

Meeting Minutes

Location:

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

Date: May 14, 2025

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

Members Present: Steph Anderson, Sara Brewer (via Zoom), Bri Brickley, Lea Hald, Erika Knox, Kaelyn Rodriguez, Mark Tomasic

Interested Parties: Kazimer Bernota (AS representative)

- I. **Call to Order:** 12:06
- II. **Approval of Agenda:** Motion made by Lea Hald. Seconded by Kaelyn Rodriguez. The motion passed unanimously.
- III. **Public Comments:** None
- IV. **Announcements:**
 - Global Motion World Dance Company at the Broad Stage May 17 and 18, 7:30PM.
 - Lavender Graduation Celebration Thursday, May 22, 5-7PM.
- V. **Mindfulness Moment**
- VI. **Approval of Minutes from April 2nd meeting:** Motion made by Kaelyn Rodriguez. Seconded by Lea Hald. The motion passed unanimously with one abstention from Bri Brickley.
- VII. **Chair's Report**
- VIII. **Action Items:** None
- IX. **Discussion Items**
 - [Introduction/Guidelines](#) for "[Model Syllabus](#)" [discussion of student syllabus use]:
 - Responses to purpose of the syllabus: most responses were regarding clear policies, expectations, deadlines.
 - The most useful information for students relates to "logistics" not necessarily the tone of the class (schedule, grading, exam dates, assignment descriptions).

- Tone of syllabus: some students underscored the importance of directness (keeping things short and simple) while others underscore the importance of a warm, personal, tone.
- Things that make a syllabus difficult to understand: too long, inconsistent layout.
- What would make a syllabus helpful: direct, clear, organized.
- Instead of revamping the model syllabus do we solely provide recommendations?
- Create a video/power point to accompany the written model syllabus to meet faculty where their needs are. Which committee will do this work?
- Steph Anderson will create a google doc where the committee can upload our initial recommendations to PERC.

X. Adjournment: 1:30. Motion made by Kaelyn Rodriguez. Seconded by Lea Hald. The motion passed unanimously.

Upcoming Meetings – Spring 2025

- May 28th