

Meeting Minutes

Location:

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

Date: April 1, 2026

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

Members Present: Tram Dang, Lea Hald, Erika Knox, Kristin Lui-Martinez, Kaelyn Rodriguez, Mark Tomasic (via Zoom)

Guests: Steph Anderson, Vanessa Malzone (Chair of the Online Teaching and Learning Committee)

- I. **Call to Order:** 12:05pm
- II. **Approval of Agenda:** Motion made by Kristin Lui-Martinez. Seconded by Kaelyn Rodriguez. The motion passed unanimously.
- III. **Public Comments:** None
- IV. **Announcements:** Kaelyn Rodriguez shared that the Art Department would like to take portraits of and interview SMC employees who are being laid off and include those portraits/interviews in their September faculty art show. Students in the Art Department will take the photos. Those interested can reach out to Kaelyn or Emily Silver.
- V. **Approval of Minutes from March 18th, 2026 meeting:** Motion made by Erika Knox. Seconded by Kristin Lui-Martinez. The motion passed unanimously with one abstention by Kaelyn Rodriguez.
- VI. **Chair's Report:**
 - PERC presented the minimal model syllabus to the Executive Senate as a discussion item and received positive feedback.
 - Tram Dang will email Llanet Martin for updates regarding what systems are in place for the affirmed names process for students.
- VII. **Discussion Items**
 - **FT and PT Faculty Equity Awards**
 - Number of awards: 4 total (2 full-time faculty and 2 adjunct faculty)
 - Nomination Form: [Academic Senate Faculty Equity Award Nomination 2025-2026 – Collaboration](#): Break down the questions in the nomination form so that nominators can supply specific information regarding nominee equity practices in teaching, within the department, and within the college as a whole.
 - Note that current Equity and Diversity Committee members are not eligible to receive the award.
 - Tram Dang will check with Vicenta Arrizon regarding amount of money that can be spent on awards (\$200 was spent on awards during the last awards cycle).

- [Model Syllabus](#) – Review “Optional/Highly Recommended”: Tabled until next meeting.
- Online Proctoring Resolution (Vanessa Malzone, Chair of Online Teaching and Learning Committee):
 - The Online Teaching and Learning Committee is writing a resolution to expand online proctoring to disciplines outside of STEM and to keep online proctoring equity focused. Faculty outside of STEM have mentioned they would like online proctoring but this must be approved by the SMC Board of Trustees.
 - Faculty training will be necessary as SMC transitions from Proctorio to Honor Lock.
 - Who will be responsible for advancing the resolution to the Board once it has passed?

VIII. Adjournment: 1:38pm. Motion to adjourn made by Kristin Lui-Martinez. Seconded by Kaelyn Rodriguez. The motion passed unanimously.

Future Meetings (Spring 2026):

- April 22nd
- May 6th
- May 20th
- June 3rd