District Academic Senate Meeting
Thursday, September 10, 2020
Zoom: https://laccd.zoom.us/j/94567699978
Meeting ID: 945 6769 9978
MINUTES

Attendance

<table>
<thead>
<tr>
<th>Officers</th>
<th>Present (Senate Presidents in parentheses)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Angela Echeverri (President)</td>
<td>Naja El-Khoury (1st VP), Elizabeth Atondo</td>
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<td></td>
<td>(2nd VP), Lourdes Brent (Secretary), Robert</td>
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<td></td>
<td>Stewart (Treasurer), Don Gauthier (Past</td>
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<td></td>
<td>President), John Freitas (Parliamentarian)</td>
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<tr>
<td>City</td>
<td>(Michael Kalustian), Sarah Crachiolo-Garcia,</td>
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<tr>
<td>East</td>
<td>Jeff Hicks</td>
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<tr>
<td>Harbor</td>
<td>(Van Paul Chaney), William Hernandez, Tina</td>
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<tr>
<td>Mission</td>
<td>Weirens</td>
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<tr>
<td>Pierce</td>
<td>(Barbara Anderson), Margarita Pillado, Sabrina Prieur</td>
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<tr>
<td>Southwest</td>
<td>(Robert Stewart), Stephanie Arms Gradington,</td>
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<td></td>
<td>Joanne Grey</td>
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<tr>
<td>Trade</td>
<td>Paulette Bailey, David Esparza, Deirdre McDermott</td>
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<tr>
<td>Valley</td>
<td>(Chauncey Maddren), Don Gauthier, Kathryn Queen, Kevin Sanford</td>
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<td>West</td>
<td>Grace Chee, Adriana Martinez, Kenneth Taira</td>
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<tr>
<td>Guests</td>
<td>Adrienne Brown (GP), Farah Saddigh (Harbor),</td>
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<td></td>
<td>Edouard Tchertchian (Pierce), Ann Warren (Harbor)</td>
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Call to Order:

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

Noting that today was the first meeting of the District Academic Senate (DAS) for this academic year, and noting that there are new representatives, Echeverri asked those present to introduce themselves.

Approval of the Agenda:

Freitas requested that the agenda be reordered so that Academic Technology be moved to Noticed Items. The agenda was reordered without objection.

The agenda was adopted as revised
(Anderson/Akl) M/S/P

Approval of the Minutes:

The minutes of the May 14, 2020 meeting were approved as revised
(Stewart/Kalustian) M/S/P

Abstention: Don Gauthier

Public Speakers:
Jessica Drawbond introduced herself as the new LACCD Distance Education (DE) Coordinator. Drawbond was DE Coordinator at Southwest and the Chair of the LACCD DE Coordinators for several years. She is also an English instructor at L.A. Southwest College. She discussed trainings on new tools as well as helping to make standards for successful completion of the DE certification courses more consistent. Over 1,000 faculty members have completed DE certification courses since the transition to remote instruction in March, 2020. The DE Coordinators from all nine colleges currently meet twice a week.

Edouard Tchertchian, faculty co-chair of the AB 705 Task Force, thanked the DAS, especially DAS President Angela Echeverri, regarding support to the Math faculty. He noted an item on today’s DAS agenda – the cancellation of below-transfer-level Math courses – was being considered at Harbor College in order to make a budgetary situation look better. He reminded the Senators that AB 705 permits offering Math classes below transfer, and stated that placement is the purview of the faculty. The goal of the legislation was to have fewer English and Math classes needed for students to transfer; that goal is being accomplished. However, of concern is that an ad hoc committee at L.A. Harbor College is removing courses without consultation with the faculty. Tchertchian argued that the requirement for such consultation is contained in the 10 + 1. Many colleges in the state, including in surrounding districts such as El Camino, Moorpark, and Glendale, are still offering Math classes 2-3 levels below transfer.

Farah Saddigh, the Math Chair at Harbor, expressed her frustration related to the lack of consultation surrounding the possible class cancellations at Harbor. She also reported that there was insufficient math tutoring support for students and called on the college to rely on the expertise and experience of the discipline faculty.

**Action Items**

1. **District Academic Senate Goals for 2020-2021 (Approved by DAS Exec 9/4/20)**
   (Hernandez/Hale) M/S/P

2. **District Academic Senate Calendar for 2020-2021 (Approved by DAS Exec 9/4/20)**
   (Stewart/Hale) M/S/P as revised

3. **Motion to encourage local senates and curriculum committees to postpone routine non-urgent curricular updates until the transition of curriculum from ECD to eLumen is complete (Approved by DAS Exec 9/4/20)**
   (Kalustian/Hernandez) M/S/P

Atando thanked J. Hernandez for refining the motion, noted that this motion was requested by the curriculum chairs, and observed that nothing in this resolution limits
the power of the local curriculum committees. The LACCD Electronic Curriculum Development system (ECD) is no longer operational and all curriculum is currently being validated pursuant to the migration to eLumen. Any urgent curriculum updates may be done on paper until that migration/validation is completed. There is an exact process posted on the website for the LACCD Educational Policies and Institutional Effectiveness (EPIE) office.

4. District Academic Senate Statement on the Murder of George Floyd, Police Brutality, and Systemic Racism (Approved by DAS Exec 6/26/20) (Hernandez/Stewart) Approved by acclamation

Echeverri thanked Bruzzese and A. Brown for working on this resolution. Echeverri reported that she read the statement from the resource table at the Board of Trustees meeting after the motion have been approved by the DAS Executive Committee (DAS Exec). However, it was important that this resolution be reviewed by and receive approval from the full DAS.

5. Revisions to District Academic Senate Equivalency Approval Process (DAS Exec 8/7/20) (Hernandez/Gauthier) M/S/P

El-Khoury referred to the distributed text document (District Equivalency Process, April 20, 2020, Version 4.0) and flow chart. After review and discussion at DAS Exec, it was determined that the Equivalency Committee conduct its public sessions in compliance with the Brown Act and retire to closed session when evaluating the individual requests for equivalency. Candidate appeals will be referred to the appropriate discipline committee for input only. The final equivalency decision rests with the Equivalency Committee. J. Hernandez added that, once this action item is approved by the DAS, a process may begin between the DAS and District Administration to develop the corresponding Administrative Regulation.

Reports

Officer Reports

* President
COVID-19

Professional Development
Support for Remote and Online Instruction
Project MATCH
Etc.
Echeverri began her report by observing that much has happened since we last met, including work on DE certification, and software purchase and integration into Canvas. The DAS has been successful in obtaining funding for more DE support, including having a full-time DE Coordinator at the district level, 2.0 FTE for DE coordinator assignments at each of the nine colleges, and purchasing software to support online instruction. In future, the District will try to consolidate software purchases.

The joint LACCD/DAS Summit will be held on September 25, 2020 in a virtual format. With the Summit online, more participation is both possible and encouraged. Regina Stanback-Stroud, Past President of the ASCCC (1993-1995) and current Chancellor of the Peralta Community College District, will be the keynote speaker. Many great breakout sessions are planned.

Echeverri reported that the COVID-19 Task Force meets once a week on Thursday mornings. As of this reporting, 137 LACCD employees have tested positive for the novel coronavirus; there are 80 suspected cases; and 1 fatality. A small number of hard-to-convert classes related to essential infrastructure will be offered in-person in Fall 2020. Offering these classes will require logistical planning, physical distancing, personal protective equipment, robust cleaning, etc. Echeverri speculated that some faculty and staff might finish out their careers in remote formats because of issues such as pre-existing medical conditions or childcare. In any event, the focus needs to be on long-term solutions and equity for our students. Echeverri also encouraged the Senators to be mindful of the quality of remote/online instruction on K-12 students and what that would mean for AB 705 implementation.

* 1st Vice President
  - Equivalency
  - Canvas Shells for Discipline Committees

El-Khoury provided an update on Project MATCH. He thanked Past DAS Presidents David Beaulieu and Don Gauthier for help in drafting a resolution to put this steering committee back on track. El-Khoury will be sending emails to the DAS and local Senate Presidents to inquire as to whether the current members of the Project MATCH Steering Committee will continue to serve until the end of the year. The college Senate Presidents will review and revise the committee membership as applicable.

Continuing his report, El-Khoury stated that the Equivalency Committee reviewed the application of one candidate. It was determined that that candidate did not meet minimum qualifications, and the committee’s decision was forwarded to the district Human Resources division. The appropriate discipline committee offered feedback.

Reporting on the Computer Science/Computer Information Systems alignment project, El-Khoury noted that he met with department chairs and with the affected disciplines on August 20, 2020. One desired outcome was determining the accuracy of the list of
faculty members. El-Khoury also reported on coding errors in People Soft for affected courses, and suggested that such a course listing error could be a cause for low enrollment in these affected disciplines.

* 2nd Vice President

- District Curriculum Committee
- eLumen

Atondo reported that the District Curriculum Committee (DCC) meets tomorrow, September 11, 2020. On the agenda will be curriculum migration to eLumen. The District is on track to go live later this Fall Semester. There will also be discussion about the potential Ethnic Studies requirement (later on this agenda), as well as discussion regarding credit for prior learning.

* Treasurer

Stewart submitted a report electronically. District Academic Senate dues are $400 per campus. As of today, four have submitted their dues – City, Mission, Southwest, and Trade. Stewart is offering gift cards for the first 5 colleges (except for Southwest) which submit their dues. The ASCCC Academic Academy (October 8-10, 2020 [virtual]) has a registration fee of $150; payment is being accepted only by credit card, with September 18th being the last day for early registration. The 2020 Fall Plenary Session (November 5-7, 2020 [virtual]) has an early registration deadline of October 5, 2020. This Fall, the Plenary will be Addressing Anti-Blackness and IDEAS (Inclusion, Diversity, Equity, and Anti-Racism) in Academic and Professional Matters. The Area C meeting will be October 17, 2020. Please forward proposed resolutions to Stewart.

* Professional Development College

Brent reported on the leadership transition, revised areas of focus and committee charge, as well as upcoming seminars.

Standing Committee/Task Force Reports

* Sustainable Environment Institute – no report

* Administrator Retreat Rights – reported later in this meeting

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

* District Budget Committee
  - Enrollment, State Funding

J. Hernandez reminded the Senators of the role of the academic senate in institutional planning and budget development, and it was particularly important for the senate to
be at the table during these critical times. There are large numbers of deferrals in the
state budget, with a likelihood of no additional funds to be allocated by the federal
government. Thus, colleges were directed to develop budgets with 2.5% reductions.
The District Budget Committee (DBC) developed guiding principles as a model approach
to take place at the local level. The LACCD has seen a drop in enrollment, at least
partially due to the reluctance on the part of some students to take online classes. The
DBC recommended a debt policy in Spring 2020 and was approved by the LACCD Board
of Trustees. In part, this policy states that colleges in debt will not have to repay the
debt on their own. Instead, it will be a shared expense via a greater assessment fee.
Intervention strategies are in place for colleges in financial trouble.

* Guided Pathways Committee

A. Brown reported on the collaboration with NCII (National Center on Intensive
Intervention). Each campus will choose three focus areas and design teams –
technology, articulation and prerequisites, and career exploration. Each college must
submit a self-assessment and identify focus areas. One of the three LACCD Guided
Pathways Coordinators, Phyllis Braxton, has been named as interim Vice President of
Student Services at L.A. Trade-Technical College. While she is in that position, her
Guided Pathways duties will be divided between Josh Miller and A. Brown. Senate
Presidents were encouraged to have representation in Guided Pathways and the design
teams.

* Other Items – none

Noticed Items

* LACCD Academic Freedom Statement (BP 4030)

Echeverri distributed the updated version, and requested that the Senators take this
draft statement back to their colleges for review. A statement is needed by the ACCJC
(Accrediting Commission for Community and Junior Colleges). The ASCCC (Academic
Senate for California Community Colleges) will be publishing an academic freedom
statement soon.

* Academic Technology Committee – revisions

Freitas needed to leave the meeting, but had previously requested feedback on the
Academic Technology Committee, the bylaws revision, and the draft Board academic
freedom statement. He commented on the relative urgency of the draft revision of the
bylaws as an October review by DAS is planned. The next meeting of the Academic
Technology Committee is scheduled for September 18, 2020; a BoardDocs page has
been created. One area of focus will be standards for Distance Education courses.
Another area will be examining what we do to improve student readiness to take online
courses. The committee will also address how technology resources are provided for teaching online. The current situation has revealed significant issues.

Echeverri continued that, with all the changes – including almost-complete online instruction – it became evident that the DAS needed an active Academic Technology Committee. She reviewed proposed revisions, including renaming the committee the Online Education and Academic Technology Committee. A concomitant revision to the DAS bylaws would be necessary. Echeverri went on to report that Freitas had been trying to obtain technology requests from faculty in district, specifically, through the District discipline committees. Many software products have been purchased, and the District was now looking into consolidation. The Senators were urged to take these concerns back to their colleges and report back.

Gauthier inquired as to the status of TPPC (the LACCD Technology Planning and Policy Committee), noted that TPPC had a faculty co-chair, was listed on the DAS master calendar and was meeting regularly, and requested a report from them.

Discussion Items

1. Planning for upcoming events

a. Summit on Friday, September 25, 2020

Echeverri shared the draft agenda. The Vision Resource Center is being used to track participation. Since the event will be held virtually, up to 1,000 participants can be accommodated. The sessions will be recorded and an invitation will go out shortly. There was a recommendation to invite members of the Staff Guild as well.

b. Fall 2020 ASCCC Plenary Session

Stewart reported that early registration is $275 with an October 5, 2020 deadline. The DAS can budget sending its officers as well as 5 faculty members per college (including the Senate Presidents). He referenced the documents and procedures for registration and payment. Early registration for the Academic Academy closed September 18, 2020. Echeverri noted that Stewart is chairing the ASCCC Online Education Committee and is also the Area C Representative. The Area C meeting will be held on October 17, 2020.

2. AB 705 Implementation Update:

a. Cancellation of Math Classes at Harbor

Farah Saddigh, Math instructor at Harbor, reported that Harbor had cancelled all Math classes below transfer for the Fall 2020 Semester. She requested that the DAS send a message that making course recommendations is the purview of the faculty.
Not offering the classes that students need hurts the students. Weirens reported that an *ad hoc* committee at Harbor made recommendations for course offerings for the Spring 2021 semester, including offering the non-transfer level Math courses which students need for the local degrees. The Senators raised concerns about enrollment, and wondered about the outcomes for students who were unsuccessful in their attempts at transfer-level English and Math, including the possibility that LACCD students were now choosing to enroll at other districts because they were offering the classes they needed and wanted. There were requests for additional data and follow-up.

- Serving Students During Pandemic
- Guided Self-Placement Instrument
- ESL Implementation in Fall 2020
- Additional DAS Recommendations for AB 705 Implementation

3. Board Resolution on CSU Ethnic Studies Graduation Requirement

Echeverri reported on a resolution from the LACCD Board of Trustees supporting an Ethnic Studies requirement for an Associate’s degree and recommending that the Chancellor consult with the DAS, and establish a committee to begin dialogue on the feasibility of a comparable requirement in the LACCD. The California State Assembly had approved a bill (AB 1460 – Weber) which requires the California State Universities to have an Ethnic Studies baccalaureate requirement. The Ethnic Studies categories are African-American, Latinx-American, Native-American, and Asian-American. Atondo noted that the LACCD has many students who transfer to the CSUs. The District must pay close attention to this requirement to make any necessary adjustments to the Associate’s degree requirements for our students. In any case, it is the faculty who must lead on this discussion.

**MOTION:** *Extend the meeting for 10 minutes*  
(Brent/Hale) *M/S/P*

Owing to the lateness of the hour, some of the following discussion items were omitted or truncated.


Echeverri reported that all colleges have recovery plans. A student survey is being developed. With very few exceptions, the LACCD will have all instruction and services online throughout the 2020-2021 academic year.

5. LACCD Participation CVC-OEI
Echeverri reported that Meredith Randall from the CVC-OEI (the California Virtual Campus – Online Education Initiative) had already spoken to the DAS Exec. Some colleges in the LACCD have joined and some college senates are reviewing this question this Fall Semester.

6. Philosophy and Criteria for Associate Degree and General Education (AP 4025)

Atondo reported that this item is noticed on the DCC agenda. Local senates will be able to review this item during the Fall 2020 Semester. Feedback is welcome.

7. Update on Retreat Rights Policy for Administrators

Echeverri and Brent gave a brief update and noted that questions which have arisen and problems which have been identified are being discussed. The next meeting will be September 29, 2020.

8. Proposed MOU for Noncredit Spanish Minimum Qualifications

Echeverri distributed a proposed Memorandum of Understanding (MOU) for minimum qualifications in Non-Credit Spanish.


10. Committee & Task Force Assignments:

Echeverri noted the importance of annual review of membership on DAS-related committees and task forces, including Project MATCH. At present, there are vacancies which must be filled.

a. Technology Planning & Policy Committee (TPPC)
b. DBC Vacancy
c. DAS Guided Pathways Committee

11. Other Items - none

Future Dates & Upcoming Events

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

DAS Consultation Meeting: Tuesday, September 15, 2020 – Zoom

LACCD Board Standing Committees: Wednesday, September 16, 2020 – Zoom

Fall 2020 Joint DAS District Summit: Friday, September 25, 2020 – Zoom

DAS Executive Committee: Friday, October 2, 2020, 9:30 a.m.-12:00 p.m., -Zoom

LACCD Board Meeting: Wednesday, October 7, 2020 – Zoom

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

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

ASCCC 2020 Fall Plenary: November 5-7, 2020 – Virtual Conference

Adjournment
(Hernandez/Gauthier) M/S/P

The meeting was adjourned at 3:42 p.m.

Respectfully submitted by Lourdes M. Brent, DAS Secretary