

**Santa Monica College
Equity and Diversity Committee
MINUTES**

Wednesday, April 18, 2018 12:30 – 1:30 pm, M104

In Attendance:

Members: Sara Brewer, Chante DeLoach, Kathleen Motoike, Mark Tomasic, Amber Urrutia

Others Present: None

- I. Call to order: 12:45 pm
- II. Public Comments and Announcements: None
- III. **Approval of Agenda: Motion made by;** Amber Urrutia. **Seconded by** Chante DeLoach. The motion passed unanimously.
- IV. **Approval of Minutes from 4.4.18 meeting: Motion made by** Sara Brewer; **Seconded by** Amber Urrutia. The motion passed unanimously.
- V. Chair's Report/Information Items: None.
- VI. Major items of business
 - A. SMC Faculty Equity Resource Guide Second Draft Review:
 1. Committee chair tried unsuccessfully to contact Design/Tech Department personnel in regards to having design students create the cover of the resource guide as well as icons for various headings (e.g., Question, Equity Challenge!, etc.). Member Sara Brewer will also try and contact someone from this department for assistance.
 2. The Committee had not heard back from campus equity leaders regarding their input on the resource guide before today's meeting. Committee Chair will re-email these leaders and invite them to the next meeting on May 2, 2018.
 3. Amber Urrutia will include additional information regarding the diversity of the SMC student population in the Introduction of the resource guide.
 4. All members will include an introduction paragraph to be included on the cover page of their respective sections of the resource guide.
 5. The new SMC initiative 'Equity Office Hours' should be added to the resource list of the guide.
 6. Further iterations of the guide can possibly include best practices for 'calling-in and calling-out' and strategies for faculty who feel they have been bullied by students.
 7. A rubric for culturally responsive lessons/assignments will be included in the guide by Chante DeLoach.
 8. A new title for the resource guide was developed: Towards Equity: An Interactive Guide for SMC Faculty
- VII. Public Comments and Announcements: None
- VIII. Adjournment: 1:45 pm