

Meeting Minutes

Location:

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

Date: September 11th

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

In attendance: Steph Anderson, Bri Brickley, Tram Dang, Mark Tomasic, Juliet Moore (remote), Kat Olvey

Student Representative: Jazz Singh

Guests: Tiffany Inabu, Kristen Lui-Martinez

- I. **Call to Order:** 12:15pm
- II. **Approval of Agenda with the addition of Equitable grading practices with EpiCenter:** Motion to approve made by Kat Olvey. Seconded by Bri Brickley. The motion passed unanimously.
- III. **Mindfulness Moment**
- IV. **Public Comments:** Tiffany Inabu has voter registration forms available in the Office of Student Life. They are planning civic engagement events around the election and Constitution Day.
- V. **Approval of Minutes from August 28th meeting:** Motion to approve made by Mark Tomasic. Seconded by Kat Olvey. The motion passed unanimously.
- VI. **Chair's Report:** None
- VII. **Action Items**
 - 2024-2025 EDC Goals
 - Publish and distribute gender-inclusive statement for model syllabus on names and gender pronouns.
 1. Publish on the Equity and Diversity website as well as the Pride Center website.
 2. Include information in future Safe Zone trainings.
 3. Share with New Faculty Institute.
 - Provide guidance for faculty on how facilitate classroom conversations on gender-inclusive language within classrooms.
 - Collaborate with Ethics Committee to update Model Syllabus to be equity-centered.
 - Offer equity minded workshops on pedagogical best practices.
 - Advance instructional framework for Faculty Observation form and observation process
 - Research and develop equity-centered 'best practices' for *ungrading* and *contract grading*
 - Update and administer FT and PT Faculty Equity Awards

Approval of 2024/25 Goals and Objectives from August 28th meeting: Motion to approve made by Bri Brickley. Seconded by Tram Dang. The motion passed unanimously.

VIII. Discussion Items

- Committee membership: Begin to recruit new committee members (especially to join Spring 2025).
- Equitable grading practices with EpiCenter: Collaborate on a “brown bag” event with the EpiCenter. Once a month during lunch time on a Wednesday that doesn’t conflict with our regular meeting schedule. Tentative Fall 2024 brown bags: Wednesday, October 16 and Wednesday, November 13.
- Application of Instructional Frameworks (attached)
 - (reference) [Instructional Framework for Faculty Observation](#)
 - Continue to revise/update examples on instructional framework spreadsheet, then Steph Anderson will update the front-facing document before bringing to Senate/Chairs.
- Model Syllabus
 - Have a joint meeting with members of the Professional Ethics and Responsibilities Committee to focus on goals/objectives in relation to the model syllabus updates.
 - Create an adhoc joint committee with the Professional Ethics and Responsibilities Committee to review and update the model syllabus to be equity-centered.

IX. Adjournment: 1:26pm. Motion to adjourn made by Kat Olvey. Seconded by Tram Dang. The motion passed unanimously.

Upcoming Meetings

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