficient number of tutors to supply student demand. Also, since this District committee was related to personnel matters, the subject matter was confidential and could not be discussed. Gisela M. Herrera, English instructor and Director of the Reading and Writing Center at East, concurred, noting that the faculty was always outvoted at this committee, and citing equity issues for our students.

The Senate Presidents expressed their concerns— for student equity and about faculty input— and may potentially raise issues in consultation and through a resolution.

**Update on Administrative Retreat Rights Task Force**

The Senators reviewed the draft Board Policy and HR Guides. The consensus was against the adoption of a proposed "grandfather's clause" which would require the District to create a tenure-track faculty position for current District administrators without faculty tenure in the LACCD who wish to “retreat” to faculty. The DAS task force will convey this message to LACCD Administration, and continue its work to seek mutual agreement.

**Sexual Harassment Training**

Senators expressed concerns related to the mandatory sexual harassment training, noting little participant engagement and effectiveness in the nature or the presentation. Echeverri will pass along these concerns to Anna Bruzzese, who has been appointed to serve on the sexual harassment training task force. Echeverri will also follow up with VC Corner. She also noted that harassment complaints had been filed by District employees, but that there have been reports that employees had not felt supported and that complaints had not been resolved in a timely manner. The LACCD Office of Diversity, Equity, and Inclusion has experienced personnel changes and attempts by the Personnel Commission to reclassify positions in that area.

**Update on Ethnic Studies General Education Requirement**

There was general discussion on this topic, related to the Ethnic Studies requirement at the California State Universities as well as at the LACCD. Echeverri reported that there is a task force working on this at the statewide level. There will be an update at the next
ASCCC Spring Plenary, including Minimum Qualifications (MQs) for Asian American and Native American Studies disciplines. Hernandez suggested the need for instructors in affected disciplines and posited that there would be a need for adjustment in the faculty hiring prioritization recommendations at the college senates. Echeverri reported on related discussion at a meeting of the Board of Trustees Committees, and a possible legislative expansion of the Ethnic Studies categories. The LACCD Office of Educational Programs and Institutional Effectiveness is working on data to anticipate demand related to instructors in Ethnic Studies, and it is likely that colleges will be able to hire faculty in this area.

Atondo will forward a document on Frequently Asked Questions (FAQs) related to the explicit learning outcomes to be contained in the Area F General Education requirement at the California State Universities (CSUGE). She stated that the courses in CSUGE Area F for the California Community Colleges will be driven by what the Cal States will accept, and recommended that the Senate Presidents speak with the Articulation Officers and Curriculum Chairs at their local colleges to get specific information related to affected classes at their colleges.

**Request to ASCCC for Technical Assistance/Collegiality in Action**

Echeverri, Hernandez, Stewart, and perhaps John Freitas will meet next week on this topic.

**Faculty Hiring and Diversity**

Echeverri reported that the current FON (faculty obligation number) is very low because of low student enrollment in the LACCD. Colleges in the District are likely to hire faculty in disciplines related to Allied Health and Ethnic Studies.

**Professional Development College Future Direction: Support for Hard-to-Convert Classes, AB 705, Online Instruction and Services, Other**

Echeverri noted that the State budget outlook was more favorable, including additional one-time money, and that the DAS was facing statewide issues which could benefit with additional funding and reassigned time for resolution. Brent reported that the Professional Development College had broadened its areas of focus, and would be seeking appropriate revision to the DAS Bylaws to reflect those changes. The PDC will work with 1st VP Naja El-Khoury on Discipline Day.

**DAS Online Education and Academic Technology Committee**

Echeverri reported that she sent an email requesting participation from colleges not currently being represented on this committee.
Update on Sheriff’s Contract and Oversight Committee

Echeverri reported that the LACCD has extended for 6 months the contract with the Los Angeles County Sheriff’s Department to provide policing and security for the District as the Community College Bureau. Discussions continue regarding what levels of security are needed, whether those persons offering security should be armed or unarmed, etc. The LACCD will then go out for a formal RFP (request for proposal) for a multi-year, multi-million-dollar contract. Greater faculty involvement is needed in these discussions. Currently, Darrell Eckersley, Chief Grievance Officer for the faculty union, is serving on this committee.

Diversity, Equity, and Inclusion Statement

Kalustian expressed concerns regarding the process surrounding the revision of the LACCD’s statement on diversity, equity, and inclusion, especially in relation to faculty hiring. He stated that this topic falls under the purview of the academic senate, and observed that the LACCD Administration has not involved the DAS in these discussions despite senate requests. There are collegiality and consultation issues at stake.

Hernandez reported on work done at East’s senate retreat, including a review of the practices contained in a 2018 State Academic Senate publication, and noted the necessities of developing local training, and having institutional commitment to broadening faculty applicant pools. The DAS Exec will consider crafting a letter addressed to the LACCD Chancellor and Board of Trustees.

Other Concerns: Accreditation, Board Rules Project, Website Redesign

Senators expressed concerns regarding the website redesign project, as college sites were not easy to navigate and contained too much information. These websites were intended to be redesigned to be front-facing and student-centered, and not meeting those criteria may prove problematic during accreditation. Echeverri will invite Carmen Lidz, LACCD Vice Chancellor of Information Technology, and Joshua Miller, Chair of TPPC (the District Technology Planning and Policy Committee) and Guided Pathways Coordinator, to an upcoming meeting. The Board Rules alignment project continues apace, and the Student Services portions will be brought to DAS.

Reports

• Officer Reports

President

Echeverri thanked the faculty for their hard work during these difficult times, and hoped that everyone stays safe and healthy.
1st Vice President – no report

2nd Vice President

Atondo announced that DCC would have a special meeting on January 29, 2021 regarding the status of eLumen; there will be more details after that meeting related to the Go Live date for the program. She thanked Daniel Keller and Johnny Berella from the LACCD Office of Educational Programs and Institutional Effectiveness and their teams. Experienced curriculum chairs can help newer chairs and, until eLumen is live, Word documents could be used for curriculum processes.

Treasurer – written report

Stewart offered his name in nomination as faculty co-chair the District Budget Committee (when elections are held).

- Other Reports:
  - TPPC – no report
  - Academic Technology – previous action items
  - Professional Development College – previously reported
  - Hard-to-convert courses – no report
  - DE Training Workgroup – no report
  - Guided Pathways – no report
  - Others - none

Upcoming Meetings:

LACCD Board Meeting: Wednesday, February 3, 2021 - Zoom
DAS Executive Committee: Friday, February 5, 2021 – Zoom
District Budget Committee: Wednesday, February 10, 2021 – Zoom
DAS Meeting: Thursday, February 11, 2021 – Zoom
Consultation: Tuesday, February 16, 2021 – Zoom
Board Standing Committees: Wednesday, February 17, 2021 – Zoom
District Discipline Day: Friday, February 26, 2021 – Zoom
ASCCC Area C Meeting: Saturday, March 27, 2021, 2021 – Zoom
ASCCC Spring 2021 Plenary Session: April 15-17- 2021

Adjournment

(Kalustian/Stewart) M/S/P

The meeting was adjourned at 2:05 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary