SANTA MONICA COLLEGE ACADEMIC SENATE

Santa Monica College Academic Senate
Instructional Technology & AI Committee

Meeting Minutes

Wednesday, March 11, 2026
10:00 AM – 12:00 PM
Library Conference Room (LIB 275, 2nd floor)

I. **Call to Order: 10:03AM**
   a. Roll call:
      - **Present**: Gary Huff, Matthew Kiaman, Lynn Dickinson, Kas Metzler, Alberto Romero, Ruth Casillas, Matt Larcin, Keena Mosley,
      - **Absent**: Luis Jauregui
      - **Guests**: Deyadra Blye, Edwin Cruz

II. **Public Comments (2 min.):** No public comments

III. **Announcements**

   a. Alberto hosted an AI workshop on Primo Research Assistant for the Modern Languages department held on 3/6/26. Located on SMC Library website.
   b. Gary shared that the DPAC AI subcommittee (of the Technology Planning Committee) discussed when Gemini will be implemented. Challenges include data privacy and ensuring employees don't use the Google email instead of their Microsoft email for SMC communications.

IV. **Approval of Previous Minutes**

   a. Motion to approve minutes from 11.12.25 by Kas, second by Matthew K. Approved unanimously.

V. **Information Items**

a. ASCCC AI and Academia Conference 2026

- Being held in Costa Mesa next week. Online registration closes tomorrow - $495. Onsite registration is available. Walter Butler in the Library may have some funding available.

b. SOAR Academy AI Coaches

- Gary described an 18-month grant funded project from the California Learning Lab involving 40 faculty members from SMC and Glendale Community College, with 15 AI coaches supporting faculty implementation of AI in teaching. Gary, Kas and Lynn are leads from SMC.

c. DPAC Technology Planning Committee – AI Workgroup

- Gary also shared that the DPAC Technology Planning Committee has formed an AI workgroup tasked by the President with developing a board policy on AI usage, which has raised questions about tool vetting, accessibility, and academic freedom considerations. The group is meeting periodically and working to align their efforts with the committee's policy development to ensure synergy between this committee and the DPAC committee.

VI. Discussion Items

a. AI Policy Landscape Overview

- Gary shared a PDF matrix comparing where some statewide bodies, CCCs and 4 year universities stood in the following areas: policy status, syllabus statement on AI being required, if they took a tiered approach, guidance on academic integrity, data privacy/FERPA and around citation.

b. AI Policies in Higher Ed Database (pulled from samples we curated)

- Gary shared a spreadsheet he created with Claude to summarize content we curated on where other institutions stand in developing policies, guidelines and recommendations around AI.

c. Options and sample draft to discuss for a local AI Resolution/Policy

- The group reviewed a draft sample which included language about information that should be included in all syllabi. The college has a process for a model syllabus, so it was suggested to have this information about AI included in the model syllabus.
- Action items:
    - Draft guidance statements on the 3 following:
        - Syllabus content regarding AI (Keena, Kas and Lynn)
        - Academic Integrity (Matt Larcin and Alberto Romero)
        - FERPA/Data Privacy (Matthew K/Gary)
    - Gary to contact Academic Senate (Ian Comer and Vicenta Arrizon) about the process for updating the model syllabus and/or relevant academic regulations.

VII. Adjournment:

a. Motion to adjourn by Gary, second by Lynn. Approved unanimously – adjourned at 11:56AM.

Next scheduled meeting: Wednesday, March 25, 10:00 AM – 12:00 PM