District Academic Senate Meeting

Thursday, February 11, 2021
1:30 p.m. to 3:30 p.m.

Zoom URL: https://laccd.zoom.us/j/94567699978
Meeting ID: 945 6769 9978

MINUTES

Attendance – Senate Presidents in parentheses

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Call to Order:

President Angela Echeverri called the meeting to order at 1:30 p.m.

Approval of the Agenda:

The agenda was adopted as amended – *include SharePoint and eLumen concerns* (Akl/Anderson) M/S/P

Approval of the Minutes:

The minutes of the December 10, 2020 meeting were approved as amended – *include Jeff Hicks and Sabrina Prieur among attendees* (J. Hernandez/Akl) M/S/P

Abstain: William Hernandez

Public Speakers:

Joshua Wentz, a faculty member from L.A. Mission College, announced that FACCC (Faculty Association of California Community Colleges) is looking for a legislative sponsor
for a bill regarding academic freedom. Wentz has noted much litigation related to academic freedom at the university level.

**Action Items**

1. **Board Policy 4300 – Field Trips and Excursions (DAS Exec 12/4/2020)**
   (McDermott/Freitas) **M/S/P – without objection, by unanimous consent**

   Echeverri noted that a field trip policy is legally required, and Freitas observed that details and procedures related to that policy will reside in the Administrative Procedure (AP) which will follow the Board Policy (BP) once adopted. There is no substantive change in this proposed BP from the current Board Rule.

   (Akl/Pillado) **M/S/P**
   
   **MOTION: Postpone to March meeting**
   (J. Hernandez/Freitas) **M/S/P**

   Freitas noted that the language in red in the draft provides context for existing language at the LACCD, and would be moved to another AP. He also observed that the draft currently on the floor is not the language which was approved at the meeting of the DAS Executive Committee (DAS Exec). This action item was postponed to the March meeting of the DAS.

3. **Board Policy 4500 – Student News Media**
   **MOTION: Refer to the Journalism Discipline Committee**
   (Kalustian/Maddren) **M/S/P**

   Echeverri expressed a concern that this BP covers newspapers but not other media. Senators recommended that the DAS obtain input from the appropriate discipline committee(s). Jean Stapleton will take this item to the LACCD Journalism Discipline Committee as she is that committee’s chair. Recommendations from that discipline committee will be forwarded to DAS by the end of the semester.

4. **Resolution: Local Senates and Curriculum Committees Determine Use of Read-Only ECD**
   (J. Hernandez/Akl) **M/S/P – without objection, by unanimous consent**

   Atondo reported that the resolution on the floor was written by J. Hernandez in support of a District Curriculum Committee (DCC) item which DCC passed. This resolution gives new curriculum chairs guidance on what to do while we do not have a live electronic curriculum system. Instead, college curriculum committees, DCC, and the District will use the course outlines of record (CORs) in the read-only District legacy curriculum system ECD (Electronic Curriculum Development system) until we transition to eLumen.
5. Collegial Consultation of Unclassified Tutor and Student Tutor II Classifications
(Maddren/J. Hernandez) M/S/P – Adopted by acclamation

Echeverri reported that there were a number of ongoing concerns about this topic, and thanked Maddren and J. Hernandez for this resolution. Maddren stated that the manner in which the District Office restructured the unclassified tutoring positions makes tutoring capabilities less effective and impedes our ability to support our tutors and students. Hicks added that in August of 2020, the Board of Trustees eliminated the positions of Tutors III and IV leading to a pay decrease among tutors. Such a pay decrease comes at a very difficult time for our students. Affected tutors received no notification of such an assignment status and wage change. Also, some tutors are being asked to pay back the District for wages previously paid at a higher rate.

Anderson observed that Crystal Kiekel, Director of the Center for Academic Success (CAS) at Pierce, noted the lack of collegial dialogue on this question. Kiekel and the other CAS/Tutoring Center leaders wrote a comprehensive letter. None of the raised concerns were addressed. Anderson will ask Kiekel to forward the letter to Echeverri.

Senators noted that this is one of many cases in which the Board of Trustees has overreached, and this issue serves to spotlight the need for collegial consultation. J. Hernandez stressed the importance of adopting this resolution as currently written, and sending it expeditiously to the Board of Trustees along with a communication from the DAS President. The Board was presented the recommendation for tutor reclassification, a matter that should not have gotten to them, as no mutual agreement was reached between the senate and the governing board. Tutoring is clearly within the senate’s purview in the 10 + 1 (Title 5 §53200) under student preparation and success.

6. Approval of New Subject: Native American Studies (NATIVAM)
(Stewart/Pillado) M/S/P – without objection, by unanimous consent

Pillado noted that this action item originated at L.A. Harbor College. It is related to efforts to create courses in the new CSUGE (California State University General Education) Area F, to reinforce our actions in supporting students, and to offer courses which help us to understand cultures.

POINT OF INFORMATION: Query regarding applicable documents for this motion as none were included for review.

Replies from Atondo and Pillado: Minimum Qualifications for Native American Studies have not been established. Courses would tentatively be offered under Interdisciplinary Studies. The AFT Faculty Guild (faculty union) would negotiate the faculty load in a new subject. The creation of new subjects is part of E-115, (an LACCD Administrative Regulation), and, therefore, within the purview of the local senates. The standard
curriculum process, with 10 days of public notice, will be followed. The creation of
seniority lists, etc., will be within the purview of the college which created those
courses. Other colleges could incorporate those courses and loads as well.

It was suggested that Ethnic Studies be used as the umbrella discipline instead of
Interdisciplinary Studies until such time as the Native American Studies discipline was
established through the statewide creation of new disciplines process.

7. AP 4221: Course Syllabus Requirements
(Pillado/J. Hernandez) M/S/P – *without objection, approved by unanimous consent*

Atondo stated that the intent of this action item was to move language in an existing
Board Rule. The DAS will revisit this item later when reviewing BPs and APs as part of
the Board Rules revision project.

8. Use of Video in Synchronous Distance Education Courses for Inclusion in E-89/AP 4105
(Pillado/J. Hernandez) M/S/P – *without objection, approved by unanimous consent*

Pillado provided context to this motion which is not about assessment but, rather, about
students demonstrating skills which they are learning in applicable courses, e.g.,
performance classes.

9. FAQ on Use of Video in Synchronous Online Classes
(Pillado/J. Hernandez)
MOTION: Postpone and refer to DAS Exec to formalize a motion of support.
(J. Hernandez/Pillado) M/S/P - *Without objection*

Freitas referred to the FAQs (Frequently Asked Questions), which came from the Online
Education and Academic Technology Committee (OEATC). It is a living document,
intended to be updated on an ongoing basis, to provide guidance to instructors on the
use of video in synchronous online classes, and is different from creating a document of
academic standards. It is further intended that experts in the field update the FAQs in a
timely manner; the OEATC could be charged with its maintenance, as an example. J.
Hernandez suggested that the matter be postponed and referred to DAS Exec to
formalize a motion of support. His motion to that effect was approved.

10. Procedures for Spring 2021 DAS Officer Elections to be held on May 13, 2021
(J. Hernandez/Pillado) M/S/P – *Without objection, by unanimous consent*

Maddren, the Chair of the DAS Nominations and Elections Committee, reported on the
need for a different set of election procedures while we continue to work and meet
remotely during the COVID-19 pandemic. Current procedures refer to a pen and paper
process. These processes must be modified to fit the current online situation, align with
new bylaws which were passed by this body, to ensure an election with integrity, and to have information on candidates so that the DAS voters can make informed choices. He thanked his fellow committee members: Anderson, J. Hernandez, Kalustian, and Stewart. An electronic ballot procedure will be used for voting.

Reports

• Officer Reports

President

COVID-19

Board

ASCCC Spring 2021 Plenary

DAS Newsletter

Echeverri reported that the LACCD Board of Trustees renewed the contract for District Chancellor Francisco Rodriguez for three years. The 2020-2021 Supplementary Retirement Plan (SRP) for LACCD employees is moving forward.

Five hundred positive cases of COVID-19 have been reported in the LACCD. There have been two fatalities reported – 1 student and 1 staff member. Uncertainty regarding the return to in-person instruction and services remains. California has a color-coded tier system, from purple to yellow, with purple designating widespread risk for coronavirus infection. https://covid19.ca.gov/safer-economy/ Los Angeles County has 1.1 million confirmed cases, with a positivity rate of 8.4%, which puts the LACCD in the purple tier. The County and the District need to be out of the purple tier in order to have more students, faculty, and staff on campus.

Continuing her report, Echeverri stated that over one million vaccines have been administered - 850,000 first vaccines and 200,000 second vaccines. There is currently a vaccine shortage. Educators, child care workers, and food workers will be in the next vaccination tier. There are 2.85 million people in Tiers 1 and 2 in Los Angeles County, and the county is receiving 100,000 doses a week to administer. Two colleges have agreements to be vaccination sites, Pierce and Southwest, although vaccinations at colleges will be handled through third parties. District employees will have no priority at those sites, and LACCD employees are responsible for obtaining their own vaccinations.

Echeverri reported that five colleges in the LACCD have Wi-Fi access for students in designated parking lots – City, East, Harbor, Mission, and Southwest. Students may sign up on the website of the applicable college. Anderson added that Pierce also has Wi-Fi access in parking lot 6. Unless vaccination is mandated by the federal, state, or county governments, the LACCD cannot mandate that students or employees be vaccinated. Echeverri suggested that there will be a gradual transition of some programs to in-person modalities.
1st Vice President
Equivalency
Project MATCH
Discipline Day

El-Khoury reported on ongoing work with the Computer Science/Computer Information Systems alignment project. Discussions related to grandfathering faculty who are teaching in the affected discipline(s) as well as faculty load factors involve the union (AFT Faculty Guild). The District Non-Credit Discipline Committee decided to withdraw a proposed Memorandum of Understanding (MOU) regarding a change in Minimum Qualifications (MQs) related to proposed classes to be taught in Spanish. Instead, they will proceed with suggested course offerings using existing MQs and Title 5.

District Discipline Day will be on February 26, 2021. It will begin at 9 a.m. and will be held virtually. The theme, credited to Equivalency Committee member David Esparza, is: “We are the Change We Want to See.” El-Khoury forwarded a Discipline Day draft to Echeverri, Eloise Crippens, and Brent including breakout session ideas as well as the list of District discipline committees. Academic Senate for California Community Colleges (ASCCC) Vice President Virginia “Ginni” May will attend.

2nd Vice President
DCC
eLumen

Atondo reported that DCC will meet on February 12, 2021, and will have more discussion on eLumen implementation. She thanked the college curriculum chairs and Daniel Keller, Dean, LACCD Educational Support Services and Curriculum, for their amazing work. Atondo also referred to a memorandum regarding the new Ethnic Studies requirement and its implication for the colleges. She will forward the email.

Treasurer

Stewart announced early registration for the ASCCC Spring Plenary Session to be held virtually from April 15-17, 2021. The early registration fee is $275; the registration fee is $200 for the June Leadership Academy. He further reported a very healthy DAS balance ($70,000) owing to working/meeting remotely and lower costs for virtual conferences.

Stewart is proposing that DAS underwrite the registration fee for 100 LACCD faculty for the Spring Plenary (a cost of $27,500), and 100 faculty for the Faculty Leadership Institute ($20,000). That would still leave funds to cover the registration fee for the Career and Noncredit Education Institute (another 100 faculty = $5,000). Stewart encouraged the Senators to act quickly and complete the paperwork he will send out shortly via email. The Area C meeting will be held virtually on March 27, 2021. The ASCCC Curriculum Institute will be held July 7-9, 2021; there is no registration link at
present. We will see if some DAS funds can be rolled over to the next fiscal year.

Stewart reported that there is discussion by the ASCCC Executive Committee that some of their meetings be held in person, but large meetings/conferences are not being planned for the moment.

Secretary

Brent reported on updates to the DAS website, but stated that integrating bylaws changes and archiving past bylaws would require District IT.

Professional Development College

Brent reported that the Professional Development College (PDC) was changing to be more of an umbrella for professional development in the District. Representatives from the Charter School of Education from California State University Los Angeles have been invited to discuss possible collaboration with the PDC.

Standing & Other Committee/Task Force Reports

Online Education and Academic Technology – no report

Technology Policy and Planning – no report

Sustainable Environment Institute – no report

Hard-to-Convert Courses, Board Rules Alignment Project – no report

District Budget Committee

   Enrollment
   State Funding

   J. Hernandez provided the link below.

   https://www.laccd.edu/Departments/DistrictLevelGovernance/DBC/Documents/DBC-Agenda%20and%20supporting%20docs%20v4-Feb%2010%202021%20final.pdf

Echeverri shared enrollment patterns of different courses and among the colleges, noting an increase in the enrollment of science courses, mostly including prerequisites for Nursing programs. Very striking is the loss of first-time students, both through non-enrollment and through attrition. She commented on the learning loss occurring due to the COVID-19 pandemic and the impact of AB 705 implementation in the LACCD.

Echeverri emphasized the need to reconsider offering English and Math coursework more than one level below transfer to address potential learning loss. The Senators also discussed the substantial enrollment drops in English and Mathematics which account for much of the loss in FTES (full-time equivalent student) enrollment. Although
students may take Non-Credit classes, students may not receive financial aid for taking them; and financial aid is often a necessity to keep our students in college. There was genuine concern among the Senators about the multi-faceted impact which the pandemic has had on our students and communities. Echeverri recommended writing another resolution to send to the Board of Trustees. It is clear that some colleges and communities are being devastated.

Stewart observed that full-time social science faculty at L.A. Southwest College are having difficulty making their faculty loads and are bumping adjunct faculty or finding other ways to make their loads. His experience is that students do not want to take online courses now. The Faculty Obligation Number (FON) of the District is currently 19. Projected hires are as follows: City = 4; East = 3; Valley = 5.

Guided Pathways Committee – no report

Other – none

Noticed Items

1. Retreat Rights for Administrators

Brent provided background, identified key points of the draft Board Policy, and cited Education Code and case law (§87454, §87458, Wong v. Ohlone College). Echeverri, Gauthier, Anderson, Crippens, Freitas, and Brent have been serving on this task force for the DAS. At issue is a proposed “grandfather’s clause” which would require the LACCD to create a tenure-track position for retreating administrators (not terminated for cause under Education Code §87732) who did not have faculty tenure in the District under Education Code §87454. Echeverri reported that the task force had been meeting for a year, but is close to completion. She stated that the President of Teamsters Local 911 (representing the District deans) argued that members of his unit had been promised retreat rights upon hire. Echeverri recounted a conversation she had with LACCD Chancellor Francisco Rodriguez, and said that he wished to review the draft Board Policy (BP). When administrators retreat to colleges, there can be disruptions to the colleges, to the budgets, to the departments and the faculty members in them, as well as to the faculty hiring prioritization process. There are about 100 educational administrators in the LACCD, only 20 with faculty tenure in the District.

Kalustian discussed the worth and meaning of tenure. It is a lifetime appointment as well as an affirmation that a faculty member is an expert in his/her field. Creating a faculty position for retreating educational administrators without faculty tenure in the District would be unfair to tenured faculty who, should they wish to transfer to another college in the LACCD, must place their names on the transfer list and go through the interview process with other applicants for a faculty position. Thus, those retreating administrators would have greater access to a tenured faculty position than would
tenured faculty. He further noted the potential disruption, especially for small departments. There is no explicit language in the Teamsters’ contract regarding retreat rights. The proposed BP is fair as written, protects the rights of tenure, and it is time to bring this process to conclusion.

Freitas commented on the reasonableness of this position, noting that the Community College League of California (CCLC) board templates explicitly refer to the requirement that there be an open faculty position for a retreating administrator. Retreat rights policies for districts surrounding the LACCD state the same. He further recommended that procedural detail to this Board Policy be placed in Administrative Procedures, not the Human Resources Guide. (There is no Senate representation on the HR Council.) Conversations should be with the Chancellor as he is the designee of the governing board, and this issue is a topic which requires mutual agreement. Echeverri will place this item on the February 16, 2021 consultation agenda.

2. LACCD District Academic Senate Diversity, Equity, and Inclusion Statement

Echeverri thanked J. Hernandez and the Academic Senate at East L.A. College which based their statement on one formulated by the ASCCC.

Discussion Items

1. Planning for Spring 2021:
   - District Discipline Day: Friday, February 256, 2021
   - ASCCC Spring Plenary Session: April 15-17, 2021
   - Academically Speaking Newsletter

Echeverri will send out a draft agenda for District Discipline Day, scheduled for February 26, 2021. Board of Trustees President Steven Veres, LACCD Chancellor Francisco Rodriguez, and Educational Programs and Institutional Effectiveness Vice Chancellor Ryan Corne will speak. Because the ASCCC Spring Plenary Session will be virtual, the cost of sending faculty to this event will be lower. Therefore, it is hoped that the DAS will be able to send 10 faculty members (including the Senate Presidents) per college. Echeverri encouraged the submission of college reports and other articles, e.g., Guided Pathways and Distance Education, for the DAS Newsletter, Academically Speaking. She would like to publish the newsletter in April and, thus, requests article submissions by the first week of March.

2. COVID-19 Update: Vaccine Rollout, Recovery Plans, Safety & Statistics, other

Echeverri noted that colleges are developing recovery plans which are to be consistent with recommendations from the Los Angeles County Department of Public Health.

3. Request to ASCCC for Technical Assistance/Collegiality in Action Visit
Echeverri reported on a request from the DAS Exec for a technical assistance/collegiality in action visit. The primary areas that the Exec members would like to address include:

1) Local faculty hiring criteria, policies, and procedures; 2) Development of curriculum and educational programs; 3) Student preparation and success; 4) Processes for institutional planning and budget development. This focused study is intended to provide a facilitated and structured opportunity to identify possible areas of conflict or different interpretations of the law and regulations and to develop ways to resolve the differences. It is conducted by one or two representatives of the ASCCC and the CCLC over 4-6 hours, and includes a basic overview presentation as well as separate meetings with the faculty, trustees, and administration. A written advisory report is provided by the assistance team to the district within six weeks. It is anticipated that this visit will occur sometime this spring.

4. Fiscal Intervention Teams for Pierce, Mission, Harbor, and Southwest

Echeverri reported that Harbor, Mission, Pierce, and Southwest all have significant deficits this year. She received requests for DAS representatives on the Fiscal Intervention Teams (FIT); they will meet this month. Those representatives are J. Hernandez for Pierce, Maddren for Mission, Anderson for Harbor, and Akl for Southwest. However, LACCD Chief Financial Officer/Treasurer Jeannette Gordon objected to some of the representatives because they were from deficit colleges. Echeverri stated that they should not be excluded, and will place this item on the February 16, 2021 consultation agenda.

5. Enrollment Update

Echeverri reported that the 2021 Winter Session had relatively good enrollment in view of the pandemic with a dip of 2% compared with last year. However, the 2021 Spring Semester is seeing a 13% drop in enrollment, and is down 10% in terms of headcount.

6. Counseling Chairs’ Concerns about Degree Audit

Atondo reported that Betsy Regalado, Associate Vice Chancellor of LACCD Educational Policies and Institutional Effectiveness, and Daniel Keller met with the Articulation Officers and the District Counseling Chairs. The intent of the recommendations from the Counseling Chairs is to make the systems as efficient as possible for our students. There are challenges with the Degree Audit system, and errors and potential areas of confusion for our students have been identified by the faculty. System challenges and complications are magnified at 2-year institutions and at multi-college districts where students can take multiple programs, receive multiple degrees (local and transfer) and certificates, can use the LACCD GE (General Education) pattern, CSUGE, or IGETC (California State University General Education; Intersegmental General Education...
Transfer Curriculum) for their degrees, bring in external coursework to meet graduation requirements, etc.

**MOTION:** Extend the meeting for 5 minutes
(J. Hernandez/Freitas) M/S/P

### 7. Website Redesign Project

J. Hernandez shared his screen in this Zoom meeting to demonstrate that documents from East’s Academic Senate had been archived from the publicly-accessible website and moved to SharePoint so they would not be public-facing. This action by District IT (Information Technology) carries concerns related to senate compliance with the Brown Act.

[http://www.elac.edu/Faculty-Staff/Committees](http://www.elac.edu/Faculty-Staff/Committees)

Kalustian recalled no discussion or mention regarding a modality change, and reported that documents from L.A. City College’s Academic Senate are accessible by the public.

Akl echoed Kalustian’s remarks, noting that she had less than 24 hours’ notice regarding this change, that documents must be public facing, and that more information and consultation are necessary.

Owing to the lateness of the hour, the following topics were reserved for the next meeting:

### 8. AB 705 Implementation Update:
- Serving Students during pandemic
- Enrollment
- Additional DAS Recommendations for AB 705 implementation

### 9. Board Policy 4400 – Community Services Programs

### 10. Possible LACCD Participation in CVC-OEI

### 11. Committee & Task Force Assignments:
- a. Academic Technology
- b. Technology Planning & Policy Committee (TPPC)

### 12. Other Items

Echeverri thanked the Senators for their hard work.

### Future Dates and Upcoming Events:

**DAS Consultation Meeting:** Tuesday, February 16, 2021 – Zoom

**LACCD Board Standing Committees:** Wednesday, February 17, 2021 – Zoom

**District Curriculum Committee:** Friday, February 19, 2021, 11:00 a.m.-1:00 p.m. – Zoom
Spring 2021 Discipline Day: Friday, February 26, 2021

LACCD Board Meeting: Wednesday, March 3, 2021 – Zoom

DAS Executive Committee: Friday, March 5, 2021 – Zoom

District Budget Committee: Wednesday, March 10, 2021 – Zoom

DAS Meeting: Thursday, March 11, 2021, 1:30-3:30 p.m. – Zoom

ASCCC Area C Meeting: Saturday, March 27, 2021 – Zoom

ASCCC Spring 2021 Plenary Session: April 15-17, 2021 – Virtual conference

Adjournment

(Pillado/Anderson) M/S/P

The meeting was adjourned at 3:48 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary