

1. The meeting has been called to order at 4:05pm.
2. Roll call:
 - a. Chair - Nick - present
 - b. Mark Sheppard - present
 - c. Reed Waters - present
 - d. Naomi Dasari - present
 - e. Stacey Burrows - absent
 - f. Sasha Zabegalin - absent
3. Public comment - no comment has been made
4. Old business - no old business
5. New business:
 - a. The Student Government Canvas Course:
 - i. Training (these are the general things that every ASB member should know):
 1. How-to on writing bills, resolutions;
 2. The Brown Act;
 3. Robert's Rules of Order;
 4. How to make minutes;
 5. Constitutional and bylaws training;
 6. Structure of the local, state, and federal government that is relevant to the student government;
 7. California Ed. Code (part about positions and student rights).
 - ii. Knowledge specific to positions:
 1. FCMAT for Director of Finance;
 2. How to organize Lobby days and follow the state legislative news for Director of Legislative Affairs;
 3. Objectivity and accountability for whoever chairs meetings - this is either a presentation or an essay conveying ASB board's problems of the Spring 2020 semester.
 4. Strategy for HR and PR for Director of Public Relations (social media, outreach, internal control, etc.)
 5. Activities template for Director of Activities.
 - iii. Archive: everything that ASB has even done in one place sorted by projects, so that the future generations will have a centralized source of ideas for what and, most importantly, how they can do in particular situations.
 - *It has been moved and seconded to extend the time by 10 mins**
 - iv. Testing (since the course is on Canvas, we will have the option of providing tests):
 1. Repetitive tasks that require the general knowledge of a procedure;
 2. Mock meetings or particular situations;
 3. Must have reasonable deadlines;

4. The purpose of testing is to (i) simply show the testee the areas for improvement and (ii) for us to identify gaps in ASB members' knowledge to improve our understanding of how we can improve the course and help members adapt quicker to the environment in the student government.
- v. Logistics:
 1. It has been decided to provide all kinds of content - video lectures where possible, .pptx presentations, as well as text files in order to fit every learning style.
6. Public comment - no comment has been made.
7. The meeting has been adjourned at 5:49pm.