District Academic Senate Executive Committee

Meeting

Friday, November 12, 2021
9:30 a.m. to 12:00 p.m.
Zoom URL: https://lacc.zoom.us/j/95616814755
Meeting ID: 956 1681 4755

MINUTES

Attendance

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Approval of Resolution on Teleconferencing:

Resolution on Conducting District Academic Senate (DAS) and DAS Committee Public Meetings via Teleconference from November 12th, 2021 through December 12th, 2021.
(This is an umbrella motion to cover all committees during this time period.)
(Freitas/Anderson)

MOTION: Resolution on Conducting all District Academic Senate Executive Committee (DAS Exec) Public Meetings via Teleconference from November 12th, 2021 through December 12th, 2021
(J. Hernandez/Freitas)
(J. Hernandez/Nicholas) M/S/P - as amended

Since it is the full District Academic Senate (DAS) which is the legislative body, the DAS can pass a resolution for itself and its standing committees to meet via teleconference in compliance with AB 361. However, the DAS Exec may only pass such a resolution for itself as long as a state of emergency exists as specified in the legislation.
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 written
(Akl/J. Hernandez) M/S/P

Approval of the Minutes:

The minutes of the October 8, 2021 meeting were approved as written
(Akl/J. Hernandez) M/S/P

Public Speakers: None

Action Items

1. Revision of DAS Bylaws: Professional Development College
(Brent/Akl) M/S/P

Because changes to this committee charge involve changes to the DAS bylaws, this item will go to the full DAS. It will be placed on the December 2021 DAS agenda as a noticed motion and on the February 2022 agenda as an action item. Each college is entitled to a liaison to this steering committee as well as an alternate who would attend meetings as a voting member in the case of the absence of the liaison.

MOTION: Amend as follows: Liaisons – 1 representative (or alternate) from each of the 9 colleges recommended by each college’s Senate President and appointed by the DAS President. In the case of no recommendation from the college senate president, the DAS President may appoint the representative/alternate.
(Freitas/Brent) – withdrawn

This motion to amend was intended to preserve the purview of the DAS President to appoint faculty to DAS committees. The motion was withdrawn with the understanding that the DAS President is not limited to appointing only those faculty to DAS committees who are recommended by the Senate President at each college as part of the consultative process. However, the Senate Presidents at each college retain the right to make such recommendations.

2. Chapter 4 Administrative Procedure, AP 4070: Course Auditing and Auditing Fees
(Akl/Maddren) M/S/P

Freitas explained that the audit fee is contained in the California Education Code.
3. Chapter 4 Administrative Procedure, AP 4103: Work Experience
(Akl/Jeff) M/S/P – as amended

MOTION: Amend to add additional wording to make it consistent with Title 5.
(Freitas/Jeff) M/S/P

Freitas explained that Board Rule 6405.10 needs to be repealed and included in an Administrative Procedure (AP). The work experience subject is Cooperative Education.

4. Chapter 4 Administrative Procedure, AP 4104: Contract Education
(Akl/Jeff) M/S/P

Freitas noted that this AP emphasizes that the faculty selection process for contract education must be the same as for credit or non-credit education.

The agenda was reordered by consensus: Review Action Items #6 and #7 before Item #5; take 2nd VP report before Item #5

6. Chapter 4 Administrative Procedure, AP 4250: Probation
(Akl/J. Hernandez)

MOTION: Postpone this item to the December 3, 2021 meeting of the DAS Executive Committee
(J. Hernandez/Akl) M/S/P

Freitas noted that an AP is needed since the applicable Board Rule has been repealed. Probation is also based on at least 12 completed semester units; Echeverri recommended that this delineation be added in the proposed revisions. Current procedures in the LACCD consider the cumulative grade point average (GPA) of a student in the determination of placing a student on academic probation. However, other districts use different standards, such as considering when students have a good semester. The District Counseling Chairs will review this AP. Anderson reported that Tara McCarthy from Pierce has recommendations for revision.

7. Chapter 4 Administrative Procedure, AP 4255: Dismissal and Readmission

MOTION: Postpone to the December 3, 2021 meeting of the DAS Executive Committee and refer to the Counseling Chairs
(Anderson/J. Hernandez) M/S/P

Freitas reported that the applicable Board Rule has been repealed, a new AP is needed. Language in the current E-72 is being incorporated into this AP.

2nd Vice President’s Report
Atondo reported that the college vice presidents are interested in applying to MAP, the military articulation platform, a platform like Assist (an online resource showing how community college courses may be used to satisfy elective, general education, and major requirements at a CSU or UC) or C-ID (a course identification numbering system for California’s colleges and universities). MAP is a means by which articulation for military credit is routed, recorded, and stored. Echeverri will put this item on the agenda for action at the December 3, 2021 meeting of the DAS Exec and the December 9, 2021 meeting of the full DAS. Atondo will forward the appropriate documentation for review.

Continuing her report, Atondo noted that ICAS (Intersegmental Committee of the Academic Senates) is working on the implementation of AB 928, the single 34-unit General Education (GE) path for students transferring to the California State Universities and the University of California. It is possible that ICAS might develop a subcommittee to review possible effects to Communication Studies under new GEs. Atondo will share the outlook and opinion of the articulation officers at the next DAS Exec meeting.

The final round of course reconciliation for eLumen involving the alignment of data elements and codes will be resolved shortly. Atondo will ask LACCD Dean of Educational Support Services Daniel Keller if PeopleSoft (the District Student Information System) can assign a default degree.

5. Chapter 4 Administrative Procedure, AP 4110: Honorary and Posthumous Awards

MOTION: Postpone this item to the December 3, 2021 meeting of the DAS Executive Committee
(J. Hernandez/Freitas) M/S/P

Freitas noted necessary revision to Board Policy (BP) 4110. He also explained that, according to this draft AP, the awarding of posthumous degrees and certificates would be done when a student completed all of the unit and residency requirements for the degree/certificate, but predeceased the actual award. J. Hernandez will be included in the work which Freitas and Vice Chancellor of Educational Programs and Institutional Effectiveness Ryan Cornner are doing relative to this AP, and referred to explanatory language from a similar policy at Rancho Santiago College: "Honorary awards are conferred upon students who, at the time of death, have completed the residency requirements for awards at Santa Ana College or Santiago Canyon College as listed in the college catalog in effect at the time of death. These students have not initiated the graduation process and may or may not have met the academic program requirements at the time of death."

8. DAS Transfer, Articulation, and Student Services task force charge and next steps
MOTION: *Divide the charge and the next steps from the list of members*
(Freitas/Nicholas) M/S/P

MOTION: *Approve the charge and the next steps*
(J. Hernandez/Maddren) M/S/P

MOTION: *Using the list of recommendations the DAS President will appoint a faculty rep from each college*
(J. Hernandez/Nicholas) M/S/P

MOTION: *Postpone action on the membership of this task force to the December 3, 2021 meeting of the DAS Executive Committee*
(J. Hernandez/Anderson) M/S/P

Nicholas noted that the charge of this task force was modeled after a similar committee of the ASCCC (Academic Senate for the California Community Colleges). It was also a recent consultation item with LACCD Chancellor Francisco Rodriguez. There was discussion on the membership, with Senators observing that it would be difficult to organize and run such a large work group. College senate presidents advocated for recommending more than one representative per college so that the DAS President could have options related to appointments to this task force. Persons could also serve as resources as needed for particular topics and areas of specialization, e.g., Athletic Directors, etc. The Senators decided to approve the charge of this task force but postpone action on the membership until the December 3, 2021 meeting of the DAS Exec.

**noticed items**

1. **DAS Bylaws: Equivalency Committee**

Nicholas clarified the committee member appointment process and added an item to reflect what the committee does. This will be an action item at the December 3, 2021 meeting of the DAS Exec. Because changes to this committee involve changes to the DAS bylaws, this item will go to the full DAS. It will be placed on the December 2021 DAS agenda as a noticed motion and on the February 2022 agenda as an action item.

2. **Administrative Procedure, AP 7211 – Faculty Services Areas, Minimum Qualifications, and Equivalencies**

Nicholas reported that feedback is necessary from DAS on what is considered “acquiring sufficient experience.” The ASCCC Career Technical Education Minimum Qualifications (CTE MQ) Toolkit explains that equivalency committees are given the ability to grant MQs, but a larger conversation regarding thresholds and parameters is needed. The Senators agreed that research, deliberation, and scrutiny are required, and that the
outcome should not be rushed. This might be a topic for the January 2022 DAS Exec retreat, but will also be a discussion item at the December 2021 meetings of the DAS and DAS Exec. A survey to the discipline committees as well as a separate work group may be in order. Echeverri, Nicholas, Freitas, J. Hernandez, and Maddren volunteered for that work group; LACCD administration will be invited to participate. Until a new process is in place, the DAS will continue to use the current process.

3. Verification of Employment: Guidelines for Faculty Hiring
Nicholas explained that these guidelines were intended to clarify the process for verification of employment, including making sure that the verification is on letterhead, that the verification include all job duties directly and indirectly related to the teaching assignment, and that proof of professional status be submitted if the faculty applicant is self-employed. This will be an action item at the next DAS Exec meeting. Freitas clarified that this is an operational document for the DAS Exec; no further action is needed by the DAS.

Discussion Items

1. COVID-19 Pandemic and Return to In-Person Instruction, Services, and Brown Act Meetings (BP 2800, BP 2900, and AB 361)
Echeverri referenced an agreement in place between the LACCD administration and the faculty union (AFT 1521 Faculty Guild) related to in-person instruction and services during the 2022 Winter and Spring terms. The classroom capacity was set at 28 students for Spring, both in-person and online. Deadlines for students to upload either their full COVID-19 vaccination status or their approved religious or medical exemption have passed. At present, the LACCD is moving into compliance enforcement stages, and noncompliant students will be unable to enroll for the 2022 Spring Semester. However, it is unlikely that uncompliant students will be removed from classes in Fall. At the moment, it is not known if faculty members who are not DE (distance education) certified can teach synchronously.

2. Planning for:

- DAS Committee Vacancies: Online Education and Academic Technology, Bond Steering, Transfer, Articulation, and Student Services task force, and others
- DAS Academically Speaking Newsletter
- 2021-2022 Calendar
- Spring 2022 Discipline Day: Theme and Proposed Date (March 11 2022)
- Collegiality in Action ASCCC Technical Assistance Visit
- LACCD Joint Summit
Echeverri announced that DAS vacancies on certain committees (see above). She is still seeking college reports for *Academically Speaking*, the DAS newsletter. March 11, 2022 is the proposed date for Discipline Day. The collegiality in action/technical assistance visit will occur on Saturday, December 11, 2021. There will be an enrollment town hall on Monday, November 15, 2021.

### 3. Board Resolution on Equity-Minded Faculty Hiring and Support for DAS Workgroup to Develop Diversity, Equity, and Inclusion Criteria (Rubric for Faculty Hires)

Echeverri reported that the District anticipates that it will hire approximately 65 tenure-track faculty members. An LACCD Board of Trustees work group has crafted a resolution related to promoting diversity among faculty. The Board is concerned about lack of diversity in the faculty unit and is seeking action as soon as possible. Echeverri noted that it is critical that faculty give input on this matter and recommended forming a DAS work group consisting of about 4-5 faculty members who could perhaps work during the Winter Intersession. The earliest that there could be DAS action would be at the March 2022 meeting. Legal questions need to be resolved from the Office of General Counsel so that work may then commence. J. Hernandez volunteered to participate in this work group.

Noting the time, Echeverri asked if there were any urgent items at present. Bass referenced POCR badging (Peer Online Course Review) and possible programming necessary in PeopleSoft (the Student Information System software). She will forward material from the DAS Academic Technology Committee to Echeverri, who will notice these items in December at DAS for possible action in February. At Miller’s request, Echeverri will also place website redesign earlier in the next agenda.

Owing to the lateness of the hour, the following items were reserved to the next meeting of the DAS Executive Committee.

### 4. District Support for Formation of a Workgroup to Develop Revisions to AP 4235 – Credit for Prior Learning

### 5. DAS workgroup to Develop Noncredit Course and Programs Philosophy and Guidelines

### 6. DAS workgroup to Develop Deadlines for Equally Effective Alternate Access Plans (EEAAPs)

### 7. Prerequisite Enforcement Concerns

### 8. Board Rule BR 6801: Program Review and BR 6802: Biennial Vocational Program Review – Repeal or Replace?
9. Review of Administrative Procedure AP 4021 – Program Viability

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

11. AB 705 Outcomes for 2020-2021

12. Joining the CVC-OEI Consortium as a District

13. Request from the Equivalency Committee to receive a written response in a rare case that the DAS Exec overrides the recommendations of both the District Discipline Committee and the Equivalency Committee

14. Website Redesign

15. DAS Awards for Racial Equity and Social Justice Advancement

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

17. Pending Changes to Distance Education Title 5 Regulations *

18. Sustainable Environment Institute Co-Director Position

19. Update on Administrative Retreat Rights and Tutor Classifications

20. Additional Funding for FT Faculty Hiring, enrollment, Budget

21. Update on Ethnic Studies Requirement and Articulation

22. Other Concerns: Items from the floor, Recommendations to Address Learning Loss

Reports

- **Officer Reports**

  * **President** – no additional report
  * **1st Vice President** – no additional report
  * **2nd Vice President** – previously reported
  * **Treasurer** – no report
Other Reports:
- TPPC
- Academic Technology
- Professional Development College
- Hard-to-convert courses
- DE Training Workgroup
- Guided Pathways
- Others

Upcoming Meetings:

- **District Budget Committee**: Wednesday, November 10, 2021 – Zoom
- **Board Standing Committees**: Wednesday, November 17, 2021 – Zoom
- **LACCD Board Meeting**: Wednesday, December 1, 2021 - Zoom
- **DAS Executive Committee**: Friday, December 3, 2021 – Zoom
- **DAS Meeting**: Thursday, December 9, 2021 – Zoom
- **Consultation**: Friday, December 10, 2021 – 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 12:08 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary