Santa Monica College Academic Senate
Instructional Technology & AI Committee

Meeting Minutes

Wednesday, October 8, 2025
10:00 AM – 12:00 PM
Library Conference Room (LIB 275, 2nd floor)

I. **Call to Order: 10:08AM**
   a. **Roll call:** Gary Huff, Matthew Kiaman, Lynn Dickinson, Kas Metzler, Alberto Romero, Ruth Casillas, Keena Mosley
   b. Luis Jauregui: absent
   c. Team went through introductions.

II. **Public Comments (2 min.)**
   a. No members of the public present.

III. **Announcements**
   a. Calvin Madlock has shared (outside of this meeting) that there will be an AI workgroup in the DPAC Technology Planning Committee (TPC). Gary will be on that workgroup.

IV. **Information Items**

   a. **Senate AI Ad Hoc Committee Recommendations**
   - AI Policy Task Force. This lead to having this committee
   - AI Literacy Collaboration
   - Address Bot Students
   - Integrate AI College-Wide
   - Highlight SMC Leadership
   b. **2025-2026 Academic Senate Goals**
   - Develop and advance recommendations on the use of AI in teaching and learning with attention to academic integrity, equitable access to tools**.**

V. Action Items

a. Committee scope and function

- Former identity: Instructional Services Committee

- New Identity: Instructional Technology & AI Committee

    - Updated scope presented for review.

    - Updated function:

        - Policy and planning (focused on instructional)

        - Professional Development

        - Equity & Access

        - Integration & Collaboration

        - Innovation & Evaluation

    - What is LARC? Los Angeles Regional Consortium of 19 local colleges to ensure colleges are working together to develop the region but also not overlapping where it isn't helpful. They bring in resources from State, Chancellor's office, Economic Development.

    - Mention of Student Lingo, which *offers 50 online Student Success workshops that are available to the SMC community 24/7. These interactive workshops can help students achieve their personal, academic, and career goals. Workshops include student activities, links to additional resources, and proof of completion.*

    - Library uses Learning Cloud which is similar to Student Lingo. *Learning Cloud is a digital platform that offers personalized, on-demand learning experiences through courses, videos, and resources to support professional growth and skill development.*

- **Motion to approve scope and function by Kas, second by Lynn. Approved unanimously.**

VI. Discussion Items

a. Communication and internal processes

- Teams, Canvas, OneDrive, SharePoint and Google Apps were discussed. Outlook + SharePoint(with Teams) was the platform the committee will plan to use.

b. Curating AI policy examples

- Create shared folder of AI resources including policies from other organizations

c. AI Professional Development

- SOAR academy: *The Santa Monica College (SMC) and Glendale Community College (GCC) SOAR (Strategies for Optimal AI Resilience) is a collaborative initiative designed to equip faculty with the skills and resources to effectively integrate AI into their teaching practices.*

- Distance Education resources

d. Equitable Access to Tools
- Resources available to all students: Adobe Firefly, Gemini, NotebookLM. The committee will list the AI software/services available at SMC.

VII.   Adjournment – 11:22am

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