

Meeting Minutes

Location:

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

Date: November 12, 2025

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

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

Interested parties: Jessica Krug, Redelia Shaw

- I. **Call to Order:** 12:05pm
- II. **Approval of Agenda:** Motion made by Tram Dang. Seconded by Erika Knox. The motion passed unanimously.
- III. **Mindfulness Moment**
- IV. **Public Comments:** None
- V. **Announcements:** None
- VI. **Approval of Minutes from October 29th meeting:** Motion made by Mark Tomasic. Seconded by Kristin Luis-Martinez. The motion passed unanimously
- VII. **Chair's Report:**
 - SMC Budget Forum on Monday, November 24.
 - Plan for instructional framework institutionalization/collaboration with FA:. The goal is to have the framework linked with the contract. We should develop a plan for professional development around the implementation of the framework.
 - "What's in a name?" workshop, December 11. The workshop will provide an update on the state of current issues affecting the LGBTQIA community. Tips/tools for faculty and staff on how to support our students with our policies will be included.
- VIII. **Discussion Items**
 - [Instructional Framework for Faculty Observations & Evaluations Worksheet:](#)
 - Steph Anderson will revise and format the worksheet version of the framework created by Tram Dang.
 - Updating COR to be equity-centered (R. Shaw):
 - The campus needs to know what IDEAAS are first before updating CORs.
 - There is an entire module on the Curriculum Committee Canvas page regarding IDEAAS. Equity and Diversity committee members will review.
 - Each section in META will have notes included on how to integrate IDEAS into specific parts of the COR.

- Examples of IDEAAS can be created that are department specific.
- The Equity and Diversity Committee can go to a curriculum committee meeting and present a workshop to help inform curriculum reps on IDEAAS and how to create examples for the disciplines they represent.
- Model syllabus – PERC Collaboration: Tabled to next meeting.
- November 26th meeting: we will decide whether to hold the meeting or not depending on how many members are available.

IX. Adjournment: 1:29pm Motion made by Lea Hald. Seconded by Erika Knox. The motion passed unanimously

Future Meetings:

- November 26th
- December 10th