Santa Monica College Academic Senate
Instructional Technology & AI Committee

Meeting Minutes

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

I.   **Call to Order:** 10:10am
   a. **Roll call:**
   - **Present:** Gary Huff, Matthew Kiaman, Lynn Dickinson, Kas Metzler, Alberto Romero, Ruth Casillas, Luis Jauregui, Matt Larcin
   b. **Absent:** Keena Mosley

II.   **Public Comments**
   a. AI Mentors (Gary to provide details)
   b. CCCCO has split the state into regions for AI
   - Faculty that are "AI Fellows"
   c. Nectir AI pilot approved by CCCCO (chatbot/AI assistant that can be trained on course and be integrated into Canvas)

III. **Announcements**

IV.   **Information Items**
   a. ASCCC AI Updates: A number of resolutions were passed during the Fall 2025 Plenary Session.
   b. DPAC – Technology Planning, AI Sub-Committee
   - DPAC – TPC is charged with developing a Board policy on AI.
   c. Zoom cloud recording deletions

V.   **Action Items**
   a. Meeting minutes from 10/8/25: Motion to approve by Kas, second by Lynn. Approved unanimously.

VI.   **Discussion Items**

a. PDC and EpiCenter collaboration ideas

- Gary shared that he met with EpiCenter team regarding collaboration between the EPI Center and ITAI committee on the SMC website for resources. The committee discussed approaches to have an AI resources link on the EPI Center page. The page will be nested under the Committee page. Looking at other colleges like Saddleback could help us determine a starting point for content and format.

- *{Note to follow up on AI Integration into Canvas.}*

- Online Teaching Winter Institute to be held January 23rd which includes several focus areas including AI-enhanced instructional approaches that Gary may participate in hosting.

- Lea Hald suggested to Gary to perform some pre-Flex surveys

b. Review and discuss curated AI policies

- Prior to the meeting, several of us added some policies into Teams to share. The following areas
  - Board policies
  - Syllabus Templates: There is a spreadsheet by Lance Eaton that can help with this.
  - Academic Integrity
  - Best Practices

- Policy and resources from several higher ed institutions were shared.

- The following working groups formed to develop drafts for the following areas:
  - Board policies: Matthew
  - Syllabus Templates: Ruth and Luis
  - Academic Integrity: Alberto and Matt
  - Best Practices: Lynn and Kas

c. AI professional development
d. Equitable access to tools

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

Adjournment: Motion by Matthew, second by Lynn. 11:55pm