District Academic Senate Executive Committee
Friday, December 2, 2022
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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Call to Order:
District Academic Senate President Angela Echeverri called the meeting to order at 9:34 a.m.

Approval of the Agenda:
The agenda was adopted as written
(J. Hernandez/Akl) M/S/P

Approval of the Minutes:
The minutes of the November 18, 2022 meeting were approved as revised
(Anderson/J. Hernandez) M/S/P
Abstention: Freitas, Maddren

Public Speakers: None

Action Items
1. Revise AP 5010: Admissions (amend existing AP to incorporate E-107 language); for notice at December 8, 2022 DAS meeting
2. New AP 5011: Admission and Concurrent Enrollment of High School and Young Students; for notice at December 8, 2022 DAS meeting (Anderson/DaCosta) M/S/P - adopted by unanimous consent

This AP adds language about dual enrollment, and replaces Board Rule 8100.

3. New AP 5012: International Students; for Notice at the December 8, 2022 DAS Meeting (Akl/Maddren) M/S/P - adopted by unanimous consent

This item will also be added to the next consultation agenda.

4. Revise AP 5040 Student Records, Directory Information, and Privacy (amend existing AP to incorporate E-107 language); for Notice Approval at the December 8, 2022 DAS Meeting (J. Hernandez/Maddren) M/S/P – as revised

MOTION: Change from notice to approval at December 8, 2022 DAS meeting. (J. Hernandez/Maddren) - adopted by unanimous consent

5. New AP 5075 Course Adds and Drops; for notice approval at the December 8, 2022 DAS meeting (Freitas/Maddren) M/S/P

MOTION: Change from notice to approval at December 8, 2022 DAS meeting. (J. Hernandez/Maddren) M/S/P

This AP reflects Title 5 changes.

6. New AP 5200 Student Health Services; for notice at the December 8, 2022 DAS meeting (Akl/Anderson) M/S/P - adopted by unanimous consent

This AP reflects Title 5, and clarifies that only students who are exclusively enrolled in non-credit classes are exempt from paying the student health fee.

7. AP 4236 Advanced Placement Appendix update; for action at DAS December 8, 2022 meeting
This AP reflects updates on the names of examinations to mirror the College Board terminology.

8. Approve the revised Equivalency Coordinator Job Announcement; for action at December 8, 2022 DAS meeting

9. Approve the revised AP 7211: Faculty Service Areas, Minimum Qualifications, and Equivalencies for notice at – from Equivalency Committee

MOTION: Reconsider previously approved item
(Freitas/J. Hernandez) M/S/U

MOTION: Amend as follows:
(J. Hernandez/Nicholas) M/S/U

Include “Credentials” Section between “Minimum Qualifications” and “Equivalencies” to read as follows: Per Education Code 87355, every person authorized to serve as a community college instructor, librarian, counselor, student personnel worker, supervisor, administrator, or chief administrative officer under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential.

Permanent Minimum Qualifications
A faculty member who is deemed per this procedure to meet the minimum qualifications necessary to teach serve as faculty in a discipline will retain that status indefinitely...This remains true...or relevant accrediting agency for teaching serving as a faculty member in that discipline. This also remains true for any courses or other work assigned to a discipline at the time a faculty member was deemed to meet its minimum qualifications. Such For example, such a faculty member...in that discipline. Individuals who have resigned from the District for reasons other than retirement, and subsequently reapply for employment as faculty must meet the current minimum qualifications at the time of re-applying for employment.

(J. Hernandez/Nicholas) Approve action item as amended M/S/U
10. Approve the Appendix to AP 7211, LACCD General Education for notice – from Equivalency Committee M/S/P

11. Recommendation on HyFlex training: The District Distance Education Committee recommends that instructors teaching HyFlex are required to 1) be Distance Education-certified (by completing Introduction to Teaching with Canvas and Introduction to Online Teaching and Learning or the equivalent) and 2) complete additional HyFlex training (2 hours in-person and an online component) and earn the LACCD HyFlex training digital badge; for action notice at December 8, 2022 DAS meeting

(Maddren/Akl) M/S/P – as amended

MOTION: Amend this item for notice but not action at the December 8, 2022 meeting of DAS (J. Hernandez/Anderson) M/S/P

12. Appendix to AP 4105: Regular Substantive Interaction Guidelines-Updated; for action at December 8, 2022 DAS meeting

(Maddren/Atondo) M/S/P

MOTION: Amend the title to Appendix A to AP 4105: Regular Substantive ... (Freitas/Atondo) M/S/P

13. Appendix B to AP 4105: LACCD Camera Use Guidelines; for action at December 8, 2022 DAS meeting

(Freitas/Atondo) M/S/P

MOTION: Amend the title to Appendix B to Ap 4105: LACCD Camera ... (Atondo/Freitas) M/S/P

14. Districtwide Software Requests; for action at December 8, 2022 DAS meeting – from OAETC

(Freitas/J. Hernandez) M/S/P

15. White Paper: Guidelines for Tutor Categories; for action at the DAS December 8, 2022 meeting

(Maddren/J. Hernandez) M/S/P

This item will also be placed on the December 9, 2022 consultation agenda.

Noticed Items
1. LACCD Camera Use Guidelines
2. Districtwide Software Requests

These items, previously noticed, were included as action items 13 and 14, respectively.

Discussion Items


Additional guidance regarding Brown Act meeting requirements will be sought and meeting location decisions will be made at the DAS Exec retreat on January 20, 2023.

2. Request to ASCCC for Local Visits on Diversity, Equity, and Inclusion (DEI) in Curriculum

Echeverri will contact the Academic Senate for California Community Colleges (ASCCC).

3. In-Language Instruction

The senators discussed various challenges to in-language instruction, such as equivalency, who determines if someone is qualified to teach in a language other than English, and the apparent lack of inclusion of the academic senate in the development and implementation of curriculum. This item will be placed on the consultation agenda.

4. Faculty Hiring Procedures: Standardized District and HR language

A DAS work group will be formed, including Echeverri, Anderson, Freitas, and J. Hernandez, with Nicholas and Brent as needed.

MOTION: Extend the meeting by 10 minutes (J. Hernandez/Maddren) M/S/P

5. Best Practices for Diversifying Faculty Ranks

A process has begun through the review and approval of policy. This item will be placed on the January 20, 2023 DAS Exec retreat agenda.

6. Proposed New BP 6305 and AP 6305: Reserves
A newly proposed Board Policy and Administrative Procedure, 6305, was brought by Jeannette Gordon, Chief Financial Officer of the LACCD, at the last meeting of the District Budget Committee (DBC), based on a memo from the California Community Colleges Chancellor’s Office (CCCCO). There were concerns that this memorandum was being perceived as a directive and not a suggestion from the CCCCO, that districts must maintain a 2-month expenditure in reserves, and that such a fiscal strategy would detrimentally impact colleges. This item will be placed on the next consultation agenda.

7. Establishment of a District Council to Vet and Make Recommendations on Non-10+1 Matters to the Chancellor
This item will be discussed in detail at the January 20, 2023, and will also be discussed with the American Federation of Teachers Faculty Guild, Local 1521.

8. District Responsibility for Campus Safety & Emergency Preparedness
This item is in response to a stabbing which occurred on the campus of Los Angeles City College, and will be placed on the consultation agenda related to issues surrounding notification (or lack thereof) to students and employees.

9. Title 5 Changes on Distance Education Requirements (Sections 55005, 55200, 55204, 55206, and 55208)
These referenced changes to Title 5 are now posted.

10. Common Course Terminology for Class Schedules
The DAS will request an update at consultation for this previously-approved policy.

11. Resolution from the Los Angeles Valley College Academic Senate to the District Academic Senate Regarding Academic Administrator Retreat Rights
Specific recommendations for revisions from Valley’s senate will be forwarded. These more restrictive guidelines would revise a BP that was approved by DAS in 2021.

Some discussion items and reports were reserved to a later meeting.

12. Implementation of Legislation: AB 1705; AB 1111 (Common Course Numbering); AB 928 (Student Transfer Reform Act of 2021)

13. Need for DAS Legislative Liaison and Advocacy

14. DAS Goals and Challenges for 2022-2023
15. Update on AB 1705, AB 705, Student Enrollment, and Learning Loss

16. LACCD Student Survey-Fall 2022

17. Districtwide Faculty Professional Development

18. Determination of Foreign Language Proficiency for LACCD Faculty and Staff

19. Zero Textbook Cost Grants including OER

20. Other Concerns: Items from the Floor

Reports

• Officer Reports

President

Owing to the hour, Echeverri reserved her report to permit time for other reports.

1st Vice President – written report

DAS 1st VP Report for DAS Exec meeting on December 2, 2022 (Anna Nicholas)

The Equivalency Committee has not met since my last report. Our next meeting is on Monday, 12/12 at 2 pm on Zoom.

The Administrative Retreat Rights Workgroup met on 11/29 and talked about the status of this project. We are currently awaiting the vote on revised BP 7250: Educational Administrators Retreat Rights at the DAS meeting on December 8. This item was noticed at the October 13 DAS meeting and approved by the DAS Exec on October 7.

Elizabeth Thornton, the AFT rep on the workgroup requested a list of questions she will submit to the AFT lawyers, so we spent much of the meeting working on this list.

The workgroup’s next meeting is on Thursday, 1/26/2023 at 1 pm on Zoom. The next step is to begin working on the corresponding AP.

2nd Vice President

Secretary

Treasurer
Local Senate Presidents

- Other Reports:
- District Budget Committee (DBC)
- Online Education and Academic Technology Committee
- TPPC
- Guided Pathways
- Professional Development College
- Sustainable Environment Institute – written report

SEI Update from George Leddy, SEI Co-Coordinator

The Sustainable Environment Institute of the LACCD continues to expand its educational objectives, particularly with faculty professional development. We had a successful two-hour seminar on climate anxiety and mental health last month that featured our own faculty as well as invited guests with professional experience in both psychotherapy and climate activism. We were fortunate to have one of our very own West LA College students, Sim Bilal, who spoke from personal experience and how the climate crisis moved him to activism. The entire event is recorded and available to you at the SEI website under Teaching Resources and the SEI Lecture series. It’s also on the homepage at www.seilaccd.net. We hope to continue and expand the seminar series in the coming year from our current four or five to eight.

The frequency of our newsletter publications has doubled in the last nine months. You will receive a December update this semester and expect as many as eight newsletters a year. While these are now shorter and called Updates, two of those we want to make into longer bi-annual publications with a wider range of articles and topics.

We are also reaching outside of district resources to connect with nonprofits that work on education and climate action. We are exploring bringing Sustainable Works back to the district, perhaps in the Spring, pending funding. So, we now have initial connections with the climate wisdom lab, 3CSN, Sustainable Works, PANDO, and the Climate Reality Project.

The SEI participated in a regional effort to bring communities and educational resources together in the project known as Pando Days. The SEI completed two learning modules on water conservation and energy efficiency in buildings. Funding originated with the Dolores Huerta Labor Institute at LATTC. These are useful to
myriad courses in environmental topics and examine the employment potential in these two growing areas of sustainability in the build environment.

We continue to work with the LACCD Foundation to make our account there more accessible to meeting our operating costs, as the donation was intended. We hope to have an update on that soon.

**Upcoming Meetings:**

**DAS Meeting:** Thursday, December 8, 2022 – Zoom  
**Consultation:** Friday, December 9, 2022 – Zoom  
**LACCD Board Meeting:** Wednesday, December 14, 2022 – Hybrid  
**ECDBC Meeting:** Tuesday, December 27, 2022 – Zoom  
**District Budget Committee:** Wednesday, January 11, 2023 – Zoom  
**Consultation:** Tuesday, January 17, 2023 – Zoom  
**DAS Executive Committee Retreat:** Friday, January 20, 2023  
**DAS Executive Committee Meeting:** Friday, February 3, 2023 – Zoom  
**DAS Meeting:** Thursday, February 9, 2023 – Zoom  
**ASCCC Academic Academy:** February 16-17, 2023 – Virtual  
**ASCCC 2023 Spring Plenary Session:** April 20-22, 2023 – Doubletree, Anaheim  
**ASCCC Faculty Leadership Institute:** June 15-17, 2023 – Millbrae  
**ASCCC Curriculum Institute:** July 12-15, 2023 – Riverside – Hybrid  

**Adjournment**

(J. Hernandez/Nicholas) **M/S/P**  
The meeting was adjourned at 12:28 p.m.  

Respectfully submitted by Lourdes M. Brent, DAS Secretary