

Meeting Minutes

Location:

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

Date: December 10, 2025

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

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

Interested parties: Tiffany Inabu

- I. **Call to Order:** 12:10pm
- II. **Approval of Agenda:** Motion made by Kristin Lui-Martinez. Seconded by Erika Knox. The motion passed unanimously.
- III. **Public Comments:** None
- IV. **Announcements:** Tram Dang will create a new one-unit course related to the theory and processes behind fabrication facilities in collaboration with UCLA. SMC students who complete the course will be placed in internships at UCLA (including 10 paid internships). The class is slated to be offered in Spring 2027. It will be housed in the Physical Science Department.
- V. **Approval of Minutes from November 12th meeting:** Motion made by Mark Tomasic. Seconded by Tram Dang. The motion passed unanimously.
- VI. **Chair's Report:**
 - **IDEAAS Update for Spring:** Vicenta Arrizon is working on creating an online presence for IDEAAS on the SMC website. Arrizon and Redelia Shaw will introduce the concept of IDEAAS in relation to SMC to the full Academic Senate in Spring 2026. The Equity & Diversity Committee will not be part of this initial presentation.
 - **Instructional Framework – FA collaboration:** Steph Anderson will meet with Vicenta Arrizon and Jessica Krug next week to discuss strategies for the planned meeting with FA in Spring 2026. The plan will articulate a professional development roll out for using the framework.
 - **COR Follow up with Redelia Shaw:** The link has been sent for Equity & Diversity Committee members to self-enroll in the Curriculum Committee Canvas shell.
 - **Safe Zone Training:** Yami Westerland and Steph Anderson are creating a new iteration of Safe Zone trainings that is constituent specific. The EpiCenter will help facilitate connections with these groups: SMC PD, HR, Counseling Dept., STEM. The materials will be developed in January to be presented at Fall 2026 professional development day. Constituent specific trainings will begin in Fall 2026.

VII. Discussion Items

- Model syllabus – PERC Collaboration (see attachments in EDC email):
 - The committee noted several recommendations and accommodations for the new draft model syllabus. Steph Anderson will compile these comments in an editable document and committee members can add additional comments as needed before returning the document to the PERC committee.
- [Instructional framework worksheet](#): Tabled until next meeting.
- Collaboration with Curriculum Committee on equity in COR: Tabled until next meeting.

VIII. Adjournment: 1:27pm. Motion to adjourn made by Tram Dang. Seconded by Erika Knox. The motion passed unanimously.

Future Meetings (Spring 2026):

- March 4th
- March 18th
- April 1st
- April 29th
- May 13th
- May 27th