

## Meeting Minutes

Friday, October 10, 2025, 9:30am – 11:00am, ESS 101

[Recording Zoom Link](#)

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

Call to Order: 9:32am (without quorum)

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

1. Items off the agenda: none
2. Items on the agenda: Donal again spoke to the problem he has experienced with the meeting overlap with the Ed Tech committee and still hopes the overlap will be resolved. The committee present indicated they would be okay moving our meeting time to help if necessary.

### Action Items:

1. Minutes from 9/26/2025: no vote
2. Application Slideshow: no vote

### Chair Report

Chair indicated the committee would discuss new changes to the AP and Bylaws based on the taskforce recommendations and shared concerns that the AP was now 3 years out of date.

### Information Items

1. Taskforce report to Senate was shared.

### Discussion Items

1. Slideshow on applying for equivalency: Further refinements were discussed and the item will be back for approval October 24<sup>th</sup>.
2. AP 7211 & Bylaws proposed changes (based on Task Force recommendations): discussion revolved primarily around the consolidation of the “eminence” portions of the document.
3. IC Presentation, November 6<sup>th</sup>: Chair reported he is on the agenda for IC on November 6<sup>th</sup>. 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 24<sup>th</sup>.
4. Revision of the Master’s application packet: not discussed
5. Work Experience: not discussed
6. Faculty Hiring Handbook: not discussed

Adjournment: 10:40am

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#### 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