District Academic Senate Executive Committee

Friday, June 4, 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

<table>
<thead>
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<th>Present</th>
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<tbody>
<tr>
<td>Officers</td>
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<tr>
<td>Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP), Lourdes Brent (Secretary), John Freitas (Parliamentarian)</td>
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<tr>
<td>City</td>
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<tr>
<td>Michael Kalustian</td>
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<tr>
<td>East</td>
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<td>Jeffrey Hernandez</td>
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<td>Harbor</td>
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<td>Mission</td>
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<td>Carole Akl</td>
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<td>Pierce</td>
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<td>Barbara Anderson</td>
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<td>Southwest</td>
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<td>Valley</td>
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<td>Chauncey Maddren</td>
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<td>West</td>
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<td>Patricia Zuk</td>
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<td>Guests</td>
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<td>Kristine Ayvazyan (Classified, Pierce); Wendy Bass-Keer (Pierce); Anna Bruzzese (Pierce); Ryan Cornner (VC EPIE); Joshua Miller (Valley); Margarita Pillado (Pierce); Armenia Ward (Student, East)</td>
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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 – agenda re-ordered as indicated in motion below (Hernandez/Akl) M/S/P

MOTION: Move Discussion Item #4 (LACCD Re-engagement plan and return to campuses) to Discussion Item #1
(Hernandez/Kalustian) M/S/P

Approval of the Minutes:
The minutes of the May 7, 2021 meeting were approved as written (Freitas/Hernandez) M/S/P

Public Speakers:
Pillado presented concerns about a proposed new course, Sociology 125, Statistics in Sociology. Under E-65, a challenge at the District Curriculum Committee (DCC) from the
District Math Council is technically nullified because those members do not have the minimum qualifications (MQs) in Sociology. However, a proper forum for discussion of the concerns of the Math faculty is recommended. Issues include curriculum duplication in the LACCD, as well as the ability of students to enroll throughout the District and the different articulation agreements among the colleges in the LACCD, e.g., the differing areas in which General Education courses may be used. Pillado also suggested that it would be helpful to hear from disciplines in the social sciences, and that such conversations could have a Guided Pathway lens.

**Action Items**

1. WICHE Passport Mapping Update – from DCC
   M/S/P

Atondo reported that this motion contained minor technical updates.

2. New Subject: Lesbian, Gay, bisexual, Transgender, and Queer Studies (LGBTQ+) – from DCC
   M/S/P

**Noticed Items**

Administrative Procedure AP 5111 – Petitions for Degrees and Certificates – Proposed Revisions

Atondo presented on this item, an Administrative Procedure (AP) on petitions for degrees and certificates. District Counseling Chairs made recommendations, which were taken to the District Vice Presidents of Student Services (VPSS). In the original AP, the District Academic Senate (DAS) included a 5-day turnaround time for Admissions and Records offices to process graduation petitions. The vice presidents recommended a processing timeline of 8 weeks instead. Concerns of work load, functions of Degree Audit, People Soft and other automated systems, practicability, accountability, and the effects on students related to an 8-week certificate/degree posting timeline were discussed. It was also argued that the role of the DAS is to review the procedures, and that the procedures should drive the local practice and protocols. We do not want to substitute current practice for expectation. Freitas referred to the December 4, 2019 joint memorandum between LACCD EPIE (Educational Programs and Institutional Effectiveness) and the DAS related to the clarification on processes for evaluation of courses and graduation requirements, which upheld the purview of faculty related to curriculum. Vice Chancellor Cornner offered that the DAS recommendation for a 5-day turnaround time for Admissions and Records to process graduation applications was impinging on working conditions and, thus, was an issue for both the Classified union (AFT 1521A) as well as the LACCD Personnel Commission.
Hernandez recommended that we postpone action until our September meeting.

**Point of Information:** Freitas offered that, should the DAS revise AP 5111, we can do a substitute motion. This AP warrants review by the full DAS.

It was decided that AP 5111 would be reviewed by the DAS Transfer, Articulation, and Student Services Task Force which would recommend optimal business processes, including a possible modified timeline, e.g., from 8 weeks to 4 weeks, a timeline of 10 business days, etc. At the September meeting, the full DAS should consider this AP.

**Discussion Items**

**LACCD Re-engagement Plan and Return to Campuses**

Cornner noted that the LACCD Board of Trustees will probably be meeting in-person in July. The District Office of General Counsel will give detailed instructions on meeting in-person, and Cornner observed that the Brown Act requires that the locations of meetings and participants be posted. He did note that virtual meetings have provided for additional engagement. Concerns were expressed and questions posed regarding the rescission of Governor Newsom’s emergency order related to the COVID-19 pandemic, implications for Brown Act meetings, the need and desire for social distancing, the size of meeting rooms and the ability to make quorum, and the meeting location options for the DAS and the DAS Executive Committee (DAS Exec).

Concerns were also raised related to DE (Distance Education) certification for instructional faculty, the availability of courses which faculty would need to take to be DE certified, and the possibility of receiving credit by examination for DE certification should an insufficient number of DE certification courses be offered. Cornner referred to the DAS-approved two-course regimen to satisfy DE certification, but faculty could also use what is offered by CVC-OEI (California Virtual College – Online Education Initiative). If a faculty member is not DE certified, and there are no in-person classes which he/she can teach, that person may teach online synchronously, according to the Memorandum of Understanding (MOU) between the LACCD and the AFT Faculty Guild. Cornner will continue to speak with the Faculty Guild to seek any needed clarification. This MOU also references stipends for faculty members related to converting their courses for online instruction as well as obtaining DE certification. The District has pledged reassigned time for faculty of 1.0 at the District level, and 2.0 for faculty at each college. Wendy Bass-Keer offered that the LACCD/AFT Faculty Guild collective bargaining agreement states that if the course can pass the following rubric, then that counts as DE proficiency:


Bass also noted that, as part of its scheduled accreditation of the LACCD colleges, the ACCJC (Accrediting Commission for Community and Junior Colleges) will be going into...
25% of the Canvas shells to determine if faculty are providing substantive interaction in engaging students in teaching, learning, and assessment. She also stated that as many sections as necessary will be opened so that faculty can get certified before October. Approximately 2,500 faculty members may lack full or partial DE certification.

Zuk offered the following link related to public meetings held virtually:

Corner added that the District is running a test at the payroll cycle to make sure that local senate dues can be paid through payroll deductions.

Planning for:

- **DAS Meetings in 2021 – 2022**
  Echeverri reported that it is likely that the DAS must resume its in-person meetings to comply with the Brown Act once Governor Newsom’s COVID-19-related emergency order is rescinded. Some Senators expressed concerns related to in-person meetings without social distancing and other safety protocols. The ASCCC (Academic Senate for California Community Colleges) Leadership Institute will be virtual and the Curriculum Institute will use a hybrid model. The DAS will sponsor as many faculty as possible to these events.

- **DAS Academically Speaking Newsletter Spring 2021**
  Echeverri stated that she still needed college reports from some of the Senate Presidents.

- **Collegiality in Action Technical Assistance Visit**
  The Senate Presidents have confirmed their wish for and participation in the collegiality in action visit. It is likely that this visit will occur sometime in the summer.

- **2021-2022 DAS Calendar – reviewed**

- **Summer and Fall 2021 Semesters**
  Echeverri reiterated that the District is moving back to some in-person classes and services beginning in Fall 2021. She will forward information related to the Brown Act as soon as it becomes available.

**Update on Administrative Retreat Rights Policy**

Kalustian summarized the status of meetings between the DAS task force and representatives of LACCD Administration to reach mutual agreement on an administrator retreat rights policy. He reported on a legal opinion from outside counsel, but also noted that the District is the client. He emphasized the importance of protecting faculty tenure as well as respecting the position taken by the full DAS in Spring 2021. By offering educational administrators without faculty tenure in the LACCD the ability to interview for an open tenure-track faculty position, that action is putting
those administrators on a par with tenured faculty who wish to transfer (Article 34 of the faculty collective bargaining agreement/CBA), a consideration deemed to be fair. Determination of MQs would need to be done through the 1st VP of the DAS and the Equivalency Committee. Related issues were discussed, including references to specific language in the California Education Code (87458), the applicability of retreat rights to educational administrators under individual contract with the District (vice presidents and above), an undue burden placed on Non-Credit and its students (since some retreating administrators did not meet MQs in any other area), and possible areas of impact covered under the faculty CBA. Echeverri emphasized cooperation with the AFT Faculty Guild as well as a need to fully explore the complexity of the issue, impact on colleges, etc. She stated that the DAS needs to get it right rather than getting it done right away. Freitas observed that parties should have addressed the retreat rights issue many years ago, and that to reach mutual agreement, some compromise would be necessary. However, in conversation, our focus should be on what is best for students.

Update on Tutor Classifications

Echeverri referred to the resolution in support of tutors which was approved by the DAS, and noted the difficulty in hiring qualified tutors. She will be following up with Interim Vice Chancellor of Human Resources Mercedes Gutierrez before the next consultation meeting.

ASCCC Leadership & Curriculum Institutes — previously discussed

Administrative Procedure 4106 (Formerly E-10): Registered Nursing Standards

Atondo reported that this item is on the agenda for DCC for next week. She reminded the Senators that this item had been referred back to DCC because Biology 20 (8 units, offered at East and Southwest) had not been listed as a District course meeting Anatomy and Physiology requirements.

Assigning Interdisciplinary Subjects to Divisions/Departments

Zuk stated that she will contact VC Cornner on this matter.

Concerns about Lack of Collegiality and Bullying Behavior in the LACCD

Anderson noted that the faculty at Pierce have proposed community agreements, accountability, and a discussion at the first senate meeting. Echeverri observed challenges at Harbor, and encouraged them to send faculty members to the ASCCC Leadership Institute. Hernandez offered the following links from East:
Echeverri reported that the task force noted that the colleges in the district are having difficulty attracting qualified tutors. The task force also supported the DAS resolution on learning loss. The Senators discussed alternatives, including: bringing back some lower-level English and Math classes (which would help increase FTES; differentiated instruction in the same class; a Guided Pathways approach; the consideration of disproportionate impact; the specific Math needs of students needing to follow the calculus path; the review of business practices which can support student success; a multi-faceted approach including dual enrollment, precollegiate courses for BSTEM pathways (Business, Science, Technology, Engineering, Math), and special cohorts for students who are “highly unlikely” to succeed in higher level English and Math courses (as defined by AB 705).

Institutionalizing District DE Coordinator Position and Funding College DE Coordinators

Echeverri reported that the District and the colleges have funding for academic year 2021-2022 (1.0 FTEF at the District; 2.0 FTEF at each college).

Workgroup to Review Chapter 5 Administrative Procedures and Creating a Transfer, Articulation, and Student Services Committee of the DAS

Echeverri will re-send an email asking the Senators for recommendations of persons to serve, based on expertise as well as ensuring representation among the colleges.

Sustainable Environment Institute and LACCD Sustainability Efforts

Echeverri referred to the resolution in support of the Sustainable Environment Institute (SEI) which was passed by the DAS. Chancellor Rodriguez has committed to increasing the reassigned time for SEI from a .2 to a .8; the DAS will move a .2 from another area so that the total reassigned time for SEI will be 1.0. George Leddy, the current SEI Coordinator, will continue in his position with a reassigned time of .4, and another faculty member will be hired for a .6.

Update on Ethnic Studies General Education Requirement
The Ethnic Studies requirement for Associate’s degrees goes into effect for students entering in Fall of 2021. Articulation with the California State Universities (CSUs) has been problematic as only a handful of courses have been approved to meet the Ethnic Studies requirement, and the approval or denial of courses has not been consistent. Atondo noted that the colleges have the option of resubmitting courses which were denied by June 10th. If they are approved, that approval will be effective for the Fall 2021 Semester. Courses submitted in December will be for CSUGE (General Education) Area F, but, if approved, the effective date could be retroactive to Fall 2021. It is possible that the DAS will write a letter, to the CSUs or legislators, requesting rationales for denial of course submissions as well as requesting the application of consistency when reviewing courses.

**MOTION: Extend meeting by 15 minutes**

(Maddren/Freitas) M/S/P

**Professional Development College Future Direction: COVID-19 Learning Loss, Support for Hard-to-Convert Classes, AB 705, Online Instruction and Services, other**

Brent reported on the Professional Development College Steering Committee calendar, including meeting dates and upcoming seminars: The Ralph M. Brown Act; Parliamentary Procedure (both facilitated by Camille Goulet, Associate Professor of Law at City); and Lunch with Leddy (lunchtime conversations with George Leddy about sustainability topics). She also mentioned other areas of focus for the PDC, including equity, diversity, AB 705, and COVID-19-related learning loss.

**Follow-up Items**

- Faculty Participation on College Financial Intervention Teams (FIT)
- District Payroll Support for Local Senate Dues Paid Through Payroll Deductions – previously addressed
- Designation in PeopleSoft and Process for Adoption of Open Educational Resources (OER) and Zero Cost Textbooks (ZCT)

**Other Concerns: Accreditation, Board Rules Project, Website Redesign**

Miller noted that he sent out an email that described website redesign. The LACCD is finishing phase 1 and entering phase 2. He also reported that accreditation reports will state that the District is working on the website redesign project.

**Reports**

- **Officer Reports**

**President**
Echeverri reported that she forwarded to the Senators a list of newly-tenured faculty.

1st Vice President – no report (needed to leave for another meeting)

2nd Vice President

Atondo reported that DCC meets next week, and will take up the course challenge mentioned previously in this meeting. City adopted Sociology 125, Statistics in Sociology, which is congruent with the applicable C-ID descriptor. However, the discussion is part of a larger conversation related to faculty speaking to each other among disciplines as courses are developed.

This being Michael Kalustian’s last meeting with the DAS Exec, he expressed his respect for the DAS and its members, and offered that it has been a pleasure to work with everyone.

Treasurer – no report

Due to the lateness of the hour, the following reports were delayed until the next meeting.

- Other Reports:
  - DBC
  - TPPC
  - Academic Technology
  - Professional Development College – previously reported
  - Hard-to-convert courses
  - DE Training Workgroup
  - Guided Pathways
  - Others

Upcoming Meetings:

- LACCD Board Meeting: Wednesday, June 2, 2021 – Zoom
- District Budget Committee: Wednesday, June 9, 2021 – Zoom
- Consultation: Friday, June 11, 2021 – Zoom
- Board Standing Committees: Wednesday, June 16, 2021 – Zoom
- ASCCC Faculty Leadership Institute: June 16-18, 2021, 2021 – Virtual
- ASCCC Curriculum Institute: July 7-9, 2021 – Virtual
- DAS Executive Committee: Friday, July 17, 2021 – Zoom
- DAS Meeting: Thursday, September 9, 2021 – Zoom

Adjournment

The meeting was adjourned at 12:17 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary