

District Academic Senate Executive Committee Meeting

Friday, November 13, 2020

9:30 a.m. to 12:00 p.m.

Zoom URL: <https://lacc.zoom.us/j/95616814755>

Meeting ID: 956 1681 4755

MINUTES

Attendance

	Present
Officers	Angela Echeverri (President), Naja El-Khoury (1 st VP), Elizabeth Atondo (2 nd VP), Lourdes Brent (Secretary), Robert Stewart (Treasurer), John Freitas (Parliamentarian)
City	Michael Kalustian
East	Jeffrey Hernandez
Harbor	
Mission	Carole Akl
Pierce	Barbara Anderson
Southwest	Robert Stewart
Trade	
Valley	Chauncey Maddren
West	Patricia Zuk
Guests	Jessica Drawbond, LACCD DE Coordinator, Reginald S. Hubbard (Valley), Jacob Skelton (Mission), Erum Syed (Southwest)

Call to Order:

President Angela Echeverri called the meeting to order at 9:35 a.m.

Approval of the Agenda:

The agenda was adopted as amended

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

Approval of the Minutes:

The minutes of the October 2, 2020 meeting were approved as amended

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

Public Speakers:

Jacob Skelton, English as a Second Language (ESL) Chair at Los Angeles Mission College, and Reginald Hubbard, ESL Chair at L.A. Valley College expressed ongoing concerns from the District ESL Discipline Committee regarding an electronic barrier for students which

29 appears in the Student Information System (SIS). In PeopleSoft, ESL courses can appear
30 as “ESL” or as “E.S.L.” Unfortunately, the two types of courses do not appear next to
31 each other in an electronic schedule format. Skelton reported that Daniel Keller, LACCD
32 Dean of Curriculum and Educational Support Systems, stated that those courses cannot
33 display next to each other as requested because of SIS programming related to faculty
34 load factor. The District ESL Discipline Committee is hoping to rewrite ESL curriculum to
35 move it under the umbrella of “E.S.L.” That action would make it easier for students to
36 search for courses in SIS. It would also involve a change in faculty load factor from 15 to
37 12 hours. Hubbard also expressed concerns related to student enrollment and
38 recommended that the District remove such barriers.

39

40 **Action Items**

41

42 **Administrative Procedure 4235 Credit for Prior Learning (DCC approved 11/6/20)**

43 (Stewart/Freitas) **M/S/P – as amended**

44

45 **MOTION: Amend “Prior Learning Assessment Grading Policy,” last bullet point on page**
46 **1, as follows: Students shall be given the opportunity to ~~accept, decline, or~~ appeal the**
47 **grade assigned...”**

48 (Freitas/Kalustian) **M/S/P**

49

50 **Board Policy 4235 Credit for Prior Learning (DCC approved 11/6/20)**

51 (Hernandez/Akl) **M/S/P**

52 Atondo offered a correction (typographical error): Omit: “Joint services transcripts” and
53 replace with “credit for military service/training”

54

55 **(Agenda reordered to take following item – without objection)**

56

57 **Replace Administrative Regulation E-89 with AP 4105 Distance Education – Language** 58 **Approved in March 2020**

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

60

61 Freitas introduced the motion and provided context. He reported discussion which took
62 place in the Academic Technology Committee and the District Curriculum Committee
63 (DCC). Freitas went on to state that, until the Board Rules and Administrative
64 Regulations revision projects are completed, the District needs an E-Reg that is public
65 facing for now. He observed that there is language in the current E-89 on the selection
66 of faculty, and noted the importance of keeping E-89 and HR Guides separate. In future,
67 faculty selection would go into the appropriate administrative procedure in Chapter VII.
68 With LACCD administration, Freitas continues work on the conversion of existing Board
69 Rules to Board Policies, E-Regs to Administrative Procedures, etc., according to the
70 template used by the Community College League of California (CCLC). He will bring
71 updates to the DAS for review and approval.

72

73 **Administrative Regulation E-89/AP 4105 – Added Language on Use of Cameras in**
74 **Distance Education Classes (DCC approved 11/6/20)**
75 (Maddren/Zuk) **POSTPONED**

76
77 **MOTION: Amend the first paragraph as follows (new language underlined) –**
78 ***“Instructors of distance education may include the use of cameras in their instructional***
79 ***methods, apart from proctored assessments, as identified in distance education***
80 ***addenda approved by the Curriculum Committee.”***
81 (Maddren/Akl) **M/S/P**

82
83 **MOTION: Postpone to allow for further revision**
84 (Hernandez/El-Khoury) **M/S/P**

85
86 Echeverri asked for volunteers for a work group. Maddren, Hernandez, and Akl
87 volunteered. Freitas offered to show the draft policy to the Academic Technology
88 Committee at its next meeting.

89
90 To begin the discussion of the motion, Freitas referred to the legal opinion of the
91 California Community Colleges Chancellor’s Office (CCCCO) related to the use of
92 cameras in classes. If students must have their cameras on as a required part of the
93 course, that requirement can be put in the DE (Distance Education) addendum.
94 Students should have the choice to “opt out.” Atondo noted that the issue related to
95 the use of cameras for proctoring examinations will be addressed separately by the
96 work group.

97
98 Hernandez recommended that the Senators consider cautioning instructors to take into
99 account equity considerations. Although the DAS cannot be overly prescriptive, we can
100 ask that faculty take equity into account. A possible recommendation could read, in
101 part: “faculty shall consider the impact of requiring students to use their cameras.”
102 Hernandez suggested that we needed time to review. Senators offered other discussion
103 points, noting the same issues related to required student camera use during
104 synchronous instruction as with proctored examinations, observing that we currently
105 lack guidance on the proctoring issue from the CCCCCO. As a further complication, it may
106 be possible to craft a document which either protects students or empowers
107 instructors, but not both. The Senators urged the necessity of feedback from the local
108 senates. The previously referenced work group will draft a possible amendment of this
109 action item. Brent noted similar student camera/technology/privacy issues with
110 Cranium Café.

111
112 **AP 4025 – Philosophy and Criteria for Associate Degree and General Education**
113 (Stewart/Zuk) **M/S/P**

114 **Abstention: Zuk**

115
116 **WICHE Passport Outcomes Mapping (DCC approved 11/6/20)**

117 (Akl/Atondo) **M/S/P**
118 Atondo observed that the DAS had fully approved the WICHE memorandum of
119 understanding (MOU) at a prior meeting. She acknowledged the amazing work of DCC
120 and Keller.

121
122 **Academic Freedom Statement BP 4030 (Updated)**

123 **POSTPONED**

124 **MOTION: *Postpone for further consideration***

125 (Freitas/Hernandez) **M/S/P**

126

127 Freitas reported that he had discussed this DAS action item with Ryan Cornner, LACCD
128 Vice Chancellor of Educational Programs and Institutional Effectiveness. The District
129 must have a Board Policy related to academic freedom for accreditation purposes; the
130 statement which had been passed does not meet the accreditation standards set by the
131 ACCJC (Accrediting Commission on Community and Junior Colleges). Freitas stated that
132 the DAS must return to a previous version or make revisions to the current document.

133

134 **DAS Bylaws – Revisions to Articles III (Election of DAS Officers and Senators) and IV
135 (Vacancies and Successions)**

136 **POSTPONED**

137 **MOTION: *Postpone***

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

139

140 In his introduction of the motion, Freitas stated that it should be treated as a noticed
141 motion, that action would be taken at the December meeting of the District Academic
142 Senate Executive Committee (DAS Exec), and then forwarded to the full DAS for
143 December action. Freitas also stated that the DAS Exec is the Constitution and Bylaws
144 Committee.

145

146 There was much discussion related to this item which will be on the December agendas
147 of the DAS Exec and the full DAS as action items. There were three major concerns: 1)
148 The voting procedures are in the current bylaws and are very specific. Should they be
149 pulled out of the bylaws and given to the Nominations and Elections Committee or
150 should they remain in the bylaws? 2) Due to the COVID-19 pandemic, DAS meetings are
151 now being held virtually. The current bylaws require voting via paper ballots. Such a
152 process is not possible in a virtual environment. Therefore, should the Bylaws be
153 amended to permit online elections? The Bylaws may be rewritten and a process
154 outlined or the process may be determined by the Nominations and Elections
155 Committee. (See Concern No. 1 above.) 3) The current Bylaws have the following voter
156 eligibility requirement: "In order to vote in the election for DAS officers, a DAS
157 representative is required to have attended a minimum of four regular DAS meetings
158 (other than the election meeting) during the previous two years. The Committee
159 working with the Secretary, will prepare and certify the list of eligible voters." Should
160 that requirement be eliminated?

161

162 The last point received the most discussion. Those who felt that the attendance
163 requirement be eliminated argued that newly appointed/elected college
164 representatives to DAS should not be disenfranchised, and an attendance requirement
165 for new Senators does so. Having newer members increases equity and diversity. There
166 is no attendance requirement for representatives to vote on other issues considered by
167 DAS, many of which carry great impact, and there is no such requirement to vote for
168 officers at the ASCCC (Academic Senate for California Community Colleges). Those who
169 argued against that position felt that choosing officers who will lead the DAS should
170 have a higher voting standard. In addition, requiring attendance at four meetings in two
171 years (4 meetings out of 16) is not onerous. And it is the responsibility of college Senate
172 Presidents to see that their representatives attend; if the representatives do not attend
173 as they should, the Senate President may speak with them and, possibly, replace with a
174 representative who would have a better attendance record.

175

176 Echeverri thanked everyone for a good discussion and asked those Senators who
177 proposed possible amendments to bring them in writing to the next meeting of the DAS
178 Exec.

179

180 **Noticed Items**

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182 **Use of Video in Synchronous DE Sessions – LACCD FAQ List**

183

184 Echeverri shared the document from the State Chancellor’s Office, and requested that
185 the DAS Exec review prior to the December 4, 2020 meeting. Freitas reported that the
186 Academic Technology Committee has a camera work group; the FAQ list is based on the
187 CCCCCO opinion. Freitas provided a link.

188 https://studentlaccdmy.sharepoint.com/:w:/g/person/crisosnm_laccd_edu/ER1rkrQY
189 [ZD5LtaGRxz6EO6EBSbfR6mCkCD0It_Drg9zmeg?e=gmtsDp](https://studentlaccdmy.sharepoint.com/:w:/g/person/crisosnm_laccd_edu/ER1rkrQY)

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191 **Discussion Items**

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193 **Election Procedures**

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195 Echeverri reported that there will be an election of DAS Officers in Spring 2021, and
196 noted that there is currently no provision for electronic voting. The current DAS bylaws
197 require paper ballots. And since DAS will be meeting via Zoom, an electronic alternative
198 to paper ballots will be required. The procedures either need revision or they must be
199 pulled out of the bylaws to permit electronic voting. Freitas noted that Bylaws revision
200 will require a 2/3 majority vote by the DAS. Hernandez, Kalustian, Maddren, and
201 Stewart (who announced that he would not seek re-election as DAS Treasurer),
202 volunteered to serve on the Nominations and Elections Committee. The Committee
203 elects its own chair. Kalustian offered that L.A. City College tried Election Buddy and
204 Election Runner, and preferred Election Runner because it interfaces well with Outlook.

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DAS Task Force on Ethnic Studies General Education Requirement

Atondo reported that she will co-facilitate this task force with Cornner. She noted the need to educate this committee on where we are, especially with CSUGE and an upcoming new Area F (California State University General Education). The new Area F has not been finalized. Karen Daar, Vice President of Academic Affairs at L.A. Valley College, reported at DCC. Under review will be all of the graduation requirements in Title 5. Atondo urged a cautious and incremental approach as we need to be thoughtful about curriculum. Hernandez noted that the ASCCC is working with the Legislature to change Title 5. Therefore, he encouraged the task force to consider the Ethnic Studies requirement a statewide initiative which requires statewide collaboration.

Echeverri reported that, at present, there is a large group of LACCD faculty who wish to participate in this task force. Only 1 full-time Asian American Studies and no full-time Native American Studies faculty have been identified in the District. There was discussion among the Senators about decreasing the size of the task force to permit all 9 colleges to have an equal voice. Echeverri recommended that there be discussion at a December 10th event at which a one-page report could be generated for preliminary review by the LACCD Board of Trustees.

Update on Student Services Workgroup

Atondo provided an update. The District Academic Senate supports getting Student Services policies and processes consistent across the 9 colleges and have them be student-friendly. Atondo gave an example of a graduation petition which has 9 different deadlines and processes at 9 different colleges. A work group consisting of faculty, staff, and administration met once. It became clear that the way to effectuate this goal is to have new Administrative Procedures related to graduation processes, academic renewal, etc. These draft procedures would be vetted through the local and district senates, and then put through the consultation processes.

Technology Master Plans

Hernandez reported that Cornner will investigate further and provide information. There is also discussion about updating the LACCD shared governance handbook. Representatives to the District Planning Committee will review.

Credit for Prior Learning – Joint Services Transcripts and Credit for Military Service/Training – previously addressed

Scheduling of Synchronous/Asynchronous Classes for Spring 2021

Echeverri reported resolution of the issue.

249 **Planning for:**

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- 251 • **DAS Meeting 12/10/2020**
- 252 • **Other: Consultation, District Discipline Day**

253

254 Echeverri reported on consultation items, including the academic freedom statement,
255 and the use of student cameras for instruction. She also stated that the LACCD Office of
256 General Counsel had drafted a new agreement for Cooperative Education classes which
257 would make student participation more difficult. Cornner will review.

258

259 **DAS Representation**

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261 *** DAS Academic Technology Committee**

262 Freitas reported on the FAQ list, potential revisions, and possible recommendations
263 related to the use of cameras in instruction and examinations which would be
264 congruent with the CCCCC memorandum.

265

266 *** Professional Development College**

267 Brent reported on continuing work to revise the charge of the Professional
268 Development College; recommendations will be brought to the DAS for consideration.
269 Two seminars – Diversity in Faculty Hiring and the updated Administrative Procedure on
270 Serving Students with Disabilities – will occur in Winter and Spring of 2021.

271

272 *** Guided Pathways Design Teams**

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- **Career Exploration: 1 DE**
- **Technology: 1 DE, 1 Academic Technology**

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275 Echeverri reported that there is one volunteer from Southwest (in
276 Technology), but that other volunteers are still needed. Drawbond
277 reported that there is adequate DE representation.

278

279 **Update on Administrative Retreat Rights Task Force**

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281 Echeverri noted that the ASCCC's latest paper regarding administrative retreat rights
282 had been written 30 years ago. The DAS task force has been meeting with
283 representatives from the District Office of Human Resources, currently headed by
284 Mercedes Gutierrez, Interim Vice Chancellor. Representatives from the LACCD
285 Academic Administrators (Teamsters Local 911) and the AFT Faculty Guild (AFT 1521)
286 have also been present. The task force will meet until mutual agreement is reached.

287

288 **Proposed memorandum of Understanding (MOU) for Spanish Noncredit Minimum**
289 **Qualifications**

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291 Hernandez observed that the MOU did not originate from East L.A. College and that
292 ELAC is not offering a Non-Credit course. The course in question is for another Non-

293 Credit course in our District. He expressed opposition to local Minimum Qualifications
294 (MQs), and noted that they must be addressed at the State level.

295

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

297

298 Atondo reported that nothing is currently coming through the District Curriculum
299 Committee (DCC), and noted that the LACCD Board of Trustees does not need to
300 approve new courses, just new studies. Atondo reported no current urgency related to
301 this matter.

302

303 **Other Concerns: Accreditation, Board Rules Project, FLEX Day Webinar Capacity**

304

305 Freitas reported that he and Cornner are reviewing Chapter V of the current Board
306 Rules. It is anticipated that this chapter will come to DAS Exec in January of 2021.
307 Chapters II, III, and VII, which incorporate shared governance agreements, administrator
308 retreat rights, and faculty hiring, are also forthcoming.

309

310 **Request for Faculty Input on Card Sorting Exercise for Website Redesign**

311

312 El-Khoury commented on a request from Betsy Regalado, Associate Vice Chancellor of
313 Educational Programs and Institutional Effectiveness, to review some proposed web
314 enhancements for the colleges. However, he noted that it takes many hours to develop
315 a web design, and that the deadline for the completion of the request from Regalado
316 did not permit sufficient time to provide comprehensive review. He also stated that the
317 web review should be a local activity, as it is the colleges which would be the most
318 impacted. El-Khoury also observed that the web design steering committee did not
319 know about the request from Regalado, and the Public Information Officer at L.A.
320 Southwest College did not know about it either. Echeverri reported that Regalado had
321 extended the deadline.

322

323 **Reports**

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325 • **Officer Reports**

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327 **President**

328

329 Echeverri observed that challenges related to AB 705 continue, potentially exacerbated
330 due to the impact of remote instruction necessitated by the COVID-19 pandemic. Of
331 particular concern are students in K-12, who face disproportionate impact. District
332 Chancellor Francisco Rodriguez is open to continuing the conversation related to
333 offering English and Mathematics courses more than one level below transfer. Such
334 course offerings would be compliant with AB 705 legislation.

335

336 Anderson expressed thanks for continued DAS interest related to AB 705 impact, but
337 was also concerned that faculty members are not being granted access to their labs and
338 studios on campus, e.g., film classes, as that action can affect academic integrity.

339

340 **1st Vice President**

341

342 El-Khoury reported that since there were no action items, there was no Equivalency
343 Committee meeting held on November 9, 2020. Work continues on the Computer
344 Science/Computer Information Systems alignment project. That task force is now
345 looking at applicable grandfathering; this discussion will involve the local colleges.
346 When the alignment is completed, the union will be involved with regard to any load
347 factor issues.

348

349 **MOTION: *Extend the meeting for 15 minutes***

350 (Maddren/Zuk) **M/S/P**

351

352 **2nd Vice President**

353 Atondo reported that the District Curriculum Committee will meet December, 11, 2020.

354

355 **Treasurer** – Report sent electronically

356

357 *** Other Reports:**

358

359 *** TPPC** – no report

360 *** Academic Technology** – previously reported

361 *** Professional Development College** – previously reported

362 *** Hard-to-convert courses** – no report

363 *** DE Training Workgroup** – no report

364 *** Guided Pathways** – no report

365 *** Others** – none

366

367 **Upcoming Meetings:**

368

369 **Board Standing Committees:** Wednesday, November 18, 2020 – Zoom

370 **Academic Technology Committee:** Friday, November 20, 2020 – Zoom

371 **LACCD Board Meeting:** Wednesday, December 2, 2020 - Zoom

372 **DAS Executive Committee:** Friday, December 4, 2020 – Zoom

373 **DAS Meeting:** Thursday, December 10, 2020 – Zoom

374 **Consultation:** Tuesday, December 11, 2020 – Zoom

375 **District Budget Committee:** Wednesday, December 9, 2020 – Zoom

376 **ASCCC Area C Meeting:** Saturday, March 27, 2021, 2020 – Zoom

377 **ASCCC Spring 2021 Plenary Session:** April 15-17- 2021

378

379 **Adjournment**

380 (Maddren/Freitas) **M/S/P**
381 The meeting was adjourned at 12:02 p.m.
382
383 Respectfully submitted by Lourdes M. Brent, DAS Secretary