

## Meeting Minutes

### Location:

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

**Date:** November 20th, 2024

**Time:** 12-1:30pm PST (Pacific Standard Time)

**Members present:** Steph Anderson, Bri Brickley, Juliet Moore, Vicenta Arrizon, Sara Brewer (via Zoom), Valerie (via Zoom)

**Interested parties:** Kazimer Bernota, Martin Orea, Jazz Singh

- I. **Call to Order & Approval of Agenda:** 12:09
- II. **Approval of Agenda.** Motion made by Juliet Moore. Seconded by Vicente Arrizon. The motion passed unanimously.
- III. **Public Comments** - none
- IV. **Announcements** - none
- V. **Approval of Minutes from Nov. 6th meeting.** Motion made by Bri Brickley. Seconded by Juliet Moore. The motion passed unanimously.
- VI. **Discussion Items**
  - Debrief - [Faculty Forum Workshop](#)
    - In person vs. online format
    - Discussion about how to make this available to specific departments
      - Part 1 ("the basics") already available online; Part 2 can involve workshopping own syllabuses?
      - Steph will reach out to Modern Languages about putting something together for Spring flex
  - Guidelines for "[Model Syllabus](#)"
    - Jazz's [notes on reorganizing sections](#) of Model Syllabus. Suggestions include:
      - Gender inclusivity
      - Legal protections
      - Disability services
      - Promoting student success
    - Using a student perspective in designing a syllabus

- Kaz and Martin: after first week, emphasis on due dates and late work, attendance policies
- Zoomed-out approach examines what a syllabus is, what a model syllabus is – frames the way this document will be used in the first place
- Next steps: ad-hoc EDC representatives will meet to refine an introduction to the model syllabus and bring it back to the full committee

**VII. Adjournment** at 1:20. Motion to adjourn made by Bri Brickley. Seconded by Juliet Moore. The motion passed unanimously.

#### **Upcoming Meetings**

- December 4<sup>th</sup>