District Academic Senate Executive Committee
Friday, March 5, 2021
9:30 a.m. to 12:00 p.m.
Zoom URL: https://lacc.zoom.us/j/95616814755
Meeting ID: 956 1681 4755
MINUTES

Attendance

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

Approval of the Agenda:
The agenda was adopted as amended – *Include discussion of joining the CVC OEI as a District; Use of FAQs on online video in synchronous instruction; TPPC* (Kalustian/Hernandez) M/S/P

Approval of the Minutes:
The minutes of the February 5, 2021 meeting were approved as written (Akl/Hernandez) M/S/P
Abstain: Allison Moore

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

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

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

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

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

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

**Action Items**

1. **Administrative Retreat Rights Policy Language**

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

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

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

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

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

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

(Freitas/Atondo) **M/S/P – as amended to reflect that Area D = 6 units and Area C = 9 units**
Atondo noted that the LACCD has signed a Memorandum of Understanding (MOU) on the WICHE passport (Western Interstate Commission on Higher Education). The current motion would aid in applicability of courses related to upcoming changes in CSUGE Area F, (California State University General Education; Ethnic Studies) permitting courses to count in multiple areas. Brown recommended a technical fix (see above); the passport was amended accordingly.

**Noticed Items**

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

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

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

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

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

Ryan Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness (EPIE) at the LACCD, referred to a recommendation from the Counseling Chairs to temporarily suspend the Degree Audit function in the Student Information System (SIS), PeopleSoft. One reason is that courses may count differently at different colleges, e.g., satisfying a Humanities requirement instead of a Social Science requirement for a degree. Cornner disagreed with the recommendation from the Counseling Chairs, noting that the majority of programs at the colleges would not be affected, and instead suggested that Articulation Officers work to identify and resolve articulation and curricular issues.
Daniel Keller, LACCD Dean of Curriculum and Educational Support Services, has been meeting with IT team, EPIE personnel, Articulation Officers, and A & R personnel to discuss problems with degree audits. They have three recommendations:

1) Turn off the pie chart in the student display in their SIS portal. The pie chart shows students have far they are in the degree process.

2) When a student or a counselor looks at the audit, it collapses as a default. The recommendation is to set the default at open versus collapsed.

3) Degree Audit is not an issue for certificates and local degrees. For Associate Degrees for Transfer (ADTs), seeing where a class was taken might help determine if the class could apply to an ADT. The District IT department will review and determine if coding can help resolve this issue.

Discussion Items

Planning for:

- DAS Exec Meeting on April 16, 2021
- DAS Academically Speaking Newsletter Spring 2021
- Upcoming DAS Meetings and Election on May 13, 2021
- Spring 2021 ASCCC Plenary Session
- Spring, Summer, and Fall Semesters
- Action Plan for DAS Goals

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

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

(Brent/Maddren) M/S/P

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

There was some discussion on the protocol for using District email for campaigning. The general view was that, although mass emails are inappropriate, reaching out to individual colleagues through District email would be permitted. The N & E Committee
will have further discussion, formulate a question, and forward the question to Cornner, who will then send it to the District Office of General Counsel. Members of the N & E Committee did note that, once elections procedures have begun, the rules cannot change. Maddren further reported that the committee has not yet decided on an election platform, but that it would likely be Election Runner as it is safe, secure, and cost-effective.

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

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

District Payroll support for local Senate dues paid through payroll deductions

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

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

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

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

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

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

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

**MOTION: Extend meeting by 15 minutes**

(Kalustian/Maddren) M/S/P

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

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

**JOINING CVC OEI as a District**

Miller needed to leave the meeting, but left a comment in the Zoom chat. “...I just wanted to comment on the CVC-OEI consortium. I have been working with CVC-OEI (I have an officially approved course) and like what they do and what they offer. Perhaps things have changed, but when I last asked the person in charge of CVC about
district involvement, she said there was no real mechanism for district approval. The approval needs to come from local Senates. The DAS can endorse, though.”

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

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

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

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

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

Echeverri will place this item on the consultation agenda.

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

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

**Update on Ethnic Studies General Education Requirement**

Atondo reported that there are no further updates.

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

**Facility Hiring and Diversity**;

**Diversity, Equity, and Inclusion Statement**

Hernandez shared a statement developed at East.

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

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

The following reports were deferred until the next meeting.
Reports

- Officer Reports

President

- 1st Vice President
- 2nd Vice President

Treasurer

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

Upcoming Meetings:

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

Adjournment

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

Kalustian/Atondo M/S/P

Respectfully submitted by Lourdes M. Brent, DAS Secretary