District Academic Senate Meeting

Thursday, March 12, 2020
East Los Angeles College
G1 Building, Room G1-301A
MINUTES

Attendance

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(Senate Presidents in parentheses)

Call to Order:

DAS President Angela Echeverri called the meeting to order at 1:33 pm.

Echeverri thanked those who were attending in person as well as those attending through Zoom. Due to the state of emergency which has been called by Gavin Newsome, Governor of California, certain requirements of the Ralph M. Brown Act specific to teleconference meetings have been suspended (link below). Echeverri announced that the LACCD Chancellor and the AFT Faculty Guild President were on their way and planned to be in attendance.


Approval of the Agenda:

The agenda was adopted as written
Approval of the Minutes:
The minutes of the February 13, 2020 meeting were approved as written.

Public Speakers: Echeverri announced that East L.A. President Raul Rodriguez is expected to attend after a town hall meeting.

Action Items

1. Administrative Regulations E-100: Procedures for Students Seeking Reasonable Accommodations Based on Verified Disability through Academic Adjustments (Passed DAS Exec – 3/6/20)

M/S/P – initially unanimous, late abstention
Abstention: Harkins

MOTION: Postpone action on this item until the next DAS meeting
(Bailey-Hofmann/Hunter) M/S/F

Yes: Akl, Bailey-Hofmann, Brown, El-Khoury, Hunter, Pillado, Prieur
No: Remainder of Senators – 9 in-person, remainder on Zoom
Abstention: Harkins

Echeverri thanked everyone on the E-100 revisions task force for their work. Freitas gave particular thanks to Brittany Grice, Director of the LACCD Office for Diversity, Equity, and Inclusion, LACCD Chancellor Francisco Rodriguez, and the DSPS Coordinators and Counselors. This proposed revision, a product of many months of work, has also been reviewed by the LACCD Office of General Counsel; any changes to this draft currently on the table would require another legal review. (See pages 10-20 of the packet.) Of note in this E-Reg. revision are streamlined student appeals processes, as well as a streamlined process for concerns about fundamental alterations of curriculum (as based on the course outline of record). This updated E-Reg. also upholds the legal requirement for DSPS programs to have advisory committees, and preserves senate input.

Echeverri reported that there had been a request from Past DAS President Don Gauthier to table this action item. There was a similar request from a faculty member at West, based on a desire for instructional faculty to proctor exams for DSPS students (Disabled Students Program and Services). The concern was that faculty rights were not being met. Freitas responded that proposed language was permissive; students may request services from DSPS or not. Students also have the right to work with the ADA Coordinator (Americans with Disabilities Act). The right attaches to the student; we cannot impose additional requirements beyond the law. Bailey-Hofmann requested
clarification and asked for specific language in the proposed revised E-Reg. Freitas replied that the student requests the accommodation, DSPS determines the appropriate accommodation, and provides verification to the instructional faculty. He urged faculty to obtain verification from DSPS for any student wishing to waive their accommodations. In response to several questions from the Senators, Freitas urged instructional faculty not to make the determination as to which accommodations would be appropriate for students and, instead, refer to DSPS, as such actions could lead to potential legal exposure for the District. Not following the accommodations specified by DSPS professionals has led to complaints filed with the Office of Civil Rights against colleges in the LACCD. The student has the responsibility to request accommodations from DSPS or the ADA Coordinator. In addition, accommodations as neither portable (from college to college in the LACCD), nor are they retroactive. However, faculty do have the responsibility to refer students to DSPS.

Hernandez also expressed the need to follow the processes as enumerated in this E-Reg., as not doing so could create equity issues and lead to grade grievances. He also noted that DSPS accommodations are legal requirements, and that various versions of this document have been brought to DAS for prior review. LACCD Chancellor Rodriguez referred to the lengthy revisions process of this document. He termed it a “strong” and “excellent” document which stated requirements in Title 5 very clearly. Chancellor Rodriguez also observed that it is the responsibility of students to contact DSPS and self-identify to them. The faculty will receive a clear determination from DSPS of what the accommodations must be for those students, but he cautioned faculty against asking students what their disabilities are. If a student refuses an accommodation, the faculty member should document that refusal via email as a form of legal protection. The same course rigor and grading rubrics apply to DSPS students.

Senators referred to the inclusion in syllabi of references to the rights of DSPS students to receive accommodations, and of the need for consistency in applying those accommodations, e.g., if a student’s accommodation consisted of additional time or quiet space for examinations, then those accommodations would apply to all exams. There was continuing discussion regarding instructors proctoring their own exams as well as the selection of exam proctors. It was noted that proctors are no longer unclassified but, rather, classified employees. Freitas underscored the need for professional development for faculty in this regard, for the urgent need for DSPS advisory committees, as well as to the right of senates to be involved in student services as well as academic affairs. He stated that it is DSPS faculty who set the accommodations as it is they who have the minimum qualifications (MQs) as contained in Title 5 and the disciplines list. The Chancellor referred to an upcoming Disability Summit and the opportunity to obtain information in that venue.

2. Revision of Board Policies and Administrative Procedures for Academic Affairs

MOTION: Noted at this meeting for action at next DAS meeting
Hernandez referred to the timeline necessary for the LACCD to take action, and noted that the Board Policies would need to be approved today in order to follow up with the Administrative Procedures and then sunset the Board Rules. Ryan Cornner, Vice Chancellor of Educational Policies and Institutional Effectiveness, offered that the Administrative Procedures do not have to be approved today. If they are noticed to the Board in May (after the May DAS meeting), then they can go to the Board in June. Hernandez noted that there was much information to go through and that sufficient time be granted for vetting by the local senates. Anderson referred to concerns from the library faculty as well as from articulation officers. Both Cornner and Atondo observed that the language being questioned from articulation is in Title 5 and is a carry-over from K-12. Freitas observed that levels of detail would leave Board Policies and would reside in Administrative Procedures. Cornner stated that Chapters IV and V would again be reviewed in the next 4 months.

3. Districtwide Latin Graduation Honors Criteria

Echeverri provided the following outline for adoption of a standardized, Districtwide Latin Honors policy: Cumulative Grade Point Average (GPA) of 3.5 for all LACCD degree-applicable coursework (minimum of 24 units completed in the LACCD) = Cum Laude; 3.7 = Magna Cum Laude; 3.9 = Summa Cum Laude.

4. Resolution to Support Providing All LACCD Faculty with Canvas Shells, Increasing Canvas Training and Support, Temporarily Relaxing Local Distance Learning Certification Requirements, and Provisionally Suspending Distance Education Addendum Requirements to Alleviate Disruption to Academic Programs in the Event of College Closures or Disruptions Related to the Novel Coronavirus Disease 2019 (COVID-19) Epidemic

MOTION: Amend last word in the motion to read “Pandemic.”

MOTION: Amend with additional resolve: Resolved that the LACCD, in conjunction with Academic Senate and AFT Leadership, plan to prepare procedures for closures of classes that cannot be taught remotely or online.

**Perfected motion below: (amended language underlined)**

M/S/P – initially, passed unanimously; late abstention
Abstention: Harkins

Resolution to Support Providing All LACCD Faculty with Canvas Shells, Increasing Canvas Training and Support, Temporarily Relaxing Local Distance Learning Certification Requirements, and Provisionally Suspending Distance Education Addendum Requirements to Alleviate Disruption to Academic Programs in the Event of College Closures or Disruptions Related to the Novel Coronavirus Disease 2019 (COVID-19) Pandemic

Whereas the current COVID-19 outbreak has resulted in significant public health concerns, mass quarantines, school closures, and severe disruptions to travel, business, and educational activities;

Whereas, the safety of our students is the primary job responsibility of all employees of the Los Angeles Community College District (LACCD);

Whereas, the number of confirmed COVID-19 cases continues to increase worldwide and in the United States on a daily basis; and

Whereas, the use of distance learning and Learning Management Systems could help prevent or slow down the spread of COVID-19.

Resolved that the District Academic Senate support providing all LACCD Faculty with Canvas shells and increased Canvas training and support, encourage the Los Angeles College Faculty Guild, Local 1521 (AFT) to temporarily relax local distance learning certification requirements, and support local academic senates provisionally suspending the Distance Education (DE) Addendum requirements during the duration of a declared state of emergency in response to the COVID-19 pandemic to alleviate disruption to instruction and academic programs in the event of college closures or disruption of college activities.

Resolved that the LACCD, in conjunction with Academic Senate and AFT Leadership, plan to prepare procedures for closures of classes that cannot be taught remotely or online.

Discussion on the motion:

Echeverri reported that the resolution had passed with amendments (already reflected in the motion above) at the meeting of the DAS Exec on Friday, March 6, 2020. There were minor changes to the title to reflect the revisions made at that meeting (see page 23 of the packet).

There was much discussion; Echeverri referred to informational handouts regarding the LACCD Emergency Operations Plan. Senators had questions regarding students who have no smart phones or home computers and/or internet/WIFI access. Faculty were encouraged to inform their students that it is anticipated that libraries and computer
labs will remain open. Joanne Waddell (President, Faculty Guild, AFT 1521) stated that all faculty assignments will continue throughout the Spring 2020 Semester; faculty evaluations have been suspended for Spring 2020. There were discussions regarding faculty who cannot or will not go to Canvas. This will not count as a “refusal” as defined in the faculty collective bargaining agreement (CBA). However, faculty were also encouraged to try things such as recording their lecture and putting it on Canvas, using Zoom, putting handouts and assignments on Canvas, etc.

Chancellor Rodriguez stated that all of the District colleges will remain open; all services will remain open. Colleges will be extending their lab hours so that students can have access to computers, i.e., students may come to the college to access computers. However, “social distancing” will also be practiced at those computer labs, which might reduce the number of applicable computer stations.

Vice Chancellor Corner reported that the District will have 900 Chromebooks for students, pending approval from a donor. The District will continue to build partnerships to get resources to students, including low- and no-cost broadband access. A list of frequently asked questions to include federal, state, and county aid is being developed. Open labs will be available to assist students in an onboarding process being developed.

Prieur made suggestions regarding how to conduct activity classes remotely. For example, faculty could record their lecture with their smart phones and upload to Canvas. Students who have a gym membership can chart their workouts, scan them, and upload to Canvas; they can take a screenshot of their Fit Bits, etc. Prieur further offered to share her Canvas shell with other faculty so that they could get ideas.

Freitas noted that, as a faculty member in the Chemistry discipline, he has never taught online. He went on to say that he will likely be using a hybrid model at present – synchronous remote lectures with in-person labs.

Hernandez observed that synchronous instruction might be a good fit for our students at present as they have already set aside a certain day and time for the class. However, activity labs, dance studios, ceramics labs, etc. which may have 35 or more students, all in close proximity, may be more problematic. We must rely on guidance from the State and other entities regarding social distancing.

The Chancellor announced that the DE Addendum form has been submitted.

VC Corner reported that he has been in conversations with Distance Education (DE) Coordinators, and it is anticipated that there will be 200 cameras and Chromebooks for faculty. He reiterated that faculty can do live-casting from their labs. The DE Coordinators will provide training at each college in the District; faculty may go to the college closest to their home to obtain that training and need not go to their home
college for that training. Besides the Monday and Tuesday schedule (March 16 and 17), DE coordinators can be available Monday through Saturday of next week, both days and evenings. Canvas assures us that they will not be overwhelmed by the increased online needs. There will be a hotline for faculty. In response to a call which Cornner received from a college vice president, he stated that if a faculty member is proficient in remote instruction, that faculty may go live online.

The Chancellor expressed his appreciation for the invitation to speak with the faculty during these unprecedented times. He acknowledged that other California Community Colleges are looking to the LACCD, and it underscores the District’s desire to lead the way. During the next four weeks, the District and the nation will be trying to eliminate community spread. Therefore, if a course can go online with rigor and integrity then we should do that; the District will support the efforts of the faculty and the students. If the spread of COVID-19 does not abate by April, the District will assess, and current measures might continue. The Chancellor emphasized responsibility, resources, and resolve: 1) Responsibility – we must be responsible to our students, our employees, and the community we serve, and if we are asked to close the colleges to in-person contact, going online is a way to do that; 2) Resources – we must ensure that we have the resources to make this unusual situation as normal as possible – that is one reason why we have a reserve; 3) Resolve – we have the infrastructure and resolve to do the right thing and do it well. We will not waver, and we are keeping students at the center of the conversation.

There were concerns expressed about biological and other lab sciences, e.g., What is being discussed? Will we be required to meet in person? Will lab techs be available? Also, social distancing is not possible to the recommendation of public health advisory boards in such situations; proper square footage must be offered and is not readily available. In addition, what happened in Italy can happen here; their health system is overwhelmed. We need a plan in place, and there is none; not following proper protocol can expose faculty.

VC Cornner observed that similar concerns were brought up by faculty in student services. He restated that the District is moving everything it can to online/remote, and encouraged faculty to find creative ways to do things remotely. The District must figure out a way to get students their instructional hours and meet Carnegie rules. Cornner referred to conversations with the AFT regarding what to do in circumstances where faculty cannot meet remotely. Cornner stated that he welcomes recommendations. Discussions are ongoing with deans and department chairs. It is prudent to do things to minimize spread; we must also prepare for potential closure.

Echeverri referred to the COVID-19 response team, and the possible need for a task force to deal with social distancing issues. Waddell stated that everyone will receive full pay and illness compensation if they need to self-quarantine.
5. Sustainable Environment Institute Proposal
(Atondo/Hernandez) M/S/P

Abstention: Harkins

George Leddy, Sustainable Environment Institute (SEI) Coordinator, reported that Past
DAS President David Beaulieu, a member of the SEI Steering Committee, had been
instrumental in providing a greater online presence for this committee. This has also
included an expanded newsletter and greater outreach, including a COVID-19 webpage.

There was a successful breakout session at the last DAS Discipline Day. In order to
accomplish much-needed expansion, the SEI is requesting reassigned time for the
Coordinator of 1.0; this would be an increase of the current .2 FTEF, which has been in
place in 2010. The SEI is requesting greater internal support in order to attract external
support from potential donors. Leddy reported on SEI’s many successes and
partnerships, including the California Marine Institute, support of green content in
LACCD courses, and interacting with student clubs. (The full proposal was contained in
pages 25-29 of the packet.)

Senators inquired as to the potential source for the additional .8 FTEF being requested.
Leddy replied that he and Beaulieu had met with LACCD Trustee Veres, who was
supportive of SEI’s efforts. Echeverri added that the Board is exploring the possibility of
using some Bond funds, and observed that the Board has been very supportive of green
initiatives, e.g., LEED certified building projects.

Reports

* Officer Reports

* President – Board report; AB 705 update; Consultation; FON; Calendar; Project

MATCH

Due to the length of the meeting, and in order to provide time for reports, Echeverri will
reserve the remainder of her report until the next DAS meeting.

* 1st Vice President – Equivalency

El-Khoury reported that the Equivalency Committee had reviewed three cases. At the
February 28, 2020 Discipline Day, there was a total attendance of 241. The next
Discipline Day is scheduled for October 9, 2020. Challenging work continues in the
Computer Science/Computer Information Systems alignment project.

* 2nd Vice President – DCC; eLumen

Atondo reported that the District Curriculum Committee will meet on March 13, 2020.
As of yet, there have been no difficulties regarding the curriculum migration to eLumen.

* Treasurer – no report
* Standing and Other Committee Reports

**Professional Development College – Brent**

Brent reported that, due to concerns regarding COVID-19 contagion possible during large gatherings, the DAS Faculty Leadership, scheduled for March 13 and 27, 2020, would have to be cancelled. She distributed a list of workshops and thanked all of those who had volunteered to present at this two-day event. In addition, Brent distributed copies of her email announcing that she would be stepping down at DAS Professional Development College Coordinator.

**Sustainable Environment Institute – Leddy** – previously reported

**Administrator Retreat Rights** – ongoing; next meeting March 19, 2020

**Board Rules Alignment Project – Freitas** – previously reported

**District Budget Committee (DBC-ECDBC): Enrollment, Accountability Measures – Hernandez** – pages 69-72 of the packet

**Guided Pathways Committee – Miller** – no report

**Task Force on E-100 (Criteria for Serving Students with Disabilities)** – previously discussed

* Noticed Items

1. Revisions to E-64: Procedures for Development and Approval of Educational Programs and Options

Atondo referred to needed technical fixes (see page 30 of the packet).

2. Revisions to E-65: Course Approval and Development: Standards and Procedures

Referring to page 40 of the packet, Atondo noted that Curriculum Committees often send approved curriculum to their college’s Academic Senate for final review. The change proposed in this revised E-Reg. would permit the local college senates to delegate authority to their college’s Curriculum Committee to refer curriculum directly to the Board of Trustees.

3. Proposed Charter Changes for TPPC (Technology Planning and Policy Committee)
Echeverri reported that TPPC has resumed its meetings. The current co-chairs are Vice Chancellor Carmen Lidz and DAS President’s designee Joshua Miller. When the committee was larger, it was often difficult to make quorum. The complement of faculty representatives in the proposed charter (pages 47-48 of the packet) would be one representative from the AFT Faculty Guild, the DAS President or designee, and three DAS representatives. Without objection from the body, Brent recommended including a Counseling Faculty member and a DSPS Faculty member as resource persons on TPPC.

MOTION: Extend meeting by 10 minutes
(Freitas/Hernandez) M/S/P

Discussion Items

4. Novel Coronavirus COVID-19 Response Team – previously discussed

5. AB 705 Implementation Update:

   a. Fall 2019 completion and success data for English, Math, and Statistics Courses
   b. Guided Self Placement Instrument
   c. ESL implementation in Fall 2020
   d. Additional DAS recommendations for AB 705 implementation
   e. AFT efforts – resources for resolution being provided

6. LACCD Academic Freedom Statement (BP 4030) – update needed

7. Philosophy and Criteria for Associate Degree and General Education (AP 4025) – statement needed

8. LACCD Board of Trustees 2020 legislative Priorities:

   a. Common Course Numbering Pilot
   b. Community College Ethnic Studies Graduation Requirement
   c. Other

Echeverri referred to pages 49-57 of the packet, identifying two legislative priorities of the LACCD Board of Trustees related to academic and professional matters in which there was no consultation with the District Academic Senate – a common course numbering pilot and the establishment of an Ethnic Studies GE requirement. These priorities are also included in legislation currently pending in the California legislature. Senate Bill 1155 is the Common Course Numbering Pilot Project; Assembly Bill 3310 refers to an Ethnic Studies requirement at the California Community Colleges; AB 1460 is an Ethnic Studies requirement at the CSUs.)
The Ethnic Studies requirement would be a General Education requirement for a local Associate’s degree. According to the legislation, such a three-unit course must be degree-applicable, transferable to a CSU, must meet the CSU’s Ethnic Studies requirement, must be for local degrees, and must not increase the number of General Education units required to obtain an Associate’s degree. Four ethnic groups have been identified as included in Ethnic Studies. Amendments to proposed legislation are due April 1, 2020.

Echeverri noted that a limitation to 4 ethnic groups would be restrictive in scope, and instead we should be more inclusive. She suggested other ethnic groups not included in the four, as well as gender studies, and differently abled studies. Senates have come under attack for perceived lack of inclusion and diversity. So, rather than oppose this legislation, it might be best to recommend improvement of it. There was a sense of the senate to expand the categories. Hernandez, Atondo, and Brent volunteered to work on an expansion of the categories.

9. Proposed Changes to District Financial Accountability Measures

10. Retreat Rights Policy for Administrators – previously discussed

11. Committee and Task Force Assignments
   a. Technology Planning & Policy Committee (TPPC) – previously discussed
   b. DBC Vacancy
   c. DAS Guided Pathways Committee

12. Upcoming events:
   a. Guided Pathways Summits: 3/20 at East
   b. Professional Development College Leadership Events
   c. ASCCC Area C Meeting and Spring 2020 Plenary Session
   d. Academically Speaking Newsletter

13. Other Items - none

Future Dates & Upcoming Events

- **PDC Leadership Institutes:** Friday March 13 & 27, 2020, at VDK
- **District Curriculum Committee:** Friday, March 13, 2020, 11 a.m. – 1:00 p.m., at ESC
- **Guided Pathways Summit 4:** Friday, March 20, 2020, at East
- **Board Standing Committees:** Wednesday, March 25, 2020, at ESC
- **ASCCC Area C Meeting:** Saturday, March 28, 2020, at Southwest
- **LACCD Board Meeting:** Wednesday, April 1, 2020, at Pierce
- **DAS Executive Committee:** Friday, April 3, 2020, 9:30 a.m.-12:00 p.m., at ESC
• **Consultation Meeting:** Tuesday, April 3, 2020, at ESC

• **ASCCC Spring Plenary Session:** April 16-18, 2020, in Oakland

• **DAS Meeting:** Thursday, May 14, 2020, at Valley

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**Adjournment**

(Atondo/Freitas) **M/S/P**

The meeting was adjourned at 3:40 p.m.

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Respectfully submitted by Lourdes M. Brent, DAS Secretary