

Meeting Minutes

Location:

- HSS261 (Academic Senate Office)
- Zoom (<https://us06web.zoom.us/j/95534437834>)

Date: December 6th

Time: 12-1:15pm PST (Pacific Standard Time)

Members present: Steph Anderson, Sara Brewer, Vicenta Arrizon, Bri Brickley, Kat Olvey, Mark Tomasic, Tram Dang, Valerie Udeozor (attended via Zoom)

- I. **Call to Order:** 12:10pm
- II. **Approval of Agenda:** Motion to approve made by Vicenta Arrizon. Seconded by Sara Brewer. The motion passed unanimously.
- III. **Mindfulness Moment:** Led by Mark Tomasic
- IV. **Public Comments:** None
- V. **Announcements:** None
- VI. **Approval of Minutes from November 22nd, Meeting:** Motion to approve made by Tram Dang. Seconded by Kat Olvey. The motion passed unanimously.
- VII. **Action Items**
 - **Gender Affirming Statement:**
 - Minor changes were made to the statement. Steph Anderson will reach out to Esau Tovar regarding expanding the selection of pronouns that students have to choose from on the Canvas platform.
 - **Approval of Gender Affirming Statement:** Motion to approve made by Tram Dang. Seconded by Kat Olvey. The motion passed unanimously.
- VIII. **Discussion Items**
 - **Workshop planning – Equitizing Syllabi:**
 - For Spring 2024 professional development day, the committee would like to present two workshops on equitable syllabi. In the first workshop, present equitable syllabi basics and review sample syllabi. In the second workshop, participants review their own syllabi and the syllabi of their peers.

- Could this be in partnership with the EPICenter for recurring workshops? Workshops could also be focused on syllabi for specific disciplines.
- Create an equitable “liquid syllabus” template available to all SMC faculty?
- Spring 2024 Schedule:
 - Meet the first week of the Spring semester (Wednesday, February 14) and meet every other Wednesday 12:00-1:15pm in the Academic Senate office.
- ASR Centering Equity in Instructional Evaluation:
 - Debrief on the previous meeting with Peter Morse and Jamar London. Include voices from multiple constituencies on the need to include equity in the evaluation process.

IX. Adjournment: 1:19pm. Motion to approve made by Vicenta Arrizon. Seconded by Sara Brewer. The motion passed unanimously.

Upcoming Meetings

- Wednesday, February 14, 2024