

Meeting Minutes

Friday, September 26, 2025, 9:30am – 11:00am, ESS 101

[Recording Zoom Link](#)

Chair: David Hurst (English) **Members present:** Donal Howell (Automotive Technology); Erik Arteaga (Biology); Craig Arnold (Business); Shane Souza (I & T) **Members absent:** Catherine Medrano (Social Science); Rolando Gonzalez (Architecture)

Call to Order: 9:32am

Public Comments (3 minutes/speaker, 10 minutes total)

1. Items off the agenda: none
2. Items on the agenda: Donal spoke to the problem he has experienced with the meeting overlap with the Ed Tech committee and hopes the overlap has been resolved. He also noted he will be out of town for the October 10th meeting, but available through Zoom.

Action Items:

1. Minutes from 8/29/2025: MSA
2. Initiatives for 2025-26: MSA

Chair Report

Chair expected to share as an Information item the Senate Task Force recommendations, but those didn't make it to the Senate agenda. They should be present for our next meeting.

Information Items

None (see Chair report above)

Discussion Items

1. Slideshow on applying for equivalency: Most of the meeting was taken up with revisions and discussion on the draft slideshow. The revisions will be back for approval October 10th.
2. IC Presentation, November 6th: Chair reported he is on the agenda for IC on November 6th. He will be developing a slideshow for that based on the application slideshow. The IC presentation will come to the committee for approval in October.
3. Revision of the Master's application packet: there was a brief discussion of changes that need to be made to adapt the Master's Instructions to the new format of the 3-column form we ask applicants to submit.
4. Work Experience: not discussed
5. Faculty Hiring Handbook: not discussed
6. AP 7211: not discussed (waiting on the Senate Task Force recommendations)

Adjournment: 10:41am

2025-26 Initiatives:

1. Produce an informational slideshow on applying for equivalency at Sequoias Community College District
2. Create and revise fillable forms and consolidate forms and instructions into organized downloadable packets
3. Perform outreach to IC and HR as to procedures and documents, the committee's needs (timelines, etc.), and other information
4. Revise the Equivalency Bylaws and AP to align with current practice and legal requirements
5. Investigate work experience as an option for Master's Equivalency
6. Perform routine tasks (posting agendas, minutes, holding meetings, all required paperwork) as required, including end-of-year assessment for 2025-26