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

<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), John Freitas (Parliamentarian)</td>
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<tr>
<td>City</td>
<td>Michael Kalustian</td>
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<tr>
<td>East</td>
<td>Jeffrey Hernandez</td>
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<td>Harbor</td>
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<tr>
<td>Mission</td>
<td>Carole Akl</td>
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<td>Pierce</td>
<td>Barbara Anderson</td>
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<tr>
<td>Southwest</td>
<td>Robert Stewart</td>
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<td>Trade</td>
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<tr>
<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>Jessica Drawbond, LACCD DE Coordinator, Reginald S. Hubbard (Valley), Jacob Skelton (Mission), Erum Syed (Southwest)</td>
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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
appears in the Student Information System (SIS). In PeopleSoft, ESL courses can appear as “ESL” or as “E.S.L.” Unfortunately, the two types of courses do not appear next to each other in an electronic schedule format. Skelton reported that Daniel Keller, LACCD Dean of Curriculum and Educational Support Systems, stated that those courses cannot display next to each other as requested because of SIS programming related to faculty load factor. The District ESL Discipline Committee is hoping to rewrite ESL curriculum to move it under the umbrella of “E.S.L.” That action would make it easier for students to search for courses in SIS. It would also involve a change in faculty load factor from 15 to 12 hours. Hubbard also expressed concerns related to student enrollment and recommended that the District remove such barriers.

**Action Items**

Administrative Procedure 4235 Credit for Prior Learning (DCC approved 11/6/20)
(Stewart/Freitas) **M/S/P – as amended**

MOTION: Amend “Prior Learning Assessment Grading Policy,” last bullet point on page 1, as follows: Students shall be given the opportunity to accept, decline, or appeal the grade assigned...”
(Freitas/Kalustian) **M/S/P**

Board Policy 4235 Credit for Prior Learning (DCC approved 11/6/20)
(Hernandez/Akl) **M/S/P**

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

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

Replace Administrative Regulation E-89 with AP 4105 Distance Education – Language Approved in March 2020
(Stewart/Hernandez) **M/S/P**

Freitas introduced the motion and provided context. He reported discussion which took place in the Academic Technology Committee and the District Curriculum Committee (DCC). Freitas went on to state that, until the Board Rules and Administrative Regulations revision projects are completed, the District needs an E-Reg that is public facing for now. He observed that there is language in the current E-89 on the selection of faculty, and noted the importance of keeping E-89 and HR Guides separate. In future, faculty selection would go into the appropriate administrative procedure in Chapter VII. With LACCD administration, Freitas continues work on the conversion of existing Board Rules to Board Policies, E-Regs to Administrative Procedures, etc., according to the template used by the Community College League of California (CCLC). He will bring updates to the DAS for review and approval.
Administrative Regulation E-89/AP 4105 – Added Language on Use of Cameras in Distance Education Classes (DCC approved 11/6/20)  
(Maddren/Zuk) POSTPONED

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

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

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

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

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

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

Abstention: Zuk

WICHE Passport Outcomes Mapping (DCC approved 11/6/20)
Atondo observed that the DAS had fully approved the WICHE memorandum of understanding (MOU) at a prior meeting. She acknowledged the amazing work of DCC and Keller.

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

**POSTPONED**

**MOTION: Postpone for further consideration**

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

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

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

**POSTPONED**

**MOTION: Postpone**

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

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

There was much discussion related to this item which will be on the December agendas of the DAS Exec and the full DAS as action items. There were three major concerns: 1) The voting procedures are in the current bylaws and are very specific. Should they be pulled out of the bylaws and given to the Nominations and Elections Committee or should they remain in the bylaws? 2) Due to the COVID-19 pandemic, DAS meetings are now being held virtually. The current bylaws require voting via paper ballots. Such a process is not possible in a virtual environment. Therefore, should the Bylaws be amended to permit online elections? The Bylaws may be rewritten and a process outlined or the process may be determined by the Nominations and Elections Committee. (See Concern No. 1 above.) 3) The current Bylaws have the following voter eligibility requirement: “In order to vote in the election for DAS officers, a DAS representative is required to have attended a minimum of four regular DAS meetings (other than the election meeting) during the previous two years. The Committee working with the Secretary, will prepare and certify the list of eligible voters.” Should that requirement be eliminated?
The last point received the most discussion. Those who felt that the attendance requirement be eliminated argued that newly appointed/elected college representatives to DAS should not be disenfranchised, and an attendance requirement for new Senators does so. Having newer members increases equity and diversity. There is no attendance requirement for representatives to vote on other issues considered by DAS, many of which carry great impact, and there is no such requirement to vote for officers at the ASCCC (Academic Senate for California Community Colleges). Those who argued against that position felt that choosing officers who will lead the DAS should have a higher voting standard. In addition, requiring attendance at four meetings in two years (4 meetings out of 16) is not onerous. And it is the responsibility of college Senate Presidents to see that their representatives attend; if the representatives do not attend as they should, the Senate President may speak with them and, possibly, replace with a representative who would have a better attendance record.

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

**Noticed Items**

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

Echeverri shared the document from the State Chancellor’s Office, and requested that the DAS Exec review prior to the December 4, 2020 meeting. Freitas reported that the Academic Technology Committee has a camera work group; the FAQ list is based on the CCCCO opinion. Freitas provided a link.  
https://studentlaccdmy.sharepoint.com/:w/g/personal/crisosnm_laccd_edu/ER1rkrQYZD5LtaGRxz6EO6EBsfR6mCkCD0It_Drg9zmeg?e=gmtsDp

**Discussion Items**

**Election Procedures**

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

- DAS Meeting 12/10/2020
- Other: Consultation, District Discipline Day

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

DAS Representation

* DAS Academic Technology Committee
Freitas reported on the FAQ list, potential revisions, and possible recommendations related to the use of cameras in instruction and examinations which would be congruent with the CCCCO memorandum.

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

* Guided Pathways Design Teams
  - Career Exploration: 1 DE
  - Technology: 1 DE, 1 Academic Technology
    Echeverri reported that there is one volunteer from Southwest (in Technology), but that other volunteers are still needed. Drawbond reported that there is adequate DE representation.

Update on Administrative Retreat Rights Task Force

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

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

Hernandez observed that the MOU did not originate from East L.A. College and that ELAC is not offering a Non-Credit course. The course in question is for another Non-
Credit course in our District. He expressed opposition to local Minimum Qualifications (MQs), and noted that they must be addressed at the State level.

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

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

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

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

Request for Faculty Input on Card Sorting Exercise for Website Redesign

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

Reports

• Officer Reports

President

Echeverri observed that challenges related to AB 705 continue, potentially exacerbated due to the impact of remote instruction necessitated by the COVID-19 pandemic. Of particular concern are students in K-12, who face disproportionate impact. District Chancellor Francisco Rodriguez is open to continuing the conversation related to offering English and Mathematics courses more than one level below transfer. Such course offerings would be compliant with AB 705 legislation.
Anderson expressed thanks for continued DAS interest related to AB 705 impact, but was also concerned that faculty members are not being granted access to their labs and studios on campus, e.g., film classes, as that action can affect academic integrity.

1st Vice President

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

MOTION: Extend the meeting for 15 minutes (Maddren/Zuk) M/S/P

2nd Vice President

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

Treasurer – Report sent electronically

* Other Reports:

* TPPC – no report
* Academic Technology – previously reported
* Professional Development College – previously reported
* Hard-to-convert courses – no report
* DE Training Workgroup – no report
* Guided Pathways – no report
* Others – none

Upcoming Meetings:

Board Standing Committees: Wednesday, November 18, 2020 – Zoom
Academic Technology Committee: Friday, November 20, 2020 – Zoom
LACCD Board Meeting: Wednesday, December 2, 2020 - Zoom
DAS Executive Committee: Friday, December 4, 2020 – Zoom
DAS Meeting: Thursday, December 10, 2020 – Zoom
Consultation: Tuesday, December 11, 2020 – Zoom
District Budget Committee: Wednesday, December 9, 2020 – Zoom
ASCCC Area C Meeting: Saturday, March 27, 2021, 2020 – Zoom
ASCCC Spring 2021 Plenary Session: April 15-17- 2021

Adjournment
The meeting was adjourned at 12:02 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary