

## Meeting Minutes

### Location:

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

**Date:** September 25th

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

**Members present:** Steph Anderson, Sara Brewer, Tram Dang, Juliette Moore, Mark Tomasic

**Interested parties:** Kazimer Vernota, Brian Rajski, Lea Hald

- I. **Call to Order:** 12:04pm
- II. **Approval of Agenda with the addition of discussion item “Instructional Evaluation Framework”:**  
Motion made by Sara Brewer. Seconded by Vicenta Arrizon. The motion passed unanimously.
- III. **Mindfulness Moment**
- IV. **Public Comments:** None
- V. **Approval of Minutes from September 11th meeting:** Motion made by Tram Dang. Seconded by Vicenta Arrizon. Abstentions: Sara Brewer, Juliet Moore. The motion passed unanimously.
- VI. **Action Items:** None
- VII. **Discussion Items**
  - Topics for equitable evaluation brown bags:
    - Brown bag event invitation from Jessica Krug was shared and revised.
  - Equitable syllabus workshop: tabled until next meeting
  - Instructional Evaluation Framework
    - Specific online examples were separated from more general/on-ground examples;
    - Specific formative and summative assessment criteria to address multiple disciplines were added.
  - Model Syllabus collaboration with Professional Ethics and Responsibilities Chair, Brian Rajski
    - Brian thinks he can get two or three PERC committee members to work on the ad-hoc committee to revise the model syllabus. Edits to some of the language may require buy-in from other campus groups (e.g. Wellness Center, DSPS) who provided current language used in the model syllabus;
    - The current model syllabus provides a scope of equity practices for faculty;

- Tram Dang suggested working with IX design students to make a syllabus generator to address these different practices;
- Lea Hald suggested working with Junior year IX students. Lea can reach out to the IX department and see if any professors would want to incorporate this as a classroom project;
- Vicenta Arrizon suggested removing the 'optional' component from the model syllabus language. Some items are legally bound to be on the model syllabus;
- Steph Anderson noted there are two items to consider: how the text reads and what is the interface with users of the model syllabus? Focus on content first keeping in mind that the model syllabus speaks to our values as an institution;
- Google Docs will be used to revise the model syllabus. Zoom meetings will be scheduled for the ad hoc committee (2 members from Equity and Diversity Committee and two members from Professional Ethics and Responsibilities Committee).

**VIII. Adjournment 1:19pm:** Motion to adjourn made by Sara Brewer. Seconded by Juliet Moore. The motion passed unanimously.

#### **Upcoming Meetings**

- October 9<sup>th</sup>
- October 23<sup>rd</sup>
- November 6<sup>th</sup>
- November 20<sup>th</sup>
- December 4<sup>th</sup>