

## Meeting Minutes

### Location:

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

**Date:** October 29, 2025

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

**Members present:** Steph Anderson, Tram Dang, Erika Knox, Kristin Lui-Martinez, Mark Tomasic

- I. **Call to Order:** 12:12 pm
- II. **Approval of Agenda:** Motion to approve made by Kristin Lui-Martinez. Seconded by Erika Knox. The motion pass unanimously.
- III. **Mindfulness Moment**
- IV. **Public Comments:** None
- V. **Announcements:** None
- VI. **Approval of Minutes from October 15th meeting:** Motion to approve made by Erika Knox. Seconded by Kristin Lui-Martinez. The motion passed unanimously.
- VII. **Chair's Report**
  - Discussed and processed the passing of a student
  - Update: Academic Senate will have a newsletter with EDC goals.
  - Beyond Safe Zone training will pivot to be an update on December 11<sup>th</sup> on current issues affecting the LGBTQ+ community, affirmed name policy at SMC and other ways to be an ally. Will be lead by Steph and Yami. There is a need to institutionalize the training to reach colleagues who would benefit the most from the training; will integrate some of the training into the onboarding of new faculty hires.
  - Affirmed Name Process: Llanet Martin, Dean of Diversity, Equity & Inclusion, is working with institutional partners on changing the policies around the affirmed name process. Potential barrier of requiring students to email Esau for an email change. Other system disconnects still exist such as legal name appearing in counseling and DSPS testing appointments.
  - Student Equity Plan: Steph met with folks to change the language regarding evaluations. Llanet presented to general Senate the previous day and had incorporated the language.
  - IDEAAS: considering a general Senate conversation about what IDEAAS is and have the full senate endorse it. But, what is the accountability piece for learning more about IDEAAS?
  - Instructional Evaluation and Engagement with FA: Attempting to place the observation framework into the contract as a guide. We recognize the need for professional development as a follow up so folks understand how to use the framework. Should the committee do a workshop on how to do an observation using the framework?

**VIII. Discussion Items**

- Model syllabus
  - Steph met with Ian. Folks on PERC want to generate a basic document that entails all the required elements for a syllabus but in a trimmed down form. They will still incorporate ideas from EDC.
  - Update from Lea – there is a possibility of engaging with the IxD Program and paying students to help design a website.
- November 26<sup>th</sup> meeting (tabled)

**IX. Adjournment:** 1:38pm. Motion to adjourn by Tram Dang and seconded by Erika Knox. The motion passed unanimously.

**Future Meetings:**

- November 12<sup>th</sup>
- November 26<sup>th</sup>
- December 10<sup>th</sup>