

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

Wednesday, October 17, 2018 12:30 – 1:30 pm, M104

In Attendance:

Members: Sara Brewer, Angelica Duran, Mark Tomasic, Amber Urrutia

Others Present: None

- I. Call to order: 1:00 pm
- II. Public Comments and Announcements: None
- III. **Approval of Agenda: Motion made by** Angelica Duran; **Seconded by** Amber Urrutia. The motion passed unanimously.
- IV. **Approval of Minutes from 10.3.18 meeting: Motion made by** Sara Brewer; **Seconded by** Mark Tomasic. The motion passed unanimously.
- V. Chair's Report/Information Items: None
- VI. Major items of business
 - A. Review examples provided for the definitions in the Equity Resource Guide:
 1. Examples for definitions were provided and reviewed. Chair will re-format all definitions and examples and edit down definitions and examples as needed.
 - B. Review updates to Equity and Diversity Committee's webpage:
 1. The Equity and Diversity Committee webpage will be updated to include member photos, links to committee member's faculty homepages, a new committee logo designed by member Sara Brewer, and additional resources as appropriate.
 - C. Review updates on gender neutral restrooms:
 1. No new updates to report.
 - D. Prioritize next steps in disseminating the equity resource guide:
 1. The Center for Teaching Excellence will post an announcement in their upcoming newsletter regarding the resource guide (verbiage for the announcement due to the center by October 29).
 2. Committee Chair will work toward ensuring the resource guide is completely accessible. Once this task is complete, the guide will be ready to be posted on various SMC webpages (Academic Senate home page, Equity and Diversity Committee homepage, Center for Teaching Excellence 'Resources and Tips for Teaching' webpage).
 3. Committee member Sara Brewer created an original wood block design that will serve as the cover art for the resource guide.
- VII. Public Comments and Announcements: None
- VIII. Adjournment: 1:45pm