



LOS ANGELES SOUTHWEST COLLEGE
OFFICE OF THE PRESIDENT

DATE: February 14, 2021

TO: Mr. Robert L. Stewart Jr, Academic Senate President

FROM: Dr. Seher Awan, President, Los Angeles Southwest College

SUBJECT: Academic Senate *Strengthening Local Collegial Consultation* Resolution

This memo is to provide a summary of the Los Angeles Southwest College (LASC) Administration's efforts to strengthen local collegial consultation based on the Academic Senate [Strengthening Local Collegial Consultation Resolution](#) approved February 29, 2020. In reflecting on the one year since the approval of this resolution, I am proud of the work we have accomplished together at LASC, in spite of the COVID-19 pandemic.

As a college, we have focused on transparency, communication, and building trust. I believe our Administration has actively pursued participatory decision-making and collegial consultation on an array of college priorities and accomplishments. We have consulted collegially on all academic and professional matters and worked collectively to enhance LASC operations for our students and community.

Our path to strengthening collegial consultation began with our partnership to host the *Collegiality in Action* Workshop on Thursday, May 9, 2019 for the campus. This professional development opportunity focused on the culture of consultation and developing communication and trust to effectively accomplish college business. Since that workshop and the approval of the [Strengthening Local Collegial Consultation Resolution](#), I believe my Administration has made significant strides in creating a culture of consultation in good faith.

I have continued to hold the LASC Administrative Team accountable and worked closely to map our college processes within our participatory governance structure. This has ensured broad participation and collegial consultation, involving all required College committees. I have consistently consulted with both the Academic Senate and AFT 1521 leadership during our monthly meetings. I have broadened the scope of our communication channels to include our weekly Employee Newsletter, weekly Virtual Employee Town Halls, and my Monday morning communications. I continue to personally pursue a culture of collegiality, accountability, inclusion, and engagement by actively working with our committee chairs and our administrative team to ensure broad participation on our master plan updates.



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Between February 2020 and May 2020, LASC's Academic Senate and Administration worked diligently to convert in-person operations to remote operations due to the COVID-19 pandemic. We activated our Incident Command Team and began daily ICS briefings at 8:00 a.m. In addition to our Administration, I chose to include ALL college leadership including union leadership, Academic Senate President, and Department Chairs, Supervisors, and Managers to ensure broad, transparent, and consistent communication. We continue to have weekly 8:00 a.m. ICS meetings on Wednesdays to support communication across the campus.

In addition to our participatory approach in response to COVID-19, below are some examples of our collective accomplishments that demonstrate the LASC Administration's investment in the *Strengthening Local Collegial Consultation* Resolution:

1. Worked cooperatively to decrease the college's operating expenses including a reduction in instructional hours at an Emergency Budget Meeting on June 4, 2020 attended by the LASC Administrative Team and Faculty Leadership, including Department Chairs
2. Developed the [*LASC Course Cancellation Process and Timeline*](#) in cooperation with faculty and administration, which was approved by the Academic Senate on June 24, 2020
3. Established the [*Fiscal Recovery and Long-Term Sustainability Taskforce*](#) to allow for cross-constituency participation in response to the Cambridge West Report. The Taskforce met from June 2020 to December 2020
4. Successfully addressed *SEA-PAC Funding Issues* by ensuring a participatory allocation process with awards being distributed on September 4, 2020
5. Created the [*Fiscal Recovery and Long-Term Sustainability Work Plan*](#) with the Fiscal Recovery and Long-Term Sustainability Taskforce, which was finalized September 10, 2020
6. Established the [*Logo Refresh Presidential Taskforce*](#) in September 2020 and hosted four open, college-wide forums to develop a *refreshed college logo* by December 2020
7. Established the *Inclusion, Diversity, Equity, and Access (IDEA) Presidential Taskforce* in September 2020, which was tasked with providing recommendations on operationalizing the LACCD Racial Equity and Social Justice Framework
8. Successfully applied for and secured an [*Institutional Effectiveness Partnership Initiative*](#) with support from the Academic Senate on October 9, 2020
9. Provided a timely response to the *Faculty Hiring Prioritization Process* on December 16, 2020
10. Developed the responsive *Instructional Hours Allocation Model* with the Academic Council to allow for an equitable allocation of instructional hours, which was completed in December 2020
11. In cooperation with the Academic Senate, created the *Dual Enrollment Subcommittee* in October 2020 and hosted the first Dual Enrollment Retreat on January 22, 2021



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12. Developed of the *Two-Year Schedule* with the Academic Council to meet student needs, which was completed in January 2021
13. Developed the *Strategic Education Master Plan (SEMP)* draft through the participatory governance process, including multiple surveys, open forums for all constituencies, and leadership from the Strategic Planning Committee
14. Updated and reviewed the *College's Mission, Vision, and Values* in December 2020 through the appropriate participatory governance committees including the Strategic Planning Committee, Academic Senate, and College Council. Approval is planned for Spring 2021
15. Reviewed the draft *FY 2020-2021 LASC Financial Recovery Plan* through the appropriate participatory governance committees, including Budget Committee, Academic Senate, and College Council. Approval will occur in the Spring 2021 semester
16. Established the *Human Resources Presidential Taskforce* to work with a consultant and our IEPI PRT Team to develop a Human Resources Restructuring Plan to support LASC's long-term fiscal recovery and sustainability
17. In cooperation with the Academic Senate, *approved release time* for the following:
 - Launch the LASC Honors Program with 0.5 release time
 - Restructure dual enrollment with a 0.5 release for a Dual Enrollment Coordinator
 - Support the curriculum transition process from ECD to eLumen with a 0.3 release time assignment
 - Provided an additional 0.5 release time for distance education support in response to COVID-19

As you can see, we have accomplished so much together as one, LASC family. I am incredibly proud of our collective progress and am dedicated to our participatory approach, which has continued to make us stronger as an institution. In the upcoming Spring 2021 Semester, I am looking forward to continuing our extensive collaborative efforts through the following participatory activities:

- Final approval of our Strategic Education Master Plan by the LACCD Board of Trustees
- New Facilities Master Plan
- New Technology Master Plan
- New Enrollment Management Plan
- IEPI Visit on March 8th and April 26th, 2021
- Human Resources Restructuring Plan

I believe this memo documents the collective accountability and collaborative approach embodied by myself and the LASC Administrative Team. Thank you for your continued partnership as we focus our efforts on transforming LASC to best serve our students and community.