

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

Wednesday, April 4, 2018 12:30 – 1:30 pm, M104

In Attendance:

Members: Sara Brewer, Kevin Chicas, Angelica Duran, Kathleen Motoike, Mark Tomasic, Amber Urrutia

Others Present: None

I. Call to order: 12:40 pm

II. Public Comments and Announcements: None

III. **Approval of Agenda: Motion made by**; Kevin Chicas. **Seconded by** Kathleen Motoike. The motion passed unanimously.

IV. **Approval of Minutes from 3.21.18 meeting: Motion made by** Sara Brewer; **Seconded by** Amber Urrutia. The motion passed unanimously.

V. Chair's Report/Information Items: None.

VI. Major items of business

A. SMC Faculty Equity Resource Guide Second Draft Review:

1. Kathleen Motoike suggested using DACA training scenarios for resource guide case studies. She will forward these to committee chair for review.
2. All references will use APA formatting
3. Calibri 12 point font will be used for print/hard copy version
4. Committee chair will contact the Design/Tech Department Chair in regards to having design students create the cover of the resource guide as well as icons for various headings (e.g., Question, Equity Challenge!, etc.).

VII. Public Comments and Announcements: None

VIII. Adjournment: 1:30 pm