

COLLEGE OF SAN MATEO

College Council Meeting Summary

October 5, 2011

College Council meetings are open to all members of the campus community

Members Present: James Carranza, Juanita Celaya, Mike Claire, Susan Estes, Charlene Frontiera, Jennifer Hughes, Paige Kupperberg, David Locke, Dave McLain, Daniella Medeiro, Eileen O'Brien, Matt Schmeackle

Members Absent: Medelline Lowe, Michele Hagggar

Review Meeting Agenda: No changes were made.

Review Meeting Summary of 9/7/11: Under "Accreditation Update," corrected the end of final sentence to read "2012."

Learning Center Overview

Jennifer Mendoza, director of the Learning Center, announced that the center is open for student use on a limited basis for fall 2011 and is currently offering the following services: a study location for individuals and small study groups, use of study rooms, test proctoring and as a resource area for educational materials and scholarship information. Fall hours are 8:30 am – 3:30 pm, Monday-Thursday. The Learning Center's website will be functional in the near future. In spring 2012, it will offer expanded hours and services, and the Speech Communication and Foreign Language Labs will be relocated to the Center. A grand opening will be held in January.

Accreditation Update

Susan Estes reported that the accreditation kickoff meeting had a huge turnout and thanked the Association Students and district liaisons for attending. The next step is for Susan and Laura Demsetz to meet with each of the standards committees. She also reported that a team of ten CSM employees attended an ACCJC-sponsored accreditation workshop.

David Locke said that CSM held a faculty workshop on developing degree SLOs. Twenty faculty representing 15 programs attended and left with draft copies of degree SLOs. He will follow up with program faculty who were not able to attend.

Committee Appointments

The following appointments were accepted by College Council: Kristi Ridgeway (faculty), Doug Robinson (student) and Charlene Frontiera (administration) on the Textbook Resources Taskforce; and Jim Robertson (faculty), Matt Schmeackle and Daniella Medeiro (students) and Jennifer Hughes (administration) on the Smoking Committee. The Smoking Task Force needs a representative from the Math/Science Division. Note: Classified appointments were made at the 9/7/11 meeting: Michele Hagggar (Textbook Committee) and Juanita Celaya (Smoking Taskforce).

Measure H

Mike distributed a fact sheet with general information about Measure H which will be voted on in the November election. He briefly described the district's facilities master planning process going back to 2001 and highlighted how the plans have changed over the years, based on analyses of program needs. If Measure H passes, the work that will occur at CSM will be primarily renovation. The bond needs a 55% approval rate to pass.

North Gateway Project

Mike announced that the buildings at the north end of campus will be demolished in mid-November to make way for parking. This project, which will take approximately 18 months, will have a significant impact on parking and will also make the "loop road" inaccessible.

Student Grievances Procedure Draft

Jennifer Hughes presented a draft of revised student grievance procedures which separates policy from procedure, and explained that the policy is carried out by the Board while the procedures occur at the college level. Its purpose is to ensure that students have the opportunity to appeal grievances at college level and up to the Board for review and action. She

pointed out that one exception to the procedure is the process for grade grievances which would remain at the college level. While most of the revisions were minor, the area with significant change is Step 3 – Grievance Hearing Process. Jennifer asked Council members to share the document with constituencies for concerns, comments and areas of clarification and bring that feedback to the November 2 meeting.

New Fee Payment Process

Jennifer Hughes explained a change in Board policy, effective in spring 2010 that will require students to pay for fees at the time of registration. This change is expected to ensure that those students who wish to enroll can get their classes while deterring others signing up for classes that they don't intend to enroll in. There are four fee payment options: pay online at the time of registration; apply for financial aid using the FAFSA, have fees covered by a third party, or enroll in a payment plan. A communication campaign is currently underway to inform students and employees. It is anticipated that the new process will save the District upwards of \$4 million.

Announcements

** CSM will participate in the Great California Shakeout on October 20 at 10:35 am.

**ASCSM is beginning to work on details for the March in March.

**The spring schedule is posted on the website; the print schedule will be on campus on Oct. 15.