Santa Monica College Academic Senate
Instructional Technology & AI Committee

Meeting Minutes

Wednesday, March 25, 2026
10:30 AM – 12:00 PM
Library Conference Room (LIB 275, 2nd floor)

I. **Call to Order:** 10:31am

a. Roll call:

i. **Present**: Gary Huff, Matthew Kiaman, Lynn Dickinson, Kas Metzler, Keena Mosley, Luis Jauregui, Matt Larcin, Dogac Agirtici (Student), Kaelyn Rodriguez, Robin Daniels

ii. **Absent**: Alberto Romero, Ruth Casillas

iii. **Guest**: Deyadra Blye and Edwin Cruz joined at 11:10a

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

III. **Announcements**

- Kaelyn shared a project the Art department is working on to capture pictures of the employees being laid off and a profile of their contributions to the college.
- Matthew shared information about the single signon from PortalGuard to Entra. Keena suggested adding a signon portal with tiles of all the apps users have access to.

IV. **Approval of Previous Minutes**

a. Minutes from 3.11.26

i. Motion to approve by Kas, second by Luis. Passed unanimously.

V. **Information Items**

a. ASCCC AI and Academia Conference 2026

i. Gary, Keena and Kaelyn shared their take from the AI conference last week.

VI. Discussion Items

a. Guidelines for AI Course Policies in the Syllabus (Draft)

i. The team focused on the Tier 1-3 section of the syllabus to revise wording as needed, to remove redundant language while recognizing it is a guidance document and it won't address every specific situation. Faculty can adapt the language for their syllabus to meet their course needs.

b. Guidelines for Data Privacy/Security When Using AI @ SMC

VII. Adjournment: 11:53a by Kas, second by Matthew. All members present voted to adjourn. (Lynn had to leave early and was absent for the vote).

Next scheduled meeting: Wednesday, April 8, 10:00 AM – 12:00 PM