

**Santa Monica College
Equity and Diversity Committee
MINUTES**

Wednesday, November 8, 2017 12:00 – 1:00 pm, HSS 301

In Attendance:

Members: Sara Brewer, Kevin Chicas, Chante DeLoach, Mark Tomasic

Others Present: None

- I. Call to order: 12:08 pm
- II. Public Comments and Announcements: Kevin Chinas recommends that committee members attend a Black Minds Matter seminar presented by the Center for Teaching Excellence.
- III. **Approval of Agenda: Motion made by** Kevin Chicas; **Seconded by** Sara Brewer. The motion passed unanimously.
- IV. **Approval of Minutes from 10.25.17 meeting: Motion made by** Sara Brewer; **Seconded by** Kevin Chicas. The motion passed unanimously.
- V. Chair's Report/Information Items: Chair reported on his attendance at the work shop "Developing an Equity Framework for Integrated Planning" with Veronica Neal and the College's efforts to develop a unified equity vision/framework.
- VI. Major items of business:
 - a. Review resources for SMC faculty Equity Resource Guide: no specific resources were reviewed.
 - b. Assign resource guide topics to committee members: resource guide topics were assigned as follows:
 - Introduction including data driven text: Amber Urrutia with support from Committee
 - Definitions: Kevin Chicas
 - Language Barriers: Amber Urrutia
 - Developing equitable curriculum: Mark Tomasic
 - Developing equitable syllabi: Sara Brewer
 - Equity best practices in the classroom: Kevin Chinas
 - Equity best practices in assessment (including assessment of student learning and assessment of teaching): Chante DeLoach
 - Equity best practices in on-line education: Sara Brewer, Chante DeLoach
 - Recommended Resources: developed by the Committee
 - c. Develop timeline for completion of resource guide: draft timeline was developed and is included as part of these minutes*.
 - d. Updates on 2017/18 committee goals/objectives:

- i. the new STEM building will have “all gender” restrooms as announced by Dr. Jeffery. Campus maps still do not have gender neutral restrooms notated. Mark Tomasic will follow up with Greg Brown regarding this matter.
- ii. The Committee will invite campus equity leaders to upcoming meetings to garner their input and seek ways to collaborate on the Equity Resource Guide.

VI. Public Comments and Announcements: None

VII. Adjournment: 1:17 pm

***SMC Equity Best Practice Resource Guide Timeline:**

Fall 2017:

- November 29, 2017: Vetting of resources per section
- December 6, 2017: Vetting of resources per section; vetting specific content per section

Spring 2018:

- February 21, 2018: Rough draft vetted (section specific content due on or before February 21, 2018)
- March 7, 2018: Second draft vetted
- March 21, 2018: Final draft vetted and sent to Executive Committee for presentation at their April 3, 2018 meeting.
- April 4, 2018: Review of Executive Committee feedback as needed.
- April 18, 2018: Final version with Executive Committee feedback included/addressed for presentation at the Executive Committee April 24, 2018 meeting (if passed, will be sent to May 1, 2018 Academic Senate meeting for full Senate approval).
- May 2, 2018: Any revisions as needed based on vote of Academic Senate (if revisions are required, the resource guide would be presented again at the May 15, 2018 Academic Senate meeting).
- May 16, 2018: Review final version with full layout, layout revisions as needed; develop plan for dissemination to full SMC faculty including presentation at Fall 2018 Flex Day.
- May 30, 2018: Final version with full layout approved by Committee; dissemination plan finalized.