District Academic Senate Meeting
Thursday, February 9, 2023
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>Present</th>
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<tbody>
<tr>
<td>Officers</td>
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<tr>
<td>Angela Echeverri (President), Anna Nicholas (1st VP), Elizabeth Atondo (2nd VP), Lourdes Brent (Secretary), John Freitas (Parliamentarian)</td>
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<tr>
<td>City</td>
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<tr>
<td>(Mickey Hong), Donna Morley, Joseph Ferrerosa</td>
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<tr>
<td>East</td>
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<tr>
<td>(Jeffrey Hernandez), David Hale, Cynthia Orozco, Jean Stapleton</td>
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<tr>
<td>Harbor</td>
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<td>(Robert L. Stewart, Jr.), Naja El-Khoury, Katrin Wilson</td>
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<td>Mission</td>
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<td>(Carole Akl), Tracy Harkins, Esmeralda Montes, Ashley Sparks-Jamal</td>
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<td>Pierce</td>
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<td>(Barbara Anderson), Jamie Langan, Margarita Pillado, Sabrina Prieur, Eddie Tchertchian</td>
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<td>Southwest</td>
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<td>(Eddie Tchertchian)</td>
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<td>Trade</td>
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<td>(Patricia Zuk), Grace Chee, Anthony Cuomo</td>
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<td>Valley</td>
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<td>(Chuncey Maddren), Kathryn Queen, Kevin Sanford</td>
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<td>West</td>
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<td>(Chuncey Maddren), Kathryn Queen, Kevin Sanford</td>
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<td>Guests</td>
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<td>Wendy Bass-Keer (Pierce), Adrienne Brown (Harbor), Jeremy Jankans (West), George Leddy (Valley), Jason Librande (West), Erum Syed (Southwest)</td>
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Call to Order:

District Academic Senate President Angela Echeverri called the meeting to order at 1:35 p.m.

Resolution on Meeting by Teleconferencing as Allowed under AB 361 (Nicholas/Chee) M/S/P – approved by unanimous consent

Approval of the Agenda:
The agenda was adopted as amended (J. Hernandez/Nicholas) M/S/P

MOTION: Add the following under Discussion - Change to Districtwide registration timeline
(J. Hernandez/Freitas) M/S/P
MOTION: *Add the following as an Action Item - Recommend that the Office of Diversity work with the DAS PD College in developing and sponsoring Culturally Competent Faculty Professional Development activities.*

(J. Hernandez/Nicholas) **M/S/P**

MOTION: *Move the following discussion item to the top of the agenda - Lecture/Lab as One Class/ Two Assignments*

(J. Hernandez/Hale) **M/S/P – by unanimous consent**

Approval of the Minutes:
The minutes of the December 8, 2022 meeting were approved as written.

(Ferrerosa/Nicholas) **M/S/P – by unanimous consent**

Public Speakers: None

Discussion: Lecture/Lab as One Class/ Two Assignments

At some colleges in the LACCD, certain classes requiring a lecture and a lab component, such as in the languages disciplines and the sciences, offer these components as separate classes and others as one course. Senate matters would include curriculum and union matters seniority issues. After much discussion, the consensus was that flexibility and the needs of students and the departments would be paramount in the decision to offer the courses as one class or to separate them.

**Action Items**

Without objection, the following action item was taken out of order

1. **Recommendation on HyFlex training:** The District Distance Education Committee recommends that instructors teaching HyFlex are required to (1) be Distance Education-certified (by completing Introduction to Teaching with Canvas and Introduction to Online Teaching and Learning or the equivalent) and (2) complete additional HyFlex training (2 hours in-person and an online component) and earn the LACCD HyFlex training digital badge Access – Online Education and Academic Technology Committee (OEATC)

MOTION: *Amend as follows – “...2) complete additional HyFlex training (up to 2 hours in-person and an online component)…”*  

(Anderson/Maddren) **M/S/P**

No: J. Hernandez  
Abstain: Harkins

**Perfected motion:**
Recommendation on HyFlex training: The District Distance Education Committee recommends that instructors teaching HyFlex are required to 1) be Distance Education-certified (by completing Introduction to Teaching with Canvas and Introduction to Online Teaching and Learning or the equivalent) and 2) complete additional HyFlex training (up to 2 hours in-person and an online component) and earn the LACCD HyFlex training digital badge Access – Online Education and Academic Technology Committee (OEATC)

M/S/P – as amended
No: Harkins, J. Hernandez

2. DAS Resolution on Mass Shooting and Gun Violence
(J. Hernandez/Anderson) M/S/P – approved unanimously

3. Proposed ASCCC Resolution on Status of Lifelong Learning and Self Development in California Community Colleges
(J. Hernandez/Nicholas) M/S/P – approved by unanimous consent

4. AP 4023: Program Approval update - Update to include Baccalaureate Degree Programs – from DCC
M/S/P – approved by unanimous consent

This item was approved at DCC (District Curriculum Committee) and DAS Exec (District Academic Senate Executive Committee) and has gone through consultation without additional feedback.

5. Update to AP 4105: Distance Education and Appendix A-LACCD Regular and Substantive Interaction Guidelines – from DAS Exec
M/S/P - approved by unanimous consent

This revision of AP 4105 is intended to: 1) align with recent revisions to Title 5 (regular and substantive interaction); 2) clarify interaction between students as not mandatory for every course; 3) establish the ability of DAS to create appendices for revisions; 4) provide additional language on accessibility.

6. AP 4235: Credit for Prior Learning update - Update to include language on AP 4235 Appendices; Appendix A-Military Credit Guidelines; Appendix B-Defense Language Proficiency Test; Appendix C-DSST Exam Credit – from DCC and DAS Exec
Approved by unanimous consent

There will be a breakout session on this topic at Discipline Day on March 17, 2023.

7. AP 4260: Prerequisites and Corequisites Update – from DCC
Approved by unanimous consent
This item has gone through consultation with no additional feedback.

8. Revise AP 5010: Admissions (amend existing AP to incorporate E-107 language) - (J. Hernandez/Harkins) M/S/P - approved by unanimous consent - as amended

MOTION: Amend #6, Incoming Transcripts (from E-107) as follows – “Transcripts used for Pre-requisites can be hand delivered by students to admissions or the General appropriate Counseling Office…” (Brent/Freitas) M/S/P - approved by unanimous consent

9. New AP 5011: Admission and Concurrent Enrollment of High School and Young Students – DAS Exec
Approved by unanimous consent

10. New AP 5012: International Students; AP 5200: Student Health Services; AP 5420: Associated Students Finance – DAS Exec
Approved by unanimous consent

This item was approved by the Student Affairs Committee.

11. Approve the revised AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies; Approve the Appendix to AP 7211, LACCD General Education Equivalency Approval Form – Equivalency Committee and DAS Exec
Approved by unanimous consent

12. Revision of Course to Discipline Crosswalk – from Equivalency Committee
Approved by unanimous consent

13. Ratify the LACCD Noncredit Disciplines Committee’s Noncredit Equivalency Worksheet – from Equivalency Committee
Approved by unanimous consent

14. Approve LACCD DAS CTE (Credit/Noncredit) Discipline Equivalency Reviewer Recommendation Form – from Equivalency Committee
Approved by unanimous consent – as amended

MOTION: Amend the Ethnic Studies requirement (page 2 of this document) to include “when implemented by the LACCD, and no later than Fall 2024…” (Freitas/Nicholas) M/S/P - approved by unanimous consent

15. Motion to recommend that the Office of Diversity work with the DAS PD College in developing and sponsoring Culturally Competent Faculty Professional Development activities.
(J. Hernandez/Hale) M/S/P - approved by unanimous consent
State funding has been sent to the districts for this purpose – in the case of the LACCD, to its Office for Diversity, Equity and Inclusion. This will be a consultation item.

**Noticed Items**

1. **Election Procedures for May 11, 2023**
   
   The Nominations and Elections Committee will send out information about the process.

2. **Revisions to AP 4105 Distance Education to align with recent changes to title 5 and to allow the establishment of appendices**
   
   The agenda was revised to include this item for action and was approved.

3. **Notice Approval of AP 5411 Eligibility for Associated Student Organization Offices, and concurrently approved for notice at the September 8 DAS meeting the rescission of Administrative Regulation S-9 Eligibility for Associated Student Organization Office.**

**Reports**

- **Officer Reports**

**President**

Echeverri reported that Sara Hernandez replaced Ernie Moreno for Trustee Position 4. David Vela is the new Board President; Kelsey Iino and Nichelle Henderson are the Vice Presidents. Committees which must meet the Brown Act requirements will be meeting in-person. The DAS will be meeting at L.A. City College on March.

**1st Vice President**

- **District Discipline Day**
- **Equivalency**

**DAS 1st VP Report for the DAS meeting on February 9, 2023 (Anna Nicholas)**

Since my last report, the Equivalency Committee met on 12/12/2022. The committee reviewed three equivalency requests, one from Art/Museum Studies, one from Law, and one from Coaching. The committee voted unanimously to grant the applicant equivalency in Art/Museum Studies based on their documentation, including the Verification of Experience (VOE). The committee then voted unanimously to deny the applicant equivalency in Law based on the insufficient number of units on their transcript. And, the committee voted unanimously to grant the applicant equivalency in Coaching based on provided documentation indicating eminence in the field.
The committee also unanimously approved changing the time of Spring 2023 Equivalency Committee meetings from 1-3 p.m. to 2-4 p.m.

The committee generated a first draft of the 2023 District Discipline Day schedule, which was then reviewed and modified by the DAS Executive Committee. A major change in comparison to previous years was to prioritize the work of the District Discipline Committees. This was done in response to the feedback we received after previous Discipline Days. Since then, I emailed the chairs of the District Discipline Committee to inquire if their committee is planning to meet. If you are aware of any chairs who have not received my message, please ask them to contact me, as we want to make sure everyone who wants to participate is included.

The Administrative Retreat Rights Workgroup met on Thursday, 1/26/2023 and discussed questions that will be submitted to the AFT lawyer by Elizabeth Thornton, the AFT rep on the workgroup. In addition, the workgroup reviewed a draft of the BP 7250: Educational Administrators Retreat Rights with changes proposed by Valley and provided feedback.

The next meeting of the Administrative Retreat Rights Workgroup is on Thursday, 2/23 at 1:30 pm on Zoom.

The next meeting of the Equivalency Committee is on Monday, 2/13 at 2 pm on Zoom. The remainder of our meetings this semester, on 3/13, 4/10 and 5/28 are scheduled to be held at ESC- 6th Floor Conference Room #617.

2nd Vice President

AB 928 and AB 111 Updates
DCC
eLumen

Atondo reported that the District Curriculum Committee will meet in two weeks, and will continue to work on eLumen challenges. Two upcoming challenges will be CalGETC and common course numbering.

Treasurer – no report

Secretary

Brent reported on ongoing efforts related to DAS website migration.

Standing & Ad Hoc Committee Reports

- Professional Development College

Brent reported that there will be a March 10, 2023 seminar on Equally Effective Alternate Access Plans (EEAAP), ongoing collaboration with the Sustainable Environment Institute (SEI), and seminars on learning loss. The PDC is also
looking into ways to accommodate the request from DAS to assume the faculty lead on Project MATCH.

- Administrator Retreat Rights – no report
- Online Education and Academic Technology – no report
- District Budget

Echeverri reported on a possible change to the base allocation and the allocation model.

- District Planning

Echeverri reported on progress toward a new strategic plan for the LACCD.

- Guided Pathways – no report
- Others

Discussion Items

1. Planning for 2022-2023:

- ASCCC Events
- LACCD Events: In-person Meetings, ASCCC local visits on DEI and Curriculum, District Discipline Day, Professional Development College, Sustainable Environment Institute, DAS Officer Elections

The State Academic Senate Spring Plenary will be in-person in Anaheim on April 20-23, 2023. Visits to local senates from the ASCCC related to diversity, equity and inclusion are scheduled for March 24, 2023.

2. Change to Districtwide Registration Schedule Timeline

The LACCD administration combined registration for Summer and Fall and collapsed the number of enrollment tiers. The decision was reported to be enrollment-driven. However, this action should be reviewed for Winter/Spring.

3. COVID-19 Update:

- Brown Act Meeting Requirements;
- Instructional Delivery;
- Safety Requirements;
- Other items
The DAS, Exec, and its standing committees will use the traditional Brown Act when the state of emergency ends on February 28, 2023. Current instruction modality is approximately 50% in-person and 50% online. The District is following Los Angeles County Health requirements.

**MOTION: Extend the meeting by 15 minutes**
(Tchertchian/Anderson) M/S/P

**NO:** Ferrerosa

4. Enrollment and Budget Update: Budget Allocation Formula

The LACCD is down in enrollment, and has lost approximately one-third of its peak enrollment. The state budget hold harmless provision ends in 2025, but, arguably, needs to be extended.

5. AB 705 and AB 1705 Update:
   - Impact of Learning Loss due to COVID-19
   - AB 705/1705 Task Force-Requests
   - Other Issues

The District task force will meet on February 10, 2023, and there will be a statewide webinar on Tuesday, February 14th.

6. Academic Administrator Retreat Rights Policy

The Senators were referred to the documents in Board Docs.

7. Digital Badging Training and Approval Process

No update was presented as the Distance Education representatives needed to attend another meeting.

8. District Governance Council to Vet and Make Recommendations on Non-10+1 Matters - Discussion of next steps

There was a recommendation to establish a district governance council, similar to a college council at the campuses.

9. Moratorium on Creation of New Subjects in Anticipation of State Common Course Numbering System

With the anticipated implementation of AB 1111, it was recommended that no new subjects be created for now.
10. Alignment of Curriculum: Aligning content, objectives, and requisites of courses with the same subject prefix and number; Aligning District Courses & Units with C-ID

11. Proposed Board Policy 6305: Reserves and Chancellor’s Office Memorandum FS 22-03

There was a recommendation from the State Chancellor’s Office that colleges retain balances equal to two months of operating expenses. This amount is in addition to district reserves. However, this was not a directive but only a recommendation from the State. The DAS requested that a related proposed Board Policy be pulled from the Board agenda.

12. Concerns about AB 928: Student Transfer Achievement Reform Act of 2021

There are no updates.

13. Lecture/Lab as One Class/ Two Assignments – previously discussed

14. Legislative Update: AB 1111: Common Course Numbering; Proposed legislation

There have been no new developments.

15. Update on Joining California Virtual College-Online Education Initiative (CVC-OEI)

An update is anticipated shortly.

Future Dates and Upcoming Events:

District Budget Committee: Wednesday, February 8, 2023
District Equivalency Committee: Monday, February 13, 2023, 2-4 p.m. – Zoom
DAS Consultation Meeting: Tuesday, February 14, 2023 2-3:30 p.m. – Zoom
Board Standing Committees: Wednesday, February 15, 2023 Hybrid Meeting – Hybrid
District Curriculum Committee: Friday, February 24, 2023 11:00 a.m. - 1:00 p.m. – Zoom
LACCD Board Meetings: Wednesday, March 1, 2023
DAS Executive Committee Meeting: Friday, March 3, 2023 at CITY – In-Person
District Academic Senate Meeting: Thursday, March 9, 2023 at CITY-In Person
ASCCC Spring 2023 Plenary Session: April 20-23, 2023-Anaheim, In-person Event
Adjournment

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

Respectfully submitted by Lourdes M. Brent, DAS Secretary