District Academic Senate Meeting
Thursday, October 8, 2020
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

<table>
<thead>
<tr>
<th>Role</th>
<th>Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Officers</td>
<td>Angela Echeverri (President), Naja El-Khoury (1st VP), Elizabeth Atondo (2nd VP), Lourdes Brent (Secretary), Robert Stewart (Treasurer), John Freitas (Parliamentarian)</td>
</tr>
<tr>
<td>City</td>
<td>(Michael Kalustian), Sarah Craciolo-Garcia, Nadia Elahi, Jeff Hicks</td>
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<tr>
<td>East</td>
<td>(Jeffrey Hernandez), David Hale, Jean Stapleton, J. Edward Stevenson</td>
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<tr>
<td>Harbor</td>
<td>Adrienne Brown</td>
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<tr>
<td>Mission</td>
<td>(Carole Akl), Elizabeth Atondo, Stephen Brown, Tracy Harkins</td>
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<tr>
<td>Pierce</td>
<td>(Barbara Anderson), Jamie Phillips, Margarita Pillado, Sabrina Prieur</td>
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<tr>
<td>Southwest</td>
<td>Allison Moore, Stephanie Arms-Gradington, Joanne Grey, Erum Syed</td>
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<td>Trade</td>
<td>David Esparza, Deirdre McDermott</td>
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<tr>
<td>Valley</td>
<td>(Chauncey Maddren), Kevin Sanford</td>
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<td>West</td>
<td>(Patricia Zuk), Adriana Martinez, Kenneth Taira</td>
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<td>Guests</td>
<td>Casey Hunter (West), Daniel Keller (Dean, LACCD Curriculum and Support Services)</td>
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Call to Order:

DAS President Angela Echeverri called the meeting to order at 1:32 p.m.

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

Approval of the Minutes:
The minutes of the September 10, 2020 meeting were approved as written
(Zuk/Hale) M/S/P

Abstention: Elahi, Harkins, Phillips

Public Speakers:

Zuk spoke of the need for a single point of contact to help faculty with accessibility including descriptive videos, providing sign language interpreters for meetings, etc.
Noting that there are new college representatives to the District Academic Senate (DAS), Echeverri asked them to introduce themselves. Erum Syed (Southwest), J. Edward Stevenson (East), and Jamie Phillips (Pierce) did so.

**Action Items**

1. District Curriculum Committee conditional acceptance of eLumen course elements and workflow provided the labeling on the contact hours can be customized  
   (Approved by DCC and DAS Exec 10/2/20)  
   (Atondo/Hale) M/S/P

Introducing this action item, Atondo reported that District curriculum continues its transition from ECD (the LACCD Electronic Curriculum Development system) to eLumen. The District Curriculum Committee (DCC) had a special meeting on September 29, 2020 to review and provide conditional acceptance of eLumen course elements and workflow, provided the labeling on the contact hours can be customized. The action item was approved by DCC.

District Curriculum Dean Daniel Keller reported that, after DCC action, he met with Vice Chancellor of Educational Programs and Institutional Effectiveness Ryan Cornner as well as eLumen senior management to communicate DCC’s request on development of that one item, i.e., the possible customization of the labeling on the contact hours. eLumen management stated that such a development would be a fairly significant one, and provided quotes for development time as well as cost. Keller reported that Cornner was successful in his negotiations with eLumen, as they have agreed to make changes that will allow custom labeling of the Course Hours fields per LACCD specifications at no additional cost. The coding that will enable this will take place concurrently with the curriculum migration and is not likely to cause further delay in implementation.

2. Criteria for District Purchase of Academic Software/Technology (Approved by DAS Exec 10/2/20)  
   M/S/P

Freitas reported that the colleges and the District worked diligently and with alacrity last spring to identify necessary instructional software and technology which had been necessitated by the very quick move to remote/online instruction necessitated by the COVID-19 pandemic. However, there was a disconnect between department needs and planning and what was reported by the District discipline committees. One of the results was an unevenness of requests among the 9 colleges. Keller took the lead to draft procurement criteria. The DAS Academic Technology Committee drafted and approved a document and process, which was approved by the District Academic Senate Executive Committee (DAS Exec) at its October 2, 2020 meeting. DAS Exec added a process which would also serve in the longer term.
Keller reported that it was the District’s intent to provide as much technology as possible to as many students as possible given the limited resources at its disposal. The District will use the lessons it has learned for the next round of purchases, given that large-scale remote/online instruction is anticipated for the duration of the pandemic.

Echeverri clarified that the acronyms in the document related to the accessibility documents are: VPAT = Voluntary Program Accessibility Template; EEAAP = Equally Effective Alternate Access Plan.

Keller went on to state that some of the vendors agreed to sell their products to the District without completed purchase orders (P.O.) and others required the P.O.s to be in place before completing the sales transactions. Purchases were prioritized for essential programs and transfer courses. Other priorities would be the purchase of software at the District level which many students could use as well as software which is easily downloadable onto a phone or tablet.

Item #7 of the proposal refers to products which are purchased meeting “cyber security protocols.” El-Khoury inquired as to what those protocols were and where they were listed for review. Keller replied that the cyber security officer at the LACCD at the moment is Patrick Luce, whom Keller will contact in reference to El-Khoury’s inquiry.

3. DAS requests that in the development of the schedule of classes, college presidents support local Senate and Curriculum Committee approval of partially synchronous/partially asynchronous online classes (Approved by DAS Exec 10/2/20) M/S/P

Hernandez urged DAS approval of this action item as DAS support would empower local senators should they encounter problems in having the option of offering partially synchronous and partially asynchronous online classes. He assured the Senators that there was no mandate from the State Chancellor’s Office prohibiting colleges from offering classes in this blended way. One way to resolve the concern of informing students who register in such blended classes of the times when synchronous instruction would be held would be to provide such information in a daily update listing, the notes section in the class section number, and the class syllabus. Pillado encouraged options related to hybrid scheduling, including placing such information in the schedule of classes. She gave an example of a modern language offering. McDermott concurred, as there is ample precedent in LACCD course offerings using the hybrid format under discussion.

4. Amend Article X Section I, Subsection 4 (Academic Technology) of DAS Bylaws

MOTION: Amend the last sentence of the last paragraph to read, “The committee will consult with and make recommendations to TPPC (Technology Policy and Planning)
Committee) on matters of faculty concern. The committee will consult with discipline committees as needed.”

MOTION: Amend composition of committee as follows, “Faculty at large (one from each college to the extent possible) appointed by the District Academic Senate president (5) (9); College Distance Education Coordinators (faculty) (2) (ex officio); LACCD Distance Education Coordinator (1) (ex officio)”

Abstention: Freitas, El-Khoury, Hicks, Kalustian, Stewart

Perfected motion passes

Yes: 23
No: 0
Abstain: 7

Discussion on the motion:
Freitas spoke to the motion which was noticed at the last DAS meeting. The events of the last Spring Semester highlighted the need to revive this committee, and also integrate online education items, policies, and procedures into the Academic Technology Committee. The Committee was revived over the summer, and they discussed membership needs and purview. Suggested changes to this committee have also been reviewed by the DAS Exec. Freitas pointed out two things in particular: 1) Some members are listed as ex officio, which would permit them to vote but their presence at a meeting, or lack thereof, would not affect quorum; and 2) The draft describes the committee’s overarching charge. There is an additional recommendation to rename this committee the Online Education and Academic Technology Committee. Freitas pointed out two typographical errors which were subsequently corrected. This committee has been meeting in the manner prescribed in the original Bylaws language and have also had several invited guests. Also, since this is a Bylaws change, a 2/3 affirmation of the votes cast today would be required.

Kalustian was concerned about the delineation between local purview and this DAS committee. Freitas replied that it is not the intent or desire of the DAS to trample on local processes. The Online Education and Academic Technology Committee would look at the common framework within policies and procedures at the district level. One issue that has come up recently relates to DE certification. Any protocols put forward would operate in the same way that Title 5 operates in the sense that it is permissive. Thus, any new standards established by Academic Technology would have to be approved by DAS which would set minimum requirements. Should the local senates wish to have standards which would be over and above, they could do so; but that would remain a local decision.
El-Khoury wished to clarify that the Academic Technology Committee would be the voice of faculty, and wondered if consultation would suffice or if it would be in a recommending role in relation to TPPC. Stronger language was proposed.

**MOTION:** Amend the last sentence of the last paragraph to read, "The committee will consult with and make recommendations to TPPC (Technology Policy and Planning Committee) on matters of faculty concern. The committee will consult with discipline committees as needed."

(El-Khoury/Freitas)

Discussion on the amendment also included a suggestion to have 9 faculty at large appointed by the DAS President instead of the 5 listed in the draft in order to have each college represented. In the present draft there are 5 faculty at large, 2 Distance Education (DE) Coordinators, the LACCD DE Coordinator, the faculty co-chair of TPPC, the DAS President, and the Chair of DCC, bringing the total to 11 faculty members on the committee. If there are quorum issues, then the DE Coordinators can be listed as ex officio. The DE Coordinators would be an excellent resource for this committee.

Freitas also clarified that local senates are not subordinate to the District Academic Senate. We have the principle of decentralization and we try to minimize the impact that the DAS has on local control. He offered an example related to a Title 5 change.

**MOTION:** Amend composition of committee as follows, "Faculty at large (one from each college to the extent possible) appointed by the District Academic Senate president (5) (9); College Distance Education Coordinators (faculty) (2) (ex officio); LACCD Distance Education Coordinator (1) (ex officio)"

(Hernandez/McDermott) M/S/P

**Abstention:** Freitas, El-Khoury, Hicks, Kalustian, Stewart

Stewart expressed concerns about the amendment, stating that every college is given a .2 to use as aid to the local senates, and not every college is participating to the fullest extent possible. We send the wrong message when we sidestep putting people on these committees.

Freitas: **Point of inquiry:** How many voting members do we have today because this will require a 2/3 vote?

Pillado: **Point of parliamentary clarification and request for a roll call vote.**

Echeverri: The Chair concurred and a roll call vote was taken by the Secretary.

**Reports**

* Officer Reports

* President
Echeverri observed that Districtwide enrollment is down 13%, but also noted a wide range of enrollment figures from college to college. She reported that the overall drop in enrollment is a considerable concern for the LACCD Board of Trustees. Senators offered their perspectives on this situation, noting that there is always an enrollment variation among colleges, observing that some colleges may experience a greater enrollment impact because of student equity issues related to COVID-19, the need to get technology into the hands of our students, and suggesting that we share best practices such as efforts in outreach, branding, restructuring, late-start classes, and dual enrollment.

Echeverri continued her report on a successful LACCD/DAS Summit, noting that there were 450 participants. Speakers included Regina Stanback Stroud (long-time educator, former Chancellor of the Peralta Community College District, former President of the ASCCC, and namesake of the eponymous ASCCC Diversity Award). Other speakers at the Summit were LACCD Board President Andra Hofmann, Chancellor Francisco Rodriguez, ASCCC President Dolores Davison (Academic Senate for California Community Colleges), other dignitaries, and a student panel. Echeverri thanked the presenters of the many breakout sessions as well as to those who worked behind the scenes. Thus far, the feedback has been very positive. One benefit to being online is that the Summit was unencumbered by space and food limitations, and thus more participants were able to be accommodated.

Moreover, Echeverri urged the Senators to keep in mind how high school students are being affected by the pandemic and possible concomitant impacts on English and Math enrollment and completion. Faculty need to be supported, she stated, especially those teaching hard-to-convert classes. Echeverri offered that we will likely be in the remote/online environment longer than we think, and that any return to campus will be phased in gradually. She added that DAS appointees to the Sheriff’s Oversight Committee include Eloise Crippens, David Hale, and Erum Syed.

* 1st Vice President

Equivalency

El-Khoury reported that the Equivalency Committee met on October 12, 2020. The equivalency letter has transitioned to an electronic format. Discipline Day is scheduled for February 26, 2021, and will be held virtually. Work continues on the Computer Science and Computer Information Systems alignment.

* 2nd Vice President

DCC, eLumen
Atondo reported that the District Curriculum Committee (DCC) will meet on October 9, 2020. Topics will include credit for prior learning and the California State University (CSU) Ethnic Studies baccalaureate requirement.

* Treasurer

Stewart reported that registration for the 2020 ASCCC Fall Plenary Session had been completed. A record number of 56 LACCD faculty will be attending.

* Secretary

Brent reported on updates to the LACCD DAS website. Part 2 of the upgrade, which includes access to embedded material, will involve District IT.

Professional Development College

Brent reported on the efforts of the DAS Professional Development College (PDC) Steering Committee to do the following: 1) Rewrite the charter, expand the role of the PDC, and make recommendations for concomitant DAS Bylaws revision; 2) Offer seminars for faculty related to diversity in faculty hiring, serving students with disabilities, sharing best practices for hard-to-convert classes, to name a few; and 3) Identify potential local, District, and state partners.

Standing & Other Committee/Task Force Reports

Sustainable Environment Institute – no report

Administrator Retreat Rights

Brent reported on the rights of educational administrators who have faculty tenure in the LACCD to retreat to faculty (Education Code §87454) versus educational administrators without faculty tenure in the District (Education Code §87458 and Wong v. Ohlone College). Also discussed by the task force have been review of minimum qualifications for retreating administrators, location, salary and evaluation (the latter two being matters for the AFT Faculty Guild). DAS representatives to this task force are Echeverri, Anderson, Brent, Equivalency Coordinator Eloise Crippens, Freitas, and DAS Past-President Don Gauthier.

Hard-to-Convert Courses – no additional report

Board Rules Alignment Project – no report

District Budget Committee – no additional report

Enrollment
State Funding

Guided Pathways Committee – no report

Other – none

Noticed Items

1. LACCD Academic Freedom Statement (BP 4030)

Freitas reviewed this item and gave relevant background information. Echeverri observed that the ASCCC will have a revised academic freedom statement. She requested that Senators take the draft statement to their colleges, discuss, and bring suggested revisions to the next DAS meeting.

2. LACCD Policy on Credit for Prior Learning

Atondono reported that the Chancellor’s Office for the California Community Colleges (CCCCO) is requiring all California Community Colleges to adopt new Board Policies and Administrative Procedures for Title 5 changes relevant to credit for prior learning. The draft document under review is mostly drawn from a similar document from Palomar College. The deadline for submission to the CCCCO is December 31, 2020. The included tool kit contains recommended steps and committees involved in the process. This will be an action item at the December DAS meeting. Martinez noted that West L.A. College has such a committee in connection to its baccalaureate Dental Hygiene program.

MOTION: Extend meeting for 15 minutes
(Hernandez/Anderson) M/S/P

3. Amend Articles III (Elections) and IV (Succession) of DAS Bylaws

Echeverri noted that current bylaws do not permit online elections; they refer to in-person elections and paper ballots. Freitas recommended a timeline for the May 2021 DAS elections which would include the DAS Exec (which serves as the Constitution and Bylaws Committee) reviewing options at its November and December meetings and bringing them to the full DAS at its December 2020 meeting. As a starting point, he suggested taking the elections procedures out of the Bylaws; such an action would permit changes to voting procedures, including the options for electronic voting. In any event, there must be elections procedures which permit online voting since in-person voting and meeting attendance are not possible during the pandemic. Freitas went on to review Article III which has proposed changes related to voter eligibility and attendance requirements as well as to Article IV which refers to vacancies and succession for DAS Officers.
Discussion Items

1. Planning for upcoming events – previously discussed
   - ASCCC Academic Academy
   - Fall 2020 Area C meeting and ASCCC Plenary Session

2. Update on Retreat Rights Policy for Administrators

   Echeverri reported potential resistance from educational administrators who do not have faculty tenure in the District. Both the Teamsters union and the AFT Faculty Guild have expressed their opinions on the retreat rights issue. There is legal precedent that there must be a vacancy, i.e., a full-time faculty position must exist for a retreating administrator without faculty tenure in the district; a position need not be created to accommodate.

3. Faculty Hiring Procedures Task Force

   While participating in the recent Summit, Kalustian noted a report from District Human Resources that the LACCD is implementing new procedures related to faculty hiring. He expressed concern about this situation as faculty hiring is the purview of the academic senate under the California Education Code, and the senate has not been involved in these discussions.

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

   Echeverri reported that there were no current updates from the AB 705 Task Force.

5. Board Resolution on CSU Ethnic Studies Graduation Requirement

   Echeverri reported that the LACCD Board of Trustees had approved a resolution at its September 2020 meeting stating, in part:

   “Resolved, That the Los Angeles Community College Board of Trustees recommends that the Chancellor consult with the District Academic Senate, establish a committee with faculty with disciplinary expertise in ethnic studies and others to examine the impact of AB 1460 and begin dialogue to determine the feasibility of a comparable ethnic studies requirement at LACCD.”

   As stated in the resolution, the Board will consult with the DAS, and there will be a task force. At present, Elizabeth Atondo (DAS 2nd VP, Chair of DCC, and Mission Articulation Officer), Cristina Rodriguez (Pierce Articulation Officer), and David Esparza (Trade-Tech Articulation Officer) are on the task force. Stewart noted that the ASCCC is urging
caution as to how to proceed since there may be changes to the California Code of Regulations Title 5 related to an Associate’s degree requirement related to Ethnic Studies. Echeverri asked the Senate Presidents to forward names of faculty who would be potential members of this task force.

Brown provided a link to relevant Frequently Asked Questions (FAQs).


Online Transition Survey

Echeverri reported that there are no major updates. There is a meeting every Thursday at 10 a.m. of the LACCD Emergency Operations Center. To date, there has been 1 fatality and 169 confirmed cases in the District. Currently, there is discussion related to possible reassignment of some classified staff while the District is operating in remote/online status.

Owing to the lateness of the hour, discussion on the following items were postponed until the next DAS meeting:

7. LACCD Participation CVC-OEI

8. Philosophy and Criteria for Associate Degree and General Education (AP4025)

9. Proposed MOU for Noncredit Spanish Minimum Qualifications

10. Update to DAS Recommendations DE Certification and Training in Los Angeles Community College District

11. Committee & Task Force Assignments:
   a. Technology Planning & Policy Committee (TPPC)
   b. DAS Guided Pathways Committee

12. Other Items – none

Future Dates and Upcoming Events:

ASCCC Academic Academy: October 8-10, 2020 – Virtual conference

District Curriculum Committee: Friday, October 9, 2020, 11:00 a.m.-1:00 p.m. – Zoom

DAS Consultation Meeting: Tuesday, October 13, 2020 – Zoom

District Budget Committee: Wednesday, October 14, 2020 – Zoom

ASCCC Area C Meeting: Saturday, October 17, 2020 – Zoom

LACCD Board Standing Committees: Wednesday, October 21, 2020 – Zoom

LACCD Board Meeting: Wednesday, November 4, 2020 - Zoom
Adjournment
(Hernandez/Hale) M/S/P
The meeting was adjourned at 3:50 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary