Present: Auzzsa Eaton, Connor Strobel, Bryan Vo (proxy for Travis Abshire), Amy Shine, Judy Zhu, Marcelle Hayashida, Sanjanaa Ellur, Teresa Gaspar, Annie Le, Dashay Richmond.

Absent: Gabrielle Escobedo, Michelle Chan (excused), Taariq Elmahadi (excused)

Staff: Karen Mizumoto

1. Meeting called to order.

2. SFAC Guidelines Review & Revision
   a. The committee reviewed and proposed the following revisions to the SFAC guidelines:
      i. Move student composition to 2.1.1. and faculty composition to 2.1.2.
      ii. Add “non-voting” designation to faculty and staff representatives.
      iii. Add “academic” before each reference to “year.”
      iv. Specify under 2.1.1. that undergraduate appointments need to be made by week nine of the spring quarter before the new committee term begins.
      v. Remove “half” from the last sentence of 3.3.6.1. regarding weighted voting by one-time proxies.
      vi. Under 3.3.6.2.1. language for appointment of longer-term proxies, specify the chair must be provided a brief summary of the proxies’ qualifications and the length of the proxies’ appointments.
      vii. Add 3.7.2. stating a speakers list will be added when necessary and when agreed upon by a simple majority vote.
      viii. Remove “Seniors or other graduating…” From the second sentence of paragraph five in 2.1.1.
      ix. In 3.3.4. remove “the” before “campus media” and add “as deemed appropriate” at the end of the sentence.

3. SFAC Forum Update
   a. The two forums will take place on Wednesday, January 16, 2019 from 2:00 pm to 4:00 pm in the Student Center, Doheny Beach A, and on Friday, January 18, 2019 from 1:00 pm to 3:00 pm in the Senate conference room in 383 Aldrich Hall.
   b. The forums will take the place of the regular weekly meeting on January 18th. Auzzsa requests that all committee members attend at least one of the forums and she will send out a Doodle poll by Monday, January 14th for everyone to respond.
   c. Auzzsa will send out a draft of the Power Point presentation she will be giving and would like comments by Monday, January 14th.
d. So far, there are four confirmed units attending on January 16th and about 20-25 for January 18th (the number of academic advisors may vary).

e. Refreshments will be provided.

4. ETIAC (eTech fee committee) Update
   a. The handouts for the last fall quarter ETIAC meeting have been added to Drop Box.
   b. If the committee has any concerns, email Taariq, Auzzsa or Karen by 5:00 pm on Friday, February 8, 2019.

5. Meeting adjourned.