

COLLEGE OF SAN MATEO

College Council Meeting Summary

September 15, 2010

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

Members Present: Stephanie Chiou, Susan Estes, Charlene Frontiera, Michele Haggar, Jennifer Hughes, Diana Bennett, Dave McLain, Eileen O'Brien

Members Absent: Vivian Abellana, Mike Claire, David Locke,

Review Meeting Agenda: Under Accreditation Update, added "Approval of Process for Midterm Report;" also added a new agenda item, "Frequency of Meetings."

Orientation to College Council

Susan Estes provided an overview of College Council by sharing select passages from the 1993 document, Implementing Shared Governance." Jennifer Hughes discussed Council's operating procedures for meetings and the consensus building process; she also explained College Council's role and function in the institutional planning process.

Review Meeting Summary of 5/12/2010: Under "Instructional Materials Allocations," replaced instructional "deans" with instructional "administrators."

Accreditation Update/Approval of Process for Midterm Report:

Susan described the process that was followed in the development of the Accreditation Midterm Report and shared a page from the report that describes the widespread participation in the process. She explained that based on CSM's 2007 accreditation visit, the college is at the midway point in its accreditation process, is required to file a midterm report. College Council approved, by consensus, that the shared governing process was followed in the development of the report. The report will go to the Board of Trustees for approval next week and then submitted to ACCJC for action at the Commission's December meeting. The college should receive a response to the report in January 2011.

She also reported that the Accreditation Oversight Committee is beginning to plan for the 2013 self-study. A steering committee is being established and co-chairs for each standard will be identified. In addition, a web design/graphic design committee will be formed to provide for uniformity in all of publications and media associated with the self-study process.

Frequency of Meetings

Council discussed changing its meeting schedule from two meetings a month to one. It was agreed, by consensus, that Council would meet the first Wednesday of each month (except when Council is on hiatus) and would only meet on the third Wednesday when Council determined it necessary.

Announcements

** There will be a job fair on November 10. Representatives from the Workforce Investment Board will provide resume critiques.

** The Spring 2011 Schedule of Classes will be available the second week of October.

** A Club Fair will be held on Sept. 21 and 22.

** Oktoberfest is scheduled for October 4-6.