District Academic Senate Executive Committee

Friday, September 4, 2020
9:30 a.m. to 12:00 p.m.

Zoom URL: https://lacc.zoom.us/j/95616814755
Meeting ID: 929 0542 5310

MINUTES

Attendance

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Call to Order:

President Angela Echeverri called the meeting to order at 9:31 a.m.

Approval of the Agenda:

The agenda was adopted as amended – include software updates, and questions regarding EEAAP (Equally Effective Alternate Access Plan) related to Canvas (Hernandez/Akl) M/S/P

Zuk’s query related to a Districtwide email policy will be placed on the consultation agenda and can be brought to DAS (District Academic Senate) at its September 10, 2020 meeting.

Approval of the Minutes:

The minutes of the August 7, 2020 meeting were approved as written (Stewart/Hernandez) M/S/P

Public Speakers:
Jessica Drawbond, formerly the DE (Distance Education) Coordinator at L.A. Southwest College, is now the DE Coordinator for the District. She is also an English instructor at Southwest. Drawbond reported that Ryan Cornner, Vice Chancellor of Educational Programs and Institutional Effectiveness (EPIE), is keeping a list of software requests and purchases. Echeverri will follow up with Cornner to obtain the list. Drawbond referred to DE integrations, i.e., tools in Canvas. Common integrations would be accessing Zoom through Canvas, or publisher integrations, e.g., assignments and the grade book. Previously, there had been no policy regarding integrations. Over the summer, the LACCD focused on accessibility. Drawbond referred to the Voluntary Product Accessibility Template (VPAT), a document which evaluates how accessible a particular product is according to Section 508 Standards. The District reviewed the VPATs and those which met standards were approved for Canvas integration. Those which have not been updated to the 2.1 standards must be updated. The LACCD is requesting one EEAAP (Equally Effective Alternate Access Plan) per integration. Colleges may use EEAAPs and VPATs (one per tool) already developed at their sister colleges. Such EEAAPs outline how the instructor would deal with accessibility issues when they arise, especially now when most instruction is remote/online. One example would be how to access content when students are requested to comment on what an instructor has put on the screen and there are one or more students in the class who are visually impaired. Further questions were referred to Cornner, whom Echeverri invited to attend this meeting.

Drawbond also noted that public access to Canvas shells may be permitted; although the LACCD is one district with 9 colleges, there is still local control. Thus, access to Canvas shells can be controlled by the one who develops the shell – usually the college DE Coordinator, as that person would have administrative control. The college DE Coordinators are currently meeting twice a week – on Tuesdays and Thursdays. Faculty members who have agenda items may email those items and they will be invited to join the meeting.

Drawbond forwarded the link to enroll in the LACCD Faculty Resources Shell.

https://ilearn.laccd.edu/enroll/WM8PJA

Akl reported on the passing of Professor Emeritus David Jordan, who had been an instructor of Law and Paralegal Studies at L.A. Mission College from 1997 to 2017. He will be missed by his Mission family.

Cornner joined the meeting, and noted that software purchases might be a bit slower than usual as District Procurement is understaffed at present. Cornner shared his screen on Zoom and reviewed the spreadsheet of software purchases and their status with the Senators. He will ask District Curriculum Dean Daniel Keller to send Echeverri an updated version of this spreadsheet. Cornner was pleased to report that vendors are generally willing to grant the LACCD use of the software before obtaining the signed contracts.
There was some discussion related to the use of textbooks and licenses for the life sciences. Cornner noted that, in face-to-face instruction, students usually work in groups for the labs. Los Angeles Trade-Technical College is using this approach in its online setting so that students need only one licensing code per lab group. Zuk observed that many life science students at West L.A. College are using their two-week free trial to do their labs for the entire semester.

Cornner stated that software requests were placed on the list through their discipline committees. Since all signs point to instruction at the LACCD remaining online during Winter and Spring of 2021, Cornner encouraged a review of these software requests with an eye toward consistency and commonality as well as purchasing with an economy of scale.

Cornner gave a general overview of EEAAPs and their integration with Canvas. Training related to EEAAPs and VPATs had been done. He observed that most EEAAPs take 20 minutes or less to complete. They can also be Districtwide per course as multiples of EEAAPs are not needed. The types of necessary accessibility would be the same as in a face-to-face classroom, would be referred to DSPS (Disabled Students Program and Services) for support and accommodations, and would include such things as alternate assignments. Cornner will provide as many trainings as necessary, and will also work with the individual faculty member. Thus far, he has reviewed over 70 VPATs and more than 20 EEAAPs. A streamlined process was recommended with a single point of contact. Echeverri noted that an accessibility breakout is planned for the Summit.

Drawbond posted the following links.

Recorded EEAAP and VPAT training:
https://laccd.zoom.us/rec/play/0DBjXmlzK6s48N5rzx5LRmFSIQ7EySUdWDJEWZhRp5D17V1zLWvbulpadqVLzx-Ly0UEWo9bs42hc.yLgMYij507jxR42Z?continueMode=true

It is also in the modules area of the LACCD Faculty Canvas Shell:
https://ilearn.laccd.edu/enroll/WM8PJA

Initially, the need for a Districtwide DE Coordinator was seen as a necessary response to remote learning prompted by the COVID-19 pandemic. Seeing the ongoing necessity for that position, Cornner will recommend it continue post-pandemic.

**Action Items**

**DAS Goals for 2020-2021**

(Akl/Kalustian) **M/S/P – as revised**

Discussion about this action item centered on viewing these goals through an equity lens. The revised goals are below.
1) Developing equity and anti-racism plans
   a) Reimagining faculty hiring through equity lens
   b) Faculty diversification
   c) Succession planning
   d) Examination of curriculum under equity lens
   e) Lead the investigation of ethnic studies and social justice requirement in LACCD (course, activity, etc.)
   f) Student equity in an online environment
   g) Supporting faculty through professional development: Reimagining faculty learning through equity lens, hard-to-convert courses, serving students with disabilities, AB 705 implementation, online student services, and other needs

2) Revising the DAS Bylaws: Academic Technology, Professional Development College, Elections, and Other

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

Motion to encourage local senates and curriculum committees to postpone routine non-urgent curricular updates until the transition of curriculum from ECD to eLumen is complete

(Akl/Anderson) M/S/P – as revised

Perfected motion:
The District Academic Senate reaffirms the rights of local senates and curriculum committees to postpone routine, non-urgent curricular updates until both the transition of curriculum from ECD to eLumen, and the process of reviewing and approving DE addenda to ensure the transition to remote learning, are complete.

Atando reported that East L.A. College Curriculum Chair Steve Wardinski recommended that DAS make a suggestion for newer curriculum chairs to tell their local faculty to hold off on any routine curriculum changes until we go live with eLumen. Atondo is hoping to get the endorsement from the full DAS at its September 10, 2020 meeting. Although Hernandez liked the idea of providing support for local senates and their curriculum committees, he was concerned regarding inadvertently undermining local authority. El-Khoury cautioned regarding how such a motion would be translated and the impact it would have on curriculum at the colleges. Southwest is developing some industry-related certificates at present, as an example. Atando also noted that curriculum committees cannot go back to using ECD (the LACCD Electronic Curriculum Development system) until curriculum migration to eLumen is complete because District IT has reported that it can no longer support ECD. College curriculum committees may
use paper record-keeping until migration is complete. After discussion, consensus was reached with a perfected motion (above).

DAS Calendar for 2020-2021 Academic Year
(Stewart/Kalustian) M/S/P – as revised

Echeverri reviewed additions to the calendar. February 26, 2021 was suggested as the date for Discipline Day for the Spring Semester; it will most likely be virtual. Stewart reported that the ASCCC (Academic Senate for California Community Colleges) Area C meeting would be October 17, 2020. Other ASCCC events and dates are: Area C – March 27, 2021; Part-Time Faculty Institute – February 18-20, 2021; Spring Plenary Session – April 15-17, 2021; Career/Non-Credit Institute – April 30-May 2, 2021; Faculty Leadership Institute – June 17-19, 2021; Curriculum Institute – July 7-10, 2021. Stewart also observed that no date is set presently for an Accreditation Institute. Also, if platforms remain virtual, the length of the events might be shortened as travel to and from such events will no longer be necessary.

Notice Items

Update to Professional Development College Charter

Echeverri reported on the necessity to review and revise the charter and the bylaws of the DAS Professional Development College (PDC) based on a changing landscape. Areas of focus could include: Hard to convert classes; Effective practices for Math/English/ESL and AB 705 implementation; Equity in faculty hiring; Serving students with disabilities; Student services; Wellness and self-care; Online instruction and services; Other topics as assigned by the DAS. Brent offered that the original intent was to offer courses in andragogy, and that they had been offered along with timely and relevant seminars. The September meeting of the PDC Steering Committee needed to be rescheduled due to calendar issues. Ideas for moving forward will be on the agenda with recommendations to the DAS.

Discussion Items

Planning for:

Fall 2020 Summit 9/25/2020

Echeverri reported on a meeting she had on September 3, 2020 with LACCD Dean of Student Success Deborah Harrington and Associate Dean Jessica Cristo. They discussed logistics and involvement in the Fall 2020 Summit, which will be held virtually due to the COVID-19 pandemic. It is anticipated that the LACCD will have sufficient Zoom licenses to accommodate participants. The theme would focus on the goals of the DAS for this academic year. Possible titles for the Summit included:
“Meeting the Challenge: Advancing Equity in an Expanded Online World.”
Proposed breakout sessions were discussed including “Strategies and Effective Practices for Conducting Labs and Activities Online,” "Equitable Opportunities in Local, Districtwide and Statewide Academic Senate Service and Leadership," and “Equity-Focused Guided Pathways: From Ideas to Actions, Moving Toward Institutionalization.”
Keynote speakers were suggested.

Echeverri shared a draft agenda which included a general session in the morning (remarks from LACCD Board President Andra Hoffman, greetings from LACCD Chancellor Francisco Rodriguez, welcome from DAS President Angela Echeverri, remarks from Vice Chancellor EPIE Ryan Cornner, and a brief question and answer session); a short break; reports from Vice Chancellor and Chief Information Officer Carmen Lidz, LACCD DE Coordinator Jessica Drawbond, a keynote speaker (TBA) on equity, and a student panel.
Afternoon breakout sessions and presenters could include: Regular and effective contact (Drawbond, Wendy Bass), Equity in online learning (Holly Bailey-Hofmann); Online accessibility (TBA); Wellness and self-care (Beth Benne, Brent); Hard-to-convert courses (Stuart Souki, Steve Brown, Diane Livio, Brian Gadd, Freitas, and others); Student and teacher engagement (Joanna Zimring-Towne, and others); Guided Pathways (Josh Miller, A. Brown, Phyllis Braxton, J. Hernandez); CSU Ethnic Studies graduation requirement (Anthony Samad, Eddie Flores, Ayesha Randall, and others); eLumen update (LACCD Curriculum Dean Daniel Keller, Atondo); Faculty hiring: Equity, MQs, and Equivalency (Eloise Crippens, El-Khoury, Kalustian, Shawn Tramel); Student panel (Elias Geronimo and others); and ASCCCC and statewide faculty leadership (Anna Bruzese, Stewart).

Commenting on possible breakout session topics for the Summit, Cornner suggested that PRISM, part of the Race and Equity Center at the University of Southern California, might want to partner. As the District’s job descriptions tend to be bureaucratic in nature, it could be interesting to see how PRISM might bring an equity lens to the recruitment and selection of faculty. Cornner also noted that the Weber Bill, which requires students to complete an Ethnic Studies course as a requirement to receive a baccalaureate degree at a California State University, specified four categories of ethnic studies: Chicano; Native American/Indigenous Peoples; Asian; African-American. Atondo expected that this requirement would be much like the American Institutions requirement at the Cal States, i.e., it could be completed before or after transfer from a California Community College to a Cal State. Cornner went on to note the receipt of a letter from some LACCD faculty members who recommended the hiring of 100 District faculty in these specific disciplines. Hernandez suggested the exploration of cross-listing, e.g., Chicano Studies and Political Science. Atondo agreed that a DAS task force was necessary so that the exploration and development of both Ethnic Studies and credit for prior learning could be faculty-led.

DAS Meeting 9/10/2020
Fall Plenary 11/5/2020 – 11/7/2020
District Discipline Day

Other events

DAS Goals for 2020-2021 – action item earlier in agenda - approved as revised

DAS Academic Technology Committee: Membership and DAS Bylaws – under “Reports”

Academic Freedom Statement

Freitas reported on the absence of an updated academic freedom statement, noted keenly during part of the Board Rule/Board Policy – Administrative Procedure alignment project. It is a requirement of the ACCJC (Accrediting Commission for Community and Junior Colleges).

From the ACCJC standard:
“...in order to assure institutional and academic integrity, the institution uses and publishes governing board policies on academic freedom and responsibility. These policies make clear the institution’s commitment to the free pursuit and dissemination of knowledge, and its support for an atmosphere in which intellectual freedom exists for all constituencies, including faculty and students.”

Freitas noted that an academic freedom statement is in Article 4 of our LACCD/AFT Faculty Guild collective bargaining agreement (CBA), and local senates also have such statements, usually based on one by the AAUP (American Association of University Professors). The challenge would be to draft a broad policy that would leave latitude to the local senates to craft statements that were both compatible with the larger policy as well as congruent with their college.

The Senators expressed concern with the last sentence in the draft statement: “If a College Academic Senate adopts its own Academic Freedom statement, it shall establish a process, in consultation with the AFT, for investigating allegations of violation of Academic Freedom.” Issues of the creation of grievances or practices outside of the evaluation process were raised.

After discussion, the following change to the last sentence was recommended:

"Each College Academic Senate may adopt and defend their own Academic Freedom statements, consistent with this policy and Article 4 of the AFT Faculty Collective Bargaining Agreement."

MOTION: Extend meeting for 10 minutes

(Kalustian/Hernandez) M/S/P
As a point of information, Cornner reported that some teachers have been excluding or dropping students who have not purchased the book because they only want to use the tests contained in the textbooks being used for their class. He noted that the practice of dropping students if they do not have the book is a violation of the California Education Code, and asked the Senators to strongly encourage peer compliance with this Ed Code Statute.

**Proposed MOU for Spanish Noncredit Minimum Qualifications**

Echeverri reported that she had received a request from Non-Credit faculty member Leticia Barajas at East. That college wants to offer Spanish for Non-Credit, and is proposing a Memorandum of Understanding (MOU) related to minimum qualifications (MQs) for instructors in this discipline. Freitas observed that this discipline would be placed in the tenth category of Non-Credit, i.e., workforce training (also in Title 5 §53412). He also noted that the proposed MOU was very specific, and that other aspects of the MQs for vocational and workforce training courses were eliminated in the proposed MOU. Freitas recommended greater clarification before the DAS could take action on this MOU.

**DAS Bylaws, Standing Rules, and Elections** – no report

**District Guided Pathways Efforts and Local Senate Purview** – no report

**Update on Administrative Retreat Rights Task Force**

Brent reported that the next meeting will be on September 29, 2020. Freitas emphasized that a retreating administrator who did not have faculty tenure in the LACCD should not have a process which has precedence over faculty wishing to transfer to another college in the LACCD.

**Professional Development College and Support for Hard-to-Convert Classes, E-100, AB 705, and Online Instruction and Services** – no separate report

**Supplemental Reassigned Time for Academic Senate Work (2020-2021)** – no report

**Issues with E-11: Creation of New Subjects – Placement of Existing Subjects** – no report

**Other Concerns: Accreditation, Board Rules Project, FLEX Day Webinar capacity, Technology Procurement** – some items previously discussed

**Reports**

- Officer Reports
* President – no additional report

* 1st Vice President – no additional report

* 2nd Vice President – no additional report

* Treasurer

Stewart reported that Trade-Tech, Mission, and Southwest had already paid their dues to DAS.

Other Reports:

* TPPC – no report

* Academic Technology

Freitas reported that the committee will be meeting on September 19, 2020. Proposed changes to the Academic Technology Committee will be forwarded to the DAS for review and for potential vote on applicable revisions to the DAS Bylaws. He thanked Drawbond, Adrienne Brown, and Josh Miller for their participation in a task force to develop resource modules for online student readiness. They are listed below.

LACCD Student Distance Learning Shell Self-Enrollment link:
https://ilearn.laccd.edu/enroll/FN4HEC

Student Self-Orientation to Canvas self-enrollment link:
https://ilearn.laccd.edu/enroll/RPWM6L

* Professional Development College

Brent added that the PDC will be offering two seminars in October: October 9, 2020, 9-11 a.m. – E-100 Updates; October 16, 2020, 9 a.m. to 1 p.m. – Diversity in Faculty Hiring.

* Hard-to-convert courses – no further report

* DE Training Workgroup – previously reported

* Guided Pathways – no additional report

* Others – none

Upcoming Meetings:

District Budget Committee: Wednesday, September 9, 2020 – Zoom

DAS Meeting: Thursday, September 10, 2020 – Zoom

Consultation: Monday, September 14, 2020 – Zoom

Board Standing Committees: Wednesday, September 16, 2020 – Zoom

Fall 2020 District Summit: Friday, September 25, 2020
DAS Executive Committee: Friday, October 2, 2020 – Zoom

LACCD Board Meeting: Wednesday, October 7, 2020 - Zoom

ASCCC Fall 2020 Plenary Session: November 5-7, 2020

Adjournment
(Brent/Freitas) M/S/P

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

Respectfully submitted by Lourdes M. Brent, DAS Secretary