

Meeting Minutes

Location:

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

Date: August 28, 2024

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

In attendance: Steph Anderson, Bri Brickley, Kat Olvey, Tram Dang, Mark Tomasic, Juliet Moore, Sara Brewer, Vicenta Arrizon

Student Representative: Jazz Singh

Guests: Lea Hald, Jessica Krug

- I. **Call to Order:** 12:04pm
- II. **Approval of Agenda:** Motion made by Tram Dang. Seconded by Bri Brickley. The motion passed unanimously.
- III. **Mindfulness Moment & Icebreaker**
- IV. **Public Comments:** None
- V. **Approval of Minutes from May 29, 2024 Meeting:** Motion made by Kat Olvey. Seconded by Tram Dang. The motion passed unanimously with one abstention by Juliet Moore.
- VI. **Action Items**
 - [2024-2025 EDC Goals](#)
 - Model Syllabus: Steph Anderson will follow up with the Chair of the Professional Ethics and Responsibilities Committee. If the decision is made to update the model syllabus, the Equity and Diversity Committee will review the document and decide upon actionable steps for revision.
 - Un-grading/contract grading: Potential next steps include developing a cohort of instructors who are implementing un-grading and garner feedback and best practices. Collect student data and present this information to the larger college body.
 - Vote on goals as action item was tabled until the next meeting.
- VII. **Discussion Items**
 - Committee membership: tabled until next meeting.

- Faculty Forums – Equitizing syllabi workshop: will hold equitizing syllabuses workshop for faculty as a part of Faculty Forums this fall in October/November. Kat and Bri will propose potential dates at next meeting.
- Invited Guest J. Krug – [Instructional Framework for Faculty Observation](#)
 - Next steps: include frequency column after examples column (how often do these things happen in your teaching practice). Revise the examples within the document to note general examples across disciplines as well as specific examples where appropriate. After our revisions, present to the full Academic Senate then to Department Chairs.

VIII. Adjournment: 1:26pm. Motion to adjourn made by Vicenta Arrizon. Seconded by Juliet Moore. The motion passed unanimously.

Upcoming Meetings

- Sept. 11th
- Sept. 25th
- October 9th
- October 23rd
- November 6th
- November 20th
- December 4th