District Academic Senate Executive Committee Retreat

Friday, January 21, 2022
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>Officers</th>
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<tr>
<td>Angela Echeverri</td>
<td>Angela Echeverri (President), Anna Nicholas (1st VP), Elizabeth Atondo</td>
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<td>Anna Nicholas</td>
<td>(2nd VP), Lourdes Brent (Secretary), Joshua Miller (Treasurer), Don</td>
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<td>Elizabeth Atondo</td>
<td>Gauthier (Past President), John Freitas (Parliamentarian)</td>
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<td>Lourdes Brent</td>
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<td>Joshua Miller</td>
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<td>Don Gauthier</td>
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<td>Past President</td>
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<td>John Freitas</td>
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<td>Parliamentarian</td>
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<tr>
<th>City</th>
<th>Mickey Hong</th>
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<tr>
<td>East</td>
<td>Jeffrey Hernandez</td>
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<td>Harbor</td>
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<td>Mission</td>
<td>Carole Akl</td>
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<td>Pierce</td>
<td>Barbara Anderson</td>
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<td>Southwest</td>
<td>Robert Stewart</td>
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<td>Trade</td>
<td>Marvin DaCosta</td>
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<td>Valley</td>
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<td>West</td>
<td>Patricia Zuk</td>
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<td>Guests</td>
<td>Wendy Bass-Keer (Pierce), Michael Kalustian (City), Daniel Keller</td>
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<td>(EPIE), George Leddy (Valley)</td>
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Approval of Resolution on Teleconferencing:

Resolution on Conducting District Academic Senate (DAS) Executive Committee Public Meetings via Teleconference from January 21, 2022 through February 22, 2022 (Nicholas/J. Hernandez) M/S/P

Call to Order:

District Academic Senate President Angela Echeverri called the meeting to order at 10:01 a.m.

Approval of the Agenda:

The agenda was adopted as amended (Stewart/Atondo) M/S/P

MOTION: Add as noticed motion - AP 4270 Transcript Notations and its Appendix
MOTION: Add as noticed motion - Additional Revisions to DAS Bylaws
(Nicholas/Brent) M/S/P

MOTION: Motion to move Action Item #5 to Discussion instead of Action and closed session
(Stewart/Gauthier) M/S/F
Yes = Gauthier, Hong, Stewart
No = Akl, Anderson, Atondo, Brent, Echeverri, Freitas, J. Hernandez, Miller, Nicholas, Zuk

MOTION: Add as noticed motion - District Software Budget, Fiscal Year 2022-2023
(Atondo/Akl) M/S/P

Approval of the Minutes:
The minutes of the December 3, 2021 meeting were approved as written
(Akl/Nicholas) M/S/P
Abstain: Gauthier

Public Speakers:
Daniel Keller, Dean of Educational Support Services, gave an update on eLumen, and shared a one-page summary. Colleges have tried to mitigate any errors which were in ECD (the District’s Electronic Curriculum Development system) while migrating to eLumen. Work is also progressing on the alignment between SAM codes and TOP codes (Student Accountability Model; Taxonomy of Programs). The District Curriculum Committee (DCC) and EPIE (Educational Programs and Institutional Effectiveness) have reviewed a long list of corrections – approximately 1,500 courses which need to be fixed, and 8,000 which need to be aligned. Also, as data came into eLumen, it was also noted that some SLOs (Student Learning Outcomes) might be missing or incorrect. Some courses are missing in the ECD to eLumen migration. Colleges can add missing courses as well as add the new courses which were added between the sunsetting of ECD and the addition of eLumen. Some CB (Course Basic) codes may need to be changed. Changes in SIS (Student Information System) related to the alignment of courses are expected. Alignment is anticipated in the Spring Semester, with a “go live” date of February 11, 2022. Updating of courses needs to be done manually in eLumen, and, at least initially, each course took approximately 5-8 minutes to update. That time has since improved to 3-5 minutes; it may be possible to reduce that time to 2-3 minutes per course. Training can start live as soon as alignment is finished or now via beta-testing. When AB 1111 is implemented, it is anticipated that eLumen could react quickly. However, Keller suggested that implementation of AB 1111 is not anticipated for 3-5 years. Program review is also part of the software package which the District purchased from eLumen, and once the programs are in the system, then the program review module can be used. It is up to each college to decide if it wishes to use eLumen...
or another software program for program review. Any college currently using eLumen for program review will not have to enter into a separate agreement with that company for that purpose.

Gauthier provided a brief overview of the equivalency process, especially pertaining to Action Item #5 in today’s agenda. He noted that the District Academic Senate (DAS) Equivalency Committee has been operating since the mid 1990’s, when AB 1725 gave the academic senates the role of making recommendations to hire based on minimum qualifications (MQs) instead of a State of California credential system. Equivalency was originally part of EPAC (Educational Policies Advisory Committee). With the dissolution of EPAC, Equivalency reported to the DAS Exec (District Academic Senate Executive Committee). It is the Exec which has the responsibility for establishing policies and reviewing equivalency appeals of individual cases. In the Equivalency Committee, there has been both consistency in the membership and in the application of the rules. And although eminence may be subjective, equivalency is not. Transcripts of prospective faculty with degrees obtained outside the United States are also reviewed. Gauthier emphasized that policies, procedures, processes, and review of requests for equivalency must be verified to the State. There is a problem if people are hired and are not evaluated for MQs/equivalency prior to hiring, and faculty on hiring committees must make sure that MQs are met before hiring. Districts are subject to law suits or fines of $75,000 per class if a district employee who does not meet MQs teaches. Students can also lose academic credit.

Kalustian spoke as a representative to the Equivalency Committee from City in reference to Action Item #5. Oceanography is not a discipline; it is a subject. He observed that the equivalency question is moot in this case. If a faculty member has equivalency in the discipline of Earth Science, (and it was previously determined that this person does), and Oceanography falls under Earth Science, then that person may teach Oceanography.

A link to the Minimum Qualifications Handbook was provided.


• Officer Reports

President

Echeverri began her report with some good news for the California Community Colleges related to Governor Newsom’s proposed budget, which includes additional funding.
Due to the disruption caused by the pandemic, the Governor’s proposal is to extend the
hold harmless budgetary provision indefinitely (instead of through 2024-25). Under the
current budget allocations, most colleges are in the black (have a positive ending
balance) except for West, which received less in HEERF funds (Higher Education
Emergency Relief Funds). On the accreditation front, the Board will approve the ISERs
(Institutional Self-Evaluation Reports) in July of this year. Enrollment is down
districtwide, a probable cumulative loss of 30% in part as a result of the pandemic. The
enrollment fill-rate is almost double for online versus in-person classes. One possible
reason is the recent omicron surge and continuing concern among students related to
COVID contagion. A summary was provided to the Board Committee on Institutional
Effectiveness and Student Success. The greatest enrollment losses were seen among
African-American, Asian, and Latinx students; there were also disparities by age.
Mission and City seem to be doing the best in mitigating those losses. The District is
spending $11.75 million per year for outreach, recruitment, and retention. The Board of
Trustees has redefined “fully vaccinated” to include booster shots when the employee is
eligible to receive them. Rapid antigen tests will be ordered and administered to
individuals who have tested positive for COVID within the last 90 days. A tentative date
for the technical assistance/colllegiality in action visit is Saturday, March 5, 2022. The
Board of Trustees, the District Academic Senate, the Academic Senate for California
Community Colleges (ASCCC) and the Community College League of California (CCLC)
will participate. A hiring committee has been formed for the Co-coordinator of the
Sustainable Environment Institute (SEI), and will be meeting next week.

1st Vice President

Nicholas reported that the Equivalency Committee met on December 13, 2021.
Approved were a request from Physical Science, the draft of AP 7211, and additional
language for the DAS bylaws revision related to the Equivalency Committee. A special
meeting was held on December 27, 2021 pertaining to the application for equivalency
referred to in Action Item #5 of this agenda.

2nd Vice President

Atondo reported that DCC will meet on February 11, 2022. This committee’s focus in
spring will be on eLumen. The District Curriculum Committee will be continuing to
update APs (Administrative Procedures) to clarify the assignment of disciplines and
subjects. She requested that the Senators refer to the crosswalk which Keller previously
referenced. This is also a good time for college curriculum committees to encourage the
inclusion of cultural responsiveness when writing course outlines of record.

Secretary and Professional Development College (PDC)

Brent reported that when all of the bylaws changes are completed, the current bylaws
will be archived and the new bylaws will be on the DAS website. All other material is
current. The PDC bylaws revision had passed DAS Exec, was noticed at the full DAS in December, 2021, and will be an action item there in February. The PDC is partnering with the DAS 1st VP for Discipline Day and with SEI for the sustainability event on April 22, 2022, which also happens to be Earth Day. Speakers will include Cindy Montañez (Tree People), likely Miguel Luna (L.A. River), plus in-house resources in Facilities.

Sustainable Environment Institute

George Leddy reported that SEI is active with the Los Angeles Unified School District (LAUSD) regarding the implementation of a climate curriculum. Three school districts outside of LAUSD have already implemented such a curriculum.

Treasurer – sent electronically

The ASCCC Spring Plenary Session will be both in-person (Burbank) and online. The conference cost in either format will be the same. Please note that the District will not pay for a hotel stay the night before the conference starts because the venue is within 50 miles of home. Also be advised that there is a $1,500 reimbursement limit. Due to the pandemic, it has been difficult to transfer signature rights on the DAS account to the new Treasurer. Echeverri and Miller have made an appointment with the bank.

Parliamentarian

Freitas continues his work with the Board Rules alignment project. Chapter IV is almost finished. For Chapter V, approximately 10 more need to be brought to DAS. Echeverri thanked Freitas for all of his work on this project. For AP 4221 (course syllabi), we are awaiting the LACCD Office of General Counsel to review and sign-off. Freitas continued that the DAS empowers college senates to determine professional standards and expectations for course syllabi, even though there are no clear expectations in the California Education Code or Title 5 of what should be in a course syllabus.

College Senate Presidents

Pierce

Anderson reported that Pierce has a new vice president of academic affairs. They have been using HEERF funding for Distance Education, and have been providing dual instructional delivery for students, some who are in class and some taking the class remotely, through Owl technology. This video conferencing camera, microphone, and speaker works with nearly all web-based video conferencing software. Community agreements are being used and have proven to be helpful with collegiality in meetings. Pierce is moving forward with faculty hiring. Some Pierce employees will be honored, including Rudy Acuna, Rodney Allen, and Kalynda McLean.

West
Zuk reported that West is beginning the implementation of its Guided Pathways model; they are hiring peer mentors and faculty leads. Ten full-time tenure-track faculty are being hired. Dental Hygiene is adding a second cohort to its successful baccalaureate program. Climate studies majors continue with student interest. West is also one of 150 community colleges which have been invited to apply for the Aspen Prize.

Trade-Tech
DaCosta reported that Trade’s Guided Pathways implementation continues to move forward. Fifteen faculty permanently separated from the college last year, and faculty replacements are needed. The senate gave the college president its prioritized faculty hiring list in December, but the college president has moved forward on the hiring process. This action is particularly difficult for Career Technical Education (CTE) programs since finding adjunct faculty in these majors is problematic. There is a temporary vice president of student services. Although the faculty are dedicated, the campus morale is low.

Southwest
Stewart reported that Southwest has been suffering from an institutional budgetary deficit for quite some time. The college had not balanced the budget for many consecutive years until the debt was forgiven. Consultants have been hired to help the college develop a work plan, a new mission statement, and a combined strategic/educational master plan, all of them incorporating inclusion, equity, and anti-racism. There will be a groundbreaking to build Southwest’s first student union. The college has a $1.7 million grant for recruitment and retention of African-American students. The college has temporarily lost its permanent vice president of student services and is now hiring an interim in that position. There is much turmoil on campus, and words of encouragement are needed.

City
Hong reported that enrollment is currently down. Faculty have been advocating for keeping courses online. Prospective students are not leaving their houses, and campus events are needed to invite them and members of the surrounding community to the college. Two January retreats are planned: 1) LA City Success Team Summit; and 2) Ongoing support with the Racial Equality and Social Justice Steering Committee. A second Armenian certificate in the State is planned.

East
J. Hernandez reported on a workshop series at East, one segment related to faculty hiring policies. Equity work continues. Quite a number of faculty are concerned over the ongoing COVID pandemic. They are also engaged in voluntary efforts to capture enrollment, and are doing an amazing level of outreach to get students to register for the Spring 2022 Semester. Our colleges need to come up with ways to instill a greater sense of safety for students in our classes, and 12th-graders need to accept that
attendance at our colleges is safe. At present, many individuals are opting out of college as well as employment.

Mission

Akl reported that Mission is hiring 10 faculty members as many have permanently separated from the District. Another full-time Chicano Studies faculty member is being sought, as well as faculty in other areas of Ethnic Studies. The college is launching student support teams. Team leads for Guided Pathways (.2 reassigned time per position) are being sought as well as student workers to work with each pathway. A baccalaureate degree in biomanufacturing is being proposed. Mission currently has an interim vice president of academic affairs and will get a permanent vice president in that area. The college is also hiring a permanent college president. Work on accreditation continues.

- **Other Reports:**
  - TPPC – no report
  - Academic Technology
    - Bass reported that information is being disseminated related to providing digital badges for faculty completing POCR training (Peer Online Course Review). There is discussion related to faculty “bumping” other faculty who are teaching OER classes (open education resources), a possible outcome of which would be that students would then have to buy a textbook (when the OER course would have free online resources instead of a textbook).
  - Professional Development College – previously reported
  - Hard-to-convert courses
  - DE Training Workgroup
  - Guided Pathways
  - Others

- **District Budget Committee (DBC)**
  - Stewart forwarded the budget book and a PowerPoint Presentation. There was discussion related to monies for Umoja intended to be used for research and data collection regarding Umoja. The next meeting of the DBC will be February 9, 2022.

- **District Dashboard for Chairs and Deans Report on SEP Data**
  - J. Hernandez reported on the organization of this work group to help align course offerings with SEP (student education plan) data.

**Discussion Items**
1. DAS Goals and Challenges for 2022-2023

Echeverri reviewed the previous DAS goals.

Suggestions for new or revised goals include:

• Faculty diversification: Look at application process and resources for outreach. We need to be proactive in welcoming faculty.
• Look at HR Guide. Colleges are allowed to have their local faculty hiring policies.
• Membership on HR Council.
• Set up special meetings related to the contract, e.g., OER, faculty service areas.
• Ensure compliance with DE certification and accessibility for online education.
• Expand ADA (Americans with Disabilities Act) compliance online and advocate for ADA compliance support.
• We need people to check our websites. Web enhancement and synchronous remote for those who are not DE certified.
• Need formal meeting with AFT partners (American Federation of Teachers, Faculty Guild).

The DAS Exec took a brief recess from 12:17 to 12:30 p.m.

Suggested goals, continued:

• Follow up with communication to partners who will be participating in the technical assistance/collegiality in action visit scheduled for March 5, 2022, e.g., Chancellor Rodriguez, Board President Buelna, Community College League of California. Ask Dolores Davison or Kristinne Mica from the ASCCC on the best way to follow up, or just email Chancellor Rodriguez.
• Equivalency: Clarification of hiring and equivalency.
• DAS representative on faculty contract negotiations.
• Addressing learning disruption and learning loss; it is an equity issue.

Our revised goals can be put on SharePoint, BoardDocs, or the website.

2. Need to Address Gaps in:

• Placement of Subjects in Disciplines
• Placement of Courses in Disciplines
• Definition of Faculty Service Areas
• Equivalency Matters
Echeverri provided background to this discussion. The Minimum Qualifications Handbook is updated yearly. It lists the various disciplines, has been in use over 30 years, and is unique to the California Community Colleges. Some disciplines require a Master’s degree and some not, and in some cases, Title 5 language is included. Disciplines are on this list (and are also in LACCD Administrative Regulation E-115), but subjects and sub-disciplines are not on this list. Echeverri gave the example of Anatomy, which is a Biological Science, but not a separate discipline in the MQ Handbook. Although courses may be assigned to disciplines, that is not done routinely and systematically, and the field to do so in the course outline of record is seldom used. Thus, confusion may arise. Echeverri shared a subject to discipline crosswalk, and emphasized the need for a consistent District model and process. Otherwise, problems related to equivalency and assignments can arise.

Stewart noted that equivalency is for the entire discipline; there is no single-course equivalency. All courses must be assigned to at least one discipline from the Disciplines List. It is the discipline and the placement of a course within that discipline which determines the MQs of faculty required to teach the course, not the department names or course subject codes. J. Hernandez included the example of Non-Credit Mathematics classes which can also be taught by faculty who meet MQs in credit Math. He noted that the DAS took a position and provided a model, and that workload issues require consultation with the faculty union.

Freitas stated the need to clearly place courses within disciplines through the curriculum process. He gave some examples, including Environmental Science 1, which can be assigned to multiple disciplines. Assigning courses to disciplines varies from district to district; it is a local process. What is needed is to match courses and subjects to disciplines. Colleges can request proposals to change the disciplines list at the state level, and described the process and timelines used by the ASCCC. Should the DAS wish to propose separate disciplines for some of the sciences as an example, it may do so and ask a nearby senate to endorse.

Atondo was hopeful that AP 4020 would be approved in May of 2022. The crosswalk will be on the DCC agenda in March as an action item. She also observed that in eLumen we will have the ability to assign courses to disciplines. Her recommendation was to adopt the practice of assigning one or more disciplines to all of our courses.

Echeverri noted that anyone hired under the old minimum qualifications are grandfathered in. Faculty service areas are not necessarily aligned with disciplines; it is possible to have two subjects in the same discipline with different faculty loads. Also, since there is no approved AP related to equivalency appeals, the DAS Exec will use past practice in which we will review appeals.

3. Update on COVID-19 Pandemic and Return to In-Person Instruction, Services, and Brown Act Meetings
Echeverri reported that the Board of Trustees updated BP 2900. It now defines “fully vaccinated” as receiving COVID-19 booster shots when eligible to receive them. No implementation date has been reported. There have been over 800 reported COVID-19 cases in the District in the last few weeks, and the LACCD wants anyone who tests positive to report those results.

4. Workgroups for:

- Administrator Retreat Board Policy

Echeverri reported an impasse in the conversations with the LACCD Administration related to administrator retreat.

- Equivalency Administrative Procedure
- Noncredit Philosophy and Guidelines
- Credit for Prior Learning

5. Monitoring DAS Committee Work and Membership

Echeverri will ask that DAS officers and committee chairs forward the names of faculty and the identification of the colleges they represent in order to monitor who is serving.

6. Planning for:

- DAS Committee Vacancies: Online Education and Academic Technology, Bond Steering, Transfer, Articulation, and Student Services task force, and others

Echeverri reported that there are vacancies on Academic Technology, Bond Steering, and other committees. Currently, there are vacancies in Online Education and Academic Technology for City, Pierce, Valley, and West. She will compile a list and bring it to the next meeting.

- DAS Academically Speaking Newsletter

Echeverri intends to send out Academically Speaking in spring, and requested that the Senators send in updated articles for publication.

- 2021-2022 Calendar
- Spring 2022 Discipline Day: Theme and Proposed Date (March 11 2022)
- Collegiality in Action ASCCC Technical Assistance Visit
- SEI Sustainability Summit (April 22, 2022)
- LACCD Joint Summit

Arranging for a joint summit is proving to be problematic as so many have been impacted by health issues; no date has been set for this event.
7. DAS Statement on the Requirement for Faculty to be Certified per LACCD Policy to Teach Online and Instructional Choices for Faculty

Stewart provided background on this item. Some faculty are still not prepared to teach online per LACCD policy. Stewart recommended that the DAS write and publish a statement to encourage faculty to be DE (Distance Education) certified.

8. Implementation of Legislation:

- **AB 1111** (Common Course Numbering)
- **AB 928** (Student Transfer Reform Act of 2021)
- **Memo** on Veterans’ Healthcare and Benefits Improvement Act

Echeverri reported that funding is being proposed for implementation of AB 1111 and AB 928.

9. Board Rule BR 6801: Program Review and BR 6802: Biennial Vocational Program Review – Repeal or Replace?

Freitas questioned the necessity for these Board Rules when accreditation standards require biennial vocational program review anyway. He stated that these items are noticed at a Board of Trustees meeting, and noted the necessity to be vigilant that senate purview is observed and followed.

10. Review of Administrative procedure AP 4021 – Program Viability

Freitas suggested that DCC or DAS Exec may wish to review this AP.

11. BP 3200 Accreditation, BP 3225 Institutional Effectiveness, BP 3250 Institutional Planning

12. Other Concerns: Items from the floor, Recommendations to Address Learning Loss – previously discussed

**Action Items**

1. Revisions to AP 4232: Pass/No Pass

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

Freitas explained that, as a result of the pandemic emergency, the State Chancellor waived the requirement that students must exercise their option to take a class Pass/No Pass instead of for a letter grade (if the class is thus designated) before completing 30% of the term. The waiver permits students to wait until the end of the class to choose to receive a grade of pass/no pass instead of a letter grade (if there is P/NP grading option in the course outline of record).
2. Revisions to AP 4235: Credit for Prior Learning

(Hong/Akl) M/S/P

Freitas explained that this AP is based on the Palomar College model. Echeverri noted Atondo, Freitas, and others are working on credit for prior learning. As there is much potential for the District in this area, other faculty could be encouraged to participate. Perhaps the District could pursue the payment of stipends to incentivize.

3. Revisions to BP 4250: Probation, Dismissal, and Readmission

MOTION: Postpone indefinitely
(Freitas/Atondo) M/S/P

Freitas observed that the Board of Governors shortly will be reviewing proposed changes to Title 5, including changes which would affect BP 4250. He recommended that the DAS Exec postpone this item for now and revisit it once the Board of Governors revises the applicable sections.

4. Approval of New Administrative Procedure AP 5120: Transfer Centers

(Zuk/Akl) M/S/P

Freitas reported that he had consulted with the LACCD transfer center directors. He recommends using language in this AP which is not prescriptive.

5. Equivalency Appeal to DAS Exec: Denial of Environmental Sciences and Oceanography Equivalency Application

MOTION: That the DAS Exec go to closed session pursuant to Government Code Section 54957
(Nicholas/Zuk) M/S/P

The District Academic Senate Executive Committee went into closed session at 1:31 p.m. to discuss Action Item #5. The Exec came out of closed session at 2:26 p.m. DAS President Angela Echeverri reported as follows:

MOTION: The granting of equivalency in the discipline of Earth Science permits those granted such equivalency to teach in the subjects of Mineralogy, Geology, Oceanography, and Earth Science. The President of the DAS will report this finding to the Vice Chancellors of EPIE and HR, to the Equivalency Committee, and to the candidate.
(Freitas/Zuk) M/S/P
MOTION: Deny the candidate’s appeal and uphold the Equivalency Committee’s decision related to Environmental Science.
(Hernandez/Freitas) M/S/P
No: Zuk
Abstain: Echeverri

Noticed Items

1. LACCD Subject to Discipline Crosswalk Alignment
Echeverri requested that the Senate Presidents take this discipline crosswalk alignment to their colleges for input. The full DAS may adopt this alignment as a living document.

2. Administrative Procedure AP 7211 – Faculty Service Areas, minimum Qualifications, and Equivalencies
Nicholas announced that the AP 7211 work group will meet on January 24, 2021; this topic will be on the agenda.

3. AP 4270 – Transcript Notation and Appendix

4. Additional Revision of DAS Bylaws
The Senators recommended that there be additional description of this item when placed on the agenda. Also, overreach should be avoided.

5. District Software Budget, Fiscal Year 2022-2023

Upcoming Meetings:

**DAS Executive Committee Retreat:** Friday, February 4, 2022 – Zoom
**LACCD Board Meeting:** Wednesday, February 9, 2022 - Zoom
**District Budget Committee:** Wednesday, February 9, 2022 – Zoom
**DAS Meeting:** Thursday, February 10, 2022 – Zoom
**Consultation:** Friday, February 15, 2022 – Zoom
**Board Standing Committees:** Wednesday, February 16, 2022 – Zoom
**ASCCC Accreditation Institute:** February 24-26, 2022 – Hybrid
**ASCCC Spring Plenary Session:** April 7-9, 2022 – Hybrid
**District Summit:** Postponed – Zoom

Adjournment
The meeting was adjourned at 2:30 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary