COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES - FALL 2013

Committee membership and purpose statements reflect most recent data available as of October 1, 2013. The committees are organized into four groups: 1) Institutional Planning Committees, 2) Administrative Committees, 3) Additional Committees, 4) Academic Senate Committees, 5) Task Forces, and 6) Archive.

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CHANGES TO COMMITTEE STRUCTURE 2012-13 TO 2013-14: In Fall 2012, of the Institutional Planning Committees, Enrollment Management Committee (EMC) and the Human Resources Committee (HRC) were suspended. For Spring 2013, EMC was reconfigured to address student success as two focused task forces—the Math Task Force and the Student Engagement Task Force. The Technology Committee has been combined with the Distance Education Committee to become the Distance Education Committee and Educational Technology Committee (DEETC) with a new mission. In Fall 2013, IPC officially became the Institutional Planning and Budget Committee (IPBC), assuming the oversight duties of the Budget Planning Committee (BPC), which is also suspended. College Council is also currently in the process of defining a new role and mission for the committee. Other currently suspended committees include Art on Campus and Trustees’ Program Improvement Fund.
Institutional Planning and Budget Committee (IPBC) (Formerly Institutional Planning Committee (IPBC))
http://collegeofsanmateo.edu/institutionalcommittees/ipc.asp

Note: In Fall 2013, IPC officially adopted the budget oversight responsibilities of the Budget Planning Committee, which has been suspended and became the Institutional Planning and Budget Committee; the purpose statement will be modified in early Fall 2013 to reflect these changes.

**Purpose:** The mission of the Institutional Planning Committee is to ensure the implementation and ongoing assessment of the institutional planning process.

The Institutional Planning Committee accomplishes its mission by doing the following:

- Developing institutional priorities based on the SMCCCD Strategic Plan and the CSM Educational Master Plan;
- Coordinating with the Budget Planning Committee to ensure that budget allocations are based on institutional planning priorities and are relevant to the current fiscal environment;
- Establishing measurable indicators for institutional priorities based on recommendations from the Office of Planning, Research, and Institutional Effectiveness (PRIE), establishing targets for those indicators, and monitoring progress in meeting those targets;
- Recommending institutional priorities to College Council;
- Ensuring the integration of the planning process, including, but not limited to, a coordinated, institutional approach in addressing college priorities and the interrelationship among institutional plans;
- Establishing regular communication with the campus community regarding the institutional planning process; and
- Assessing on an annual basis the effectiveness of the Institutional Planning Committee and the institutional planning process.

**Membership:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role/Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexis Alexander</td>
<td>Faculty</td>
</tr>
<tr>
<td>Kathy Blackwood</td>
<td>Ex Officio (Vice Chancellor, SMCCCD)</td>
</tr>
<tr>
<td>James Carranza</td>
<td>Faculty</td>
</tr>
<tr>
<td>Juanita Celeya</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Michael Claire</td>
<td>College President (Ex Officio)</td>
</tr>
<tr>
<td>Laura Demsetz</td>
<td>Faculty</td>
</tr>
<tr>
<td>Gary Dilley</td>
<td>Interim Vice President of Instruction</td>
</tr>
<tr>
<td>Amanda Governale</td>
<td>Student</td>
</tr>
<tr>
<td>Hanna Haddad</td>
<td>Student</td>
</tr>
<tr>
<td>Deborah Laulusa</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>David Locke</td>
<td>Faculty</td>
</tr>
<tr>
<td>Bev Madden</td>
<td>Director, Community Relations, Marketing, &amp; Outreach</td>
</tr>
<tr>
<td>Milla McConnell-Tuie</td>
<td>Coordinator of Planning, PRIE</td>
</tr>
<tr>
<td>Jennifer Mendoza</td>
<td>Director, Learning Center</td>
</tr>
<tr>
<td>Teresa Morris</td>
<td>Faculty</td>
</tr>
<tr>
<td>Kristi Ridgway</td>
<td>Faculty</td>
</tr>
<tr>
<td>John Sewart</td>
<td>Dean, PRIE</td>
</tr>
<tr>
<td>Hayley Sharpe</td>
<td>Student</td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
</tr>
<tr>
<td>---------------------</td>
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</tr>
<tr>
<td>Fauzi Hamadeh</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Jennifer Hughes</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Maggie Ko</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>David Lademan</td>
<td>President, Academic Senate</td>
</tr>
</tbody>
</table>
Distance Education and Educational Technology Committee (DEETC)
http://collegeofsanmateo.edu/institutionalcommittees/deetc.asp

Note: In 2012-2013, the Technology Committee was suspended and the Distance Education Committee became the Distance Education and Educational Technology Committee (DEETC). It was formed to assume responsibilities for both distance education and for technology planning as it pertains to the college.

**Purpose:** The CSM Distance Education and Educational Technology Committee facilitates the development of distance learning instruction in response to student and community needs, and the latest developments and standards in Educational Technology. The committee is committed to supporting faculty and students in obtaining training in the use of appropriate technology for teaching and learning, both in the classroom and online. The committee evaluates current and emerging resources and educational technology used to instruct, support, and educate CSM Distance Education and on-campus students to determine what changes or improvements need to be made to meet the needs of our faculty and students, and makes recommendations based on these evaluations.

The Distance Education and Educational Technology Committee accomplishes its mission by doing the following:

- Helping shape a college vision of distance education;
- Providing direction for integrating educational technology into all on-campus and distance education courses and programs;
- Guiding departments, faculty and staff towards an efficient, effective, and consistent use of educational technology;
- Recommending policies for quality and academic rigor of all distance education classes;
- Encouraging faculty to participate in and make recommendations on the development of courses, course materials, and the use of appropriate educational technology;
- Helping guide student accessibility and promote distance education courses as a viable option for pursuing educational goals;
- Developing procedures, in consultation with the Vice President of Instruction, reflective of the specifications of Title V, the ACCJC and Department of Education guidelines for educational technology and online instruction.
- Making recommendations to provide centralized online access to all student support services and resources - library, counseling, financial aid.
- Making recommendations to provide online support for students, such as creating an online readiness course for students struggling to use educational technology.

**Membership:**

<table>
<thead>
<tr>
<th>Alexis Alexander (Co-Chair)</th>
<th>Faculty</th>
<th>Jennifer Mendoza</th>
<th>Director, Learning Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stephanie Alexander</td>
<td>Library</td>
<td>Eileen O'Brien</td>
<td>Career Counselor</td>
</tr>
<tr>
<td>Tracy DeVille</td>
<td>Faculty</td>
<td>Laura Skaff (Co-Chair)</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Tamara Hom</td>
<td>Classified Staff</td>
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</tbody>
</table>
**Diversity In Action Group (DIAG)**
http://collegeofsanmateo.edu/institutionalcommittees/diag.asp

**Purpose:** The mission of the Diversity in Action Group is to ensure that unity through diversity is among College of San Mateo’s highest priorities. DIAG assures that the college’s operational decisions—from the executive to the unit level—support its commitment to diversity and student success.

The Diversity In Action Group accomplishes its mission by doing the following:

• Developing, implementing, and evaluating strategies to increase diversity in the composition of the student body, classified staff, faculty, and administration;
• Using the Student Equity Report as a framework to assess annually the academic success rates of students;
• Consulting as needed with the Basic Skills Committee to assess program activities addressing student success;
• Consulting with PRIE to identify and retrieve pertinent data related to student success;
• Coordinating and sponsoring programs that inform and educate the CSM community about diversity and related issues;
• Benchmarking and monitoring institutional decisions and actions that relate to diversity; and
• Assessing the effectiveness of the Diversity In Action Group by producing an annual report of its activities.

**Membership:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sylvia Aguirre-Alberto</td>
<td>Faculty</td>
</tr>
<tr>
<td>Fauzi Hamadeh</td>
<td>Staff</td>
</tr>
<tr>
<td>Oliver Li</td>
<td>Student</td>
</tr>
<tr>
<td>Makiko Ueda</td>
<td>Faculty</td>
</tr>
<tr>
<td>John Vehikite</td>
<td>Staff</td>
</tr>
<tr>
<td>Henry Villareal</td>
<td>Dean, Enrollment Services</td>
</tr>
</tbody>
</table>

(Chair)
**COLLEGE OF SAN MATEO ADMINISTRATIVE GROUPS**

Term Served: Members determined by position and function.

**President’s Cabinet**

**Purpose:** Advises the college President on academic, student services, business, and personnel policy matters relating to the college; prepares recommendations on these matters for consideration by the President.

**Membership:** President, Vice President of Instruction, and Vice President of Student Services. Meetings are held every Wednesday.

Michael Claire College President  
Gary Dilley Interim Vice President of Instruction  
Jennifer Hughes Vice President of Student Services

**President’s Council**

**Purpose:** Advises the college President on college institutional support functions, including marketing and outreach, institutional planning and research, administrative services, and other general college operational matters.

**Membership:** President; Vice President of Instruction; Vice President of Student Services; Academic Senate President (or designee); Classified Staff representative; Associated Students President (or designee); Public Information Officer; KCSM General Manager; Dean of Planning, Research, and Institutional Effectiveness; and Coordinator of Planning, Research, and Institutional Effectiveness. Meetings are held with President’s Cabinet on alternating Wednesdays.

James Carranza Faculty  
Kathy Chaika Classified Staff  
Michael Claire College President  
Gary Dilley Interim Vice President of Instruction  
Jennifer Hughes Vice President of Student Services  
David Laderman President, Academic Senate  
Beverly Madden Director, Community Relations, Marketing, & Outreach  
Milla McConnell-Tuite Coordinator of Planning, PRIE  
Kathy Martin Faculty  
Annette Perot Classified Staff  
Jennifer Mendoza Dean, PRIE  
Hayley Sharpe Student, ASCSM President

**Management Council**

**Purpose:** Serves as both an advisory group to the President and as the group designated to implement policies and procedures adopted by the President, the District, and the Board of Trustees.

**Membership:** President, Vice Presidents, Deans, Directors, General Manager of KCSM, and Director of College Community Relations and Marketing. Meetings are held on the first Wednesday of each month.

Sharon Bartels Health Services Director  
Michael Claire College President  
Milla McConnell-Tuite Coordinator of Planning, PRIE  
Theresa Martin Faculty  
Jennifer Mendoza Director, Learning Center  
Annette Perot Classified Staff  
John Sewart Dean, PRIE  
Hayley Sharpe Student, ASCSM President
### Instructional Administrators Council

**Purpose:** Reviews, recommends, and coordinates instructional matters for the college.

**Membership:** Vice President of Instruction (chair), College Instructional Deans, Director of Nursing, Director of Library and Learning Services, Director of the Learning Center, and Dean of Counseling, Advising, and Matriculation (ex-officio); meets the second and fourth Tuesday of each month.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sandra Stefani Comerford</td>
<td>Dean, Language Arts</td>
</tr>
<tr>
<td>Gary Dilley</td>
<td>Interim Vice President of Instruction</td>
</tr>
<tr>
<td>Lorrita Ford</td>
<td>Director, Library &amp; Learning Services</td>
</tr>
<tr>
<td>Charlene Frontiera</td>
<td>Dean, Mathematics &amp; Science</td>
</tr>
<tr>
<td>Kevin Henson</td>
<td>Dean, Creative Arts &amp; Social Science</td>
</tr>
<tr>
<td>Jennifer Hughes</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Beverley Madden</td>
<td>Director, Community Relations, Marketing, Outreach</td>
</tr>
<tr>
<td>Jane McAteer</td>
<td>Director, Nursing</td>
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<table>
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<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Marsha Ramezane</td>
<td>Dean, Counseling, Advising, &amp; Matriculation</td>
</tr>
<tr>
<td>Paula Reyes</td>
<td>Facilities Operations Manager, CSM</td>
</tr>
<tr>
<td>Krystal Romero</td>
<td>Interim Director, Student Support Services</td>
</tr>
<tr>
<td>Kathleen Ross</td>
<td>Dean, Business &amp; Technology</td>
</tr>
<tr>
<td>John J. Sewart</td>
<td>Dean, PRIE</td>
</tr>
<tr>
<td>Brian Tupper</td>
<td>Chief Public Safety Officer</td>
</tr>
<tr>
<td>Henry Villareal</td>
<td>Dean, Enrollment Services</td>
</tr>
<tr>
<td>Andreas Wolf</td>
<td>Dean, Kinesiology, Athletics, and Dance</td>
</tr>
</tbody>
</table>

### Student Services Administrators Council

**Purpose:** Reviews, recommends, and coordinates student services matters for the college.

**Membership:** Vice President of Student Services (chair), Student Services Deans and Directors; meets every other Tuesday.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Jennifer Hughes (Chair)</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Marsha Ramezane</td>
<td>Dean, Counseling, Advising &amp; Matriculation</td>
</tr>
<tr>
<td>Henry Villareal</td>
<td>Dean, Enrollment Services</td>
</tr>
</tbody>
</table>

### Student Services Council

**Purpose:** Discusses matters related to student services across programs and services; advises the Vice President of Student Services.

**Membership:** Vice President of Student Services (chair), classified staff, faculty, and administrators from all areas within student services as well as a representative from the Associated Students; meets the first Tuesday of the month.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
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</thead>
<tbody>
<tr>
<td>Sylvia Aguirre-Alberto</td>
<td>Faculty</td>
</tr>
<tr>
<td>Sharon Bartels</td>
<td>Directory, Health Services</td>
</tr>
<tr>
<td>Louise Piper</td>
<td>Faculty</td>
</tr>
<tr>
<td>Marsha Ramezane</td>
<td>Dean, Counseling, Advising, &amp; Matriculation</td>
</tr>
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<tr>
<th>Name</th>
<th>Position</th>
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</table>

Office of Planning, Research, & Institutional Effectiveness
http://collegeofsanmateo.edu/prie
October 1, 2013
Karen Chadwick  Classified Staff
Gloria D’Ambra  Classified Staff
Catherine Firpo  Faculty, Mental Health Liaison Coord.
Amanda Gove male  Student
Alex Guiriba  Classified Staff
Fauzi Hamadeh  Classified Staff
Jennifer Hughes  (Chair) Vice President of Student Services
Patricia Kwok  Classified Staff
Claudia Menjivar  Classified Staff
Mario Miheicic  Classified Staff
Eileen O’Brien  Faculty
Charles Phan  Classified Staff

Paula Reyes  Facilities Operations Manager
Krystal Romero  Interim Director, Student Support Services
Aaron Schaefer  Classified Staff
Laura Skaff  Classified Staff
Dennis Tordesillas  Classified Staff
Brian Tupper  Chief Public Safety Officer
Ruth Tumer  Faculty
Makiko Ueda  Faculty
Carol Ulrich  Classified Staff
Henry Villareal  Dean, Enrollment Services
ADDITIONAL COLLEGE OF SAN MATEO COMMITTEES

Academic Standards Committee

Purpose: Reviews and acts on student appeals beyond the Dean of Enrollment Services for student petitions for late withdrawal, student requests for removal from probationary status, and student requests for reinstatement after dismissal for academic reasons.

No Term Limits.

Membership: Guided by CSM policy, the Dean of Enrollment Services handles routine matters related to Academic Standards. For issues requiring extensive review, an ad hoc committee of instructional and student services faculty, staff, and administrators is convened.

- Sandra Stefani Comerford, Dean, Language Arts
- David Danielson, Faculty
- Lloyd Davis, Faculty
- Jeff Flowers, Faculty
- Lorrita Ford, Director, Library & Learning Services
- Charlene Frontiera, Dean, Mathematics & Science
- Kevin Henson, Dean, Creative Arts & Social Science
- Mohsen Janatpour, Faculty
- Yaping Li, Faculty
- Jane McAteer, Director, Nursing
- Joe Mangan, Faculty
- Madeleine Murphy, Faculty
- Marsha Ramezane, Dean, Counseling, Advising, & Matriculation
- Kathleen Ross, Dean, Business & Technology
- Henry Villareal, Dean, Enrollment Services
- Ruth Turner, Faculty
- Andreas Wolf, Dean, Kinesiology, Athletics, & Dance

Accessibility/Americans with Disabilities Act

Purpose: Advises the Vice President of Student Services on matters concerning campus accessibility for students and others with disabilities. Meets as needed to discuss and resolve accessibility issues that arise and ensure compliance with federal and state regulations.

No Term Limits.

Membership: Representation from faculty, students, administration, and classified staff are included. Faculty are appointed by the President in consultation with the Academic Senate. The committee meets as needed. Membership being re-assembled for Spring 2013.

- Jennifer Hughes, Vice President of Student Services
- Carolyn Fiori, Faculty
- Kevin Sinarle, Faculty
- Laura Skaff, Staff
- John Wells, Staff, CSM Chief of Security
- Shana Young, Faculty
**Accreditation Oversight Committee**
http://collegeofsanmateo.edu/accredinfo/

**Purpose:** Coordinates College of San Mateo’s ongoing activities related to its accreditation and provides open communication between the Accreditation Oversight Committee and the college community.

**Membership:** Representation from faculty, students, administration, and classified staff. CSM’s Accreditation Liaison Officer serves as the chair. Meets once a month.

- Michael Claire (Chair) College President
- Jennifer Hughes Faculty
- Laura Demsetz Classified Staff
- Isabel Dillman Interim Vice President of Instruction
- Gary Dilley Student
- Bailey Girard Classified Staff
- Fauzi Hamadeh Classified Staff

- Jennifer Hughes (Chair) CSM Accreditation Liaison Officer
- Jennifer James Planning
- David Lademan President, Academic Senate
- David Locke Faculty
- Milla McConnell-Tuite Coordinator of Planning, PRIE
- John Sewart Dean, PRIE

**Associated Students Senate**
http://collegeofsanmateo.edu/ascsm/index.asp

**Purpose:** Represents CSM’s diverse student body and advocate their needs, concerns and values on a college, district, state and national level.

**Term Served:** Student membership based upon election cycle.

**Membership:**

- Hayley Sharpe President
- Amanda Governale Vice President
- Hanna Haddad Finance Director
- Bill Callahan Vice Chair
- Chris Tran Secretary
- Aaron Basuel Senator
- Christopher Cheung Senator
- Jason Dutton Senator
- Maggie Garcia Chair, Programming Board

- Bailey Girard Chair, Advocacy Board
- Shayna Lee Senator
- Quishi Li Senator
- Yiyuan Liang Senator
- Sarah Lowe Senator
- Nick Vasquez Senator
- Haowen Zhou Senator
- Aaron Schaefer, Advisor

**Classified Staff Planning Committee**

**Purpose:** Serves in an advisory capacity to the President on issues related to classified staff. Is responsible for planning and coordinating campus social events and other group events such as the annual classified retreat.

**Membership:** President and members of Classified Staff meet as members’ schedules permit.
College Auxiliary Services Advisory Committee

**Purpose:** Assists in maximizing customer satisfaction with Bookstore and Food Service Operations; evaluates the food service offered to meet the needs of the college community; develops policies for food service operation, quality control, and menu offerings. Recommends customer service improvements to District-run Bookstore and food services operations. Makes recommendations to the District Auxiliary Advisory Committee (DASAC)

**Term Served:** Two-Year Term

**Membership:** Representatives are selected annually from classified staff, faculty, students, and administration; the Owner of Pacific Dining and the Bookstore Manager complete the membership. Meetings are held monthly.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aaron Basuel</td>
<td>Student</td>
</tr>
<tr>
<td>Tom Bauer</td>
<td>Vice Chancellor of Auxiliary Services and Enterprise Operations</td>
</tr>
<tr>
<td>Jason Dutton</td>
<td>Student</td>
</tr>
<tr>
<td>Shayna Lee</td>
<td>Student</td>
</tr>
<tr>
<td>Jennifer Hughes</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Aaron Schaefer</td>
<td>(Chair) Faculty</td>
</tr>
<tr>
<td>Rick McMann</td>
<td>Owner Pacific Dining</td>
</tr>
<tr>
<td>James Peacock</td>
<td>Bookstore Manager</td>
</tr>
<tr>
<td>Diana Thomas</td>
<td>CSM Athletic Club</td>
</tr>
<tr>
<td>Krystal Romero</td>
<td>Action Vending Rep</td>
</tr>
<tr>
<td>Maggie Garcia</td>
<td>Student</td>
</tr>
</tbody>
</table>

College Council

[http://collegeofsanmateo.edu/collegecouncil/](http://collegeofsanmateo.edu/collegecouncil/)

**Purpose:** Fosters the achievement of the college goals and purposes of shared governance at CSM; facilitates the implementation of shared governance throughout the college in a way that recognizes and respects the functions and responsibilities of the four governance constituencies (Academic Senate, Associated Students, Classified Staff, and Management Council); serves as the principal forum in which the college addresses issues related to planning and program review; and encourages participation in the development of the institutional budget and in giving advice to the administration on college-wide budget decisions.

**Membership:** College President, Vice President of Instruction, Vice President of Student Services, President of the Academic Senate, President of the Associated Students, and up to eleven additional members chosen by each constituent group. Meets every first and third Wednesday.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Valerie Anderson</td>
<td>Resource Staff</td>
</tr>
<tr>
<td>Juanita Marie Celaya</td>
<td>Promotions/Web Content Coord, KCSM</td>
</tr>
<tr>
<td>Christopher Cheung</td>
<td>Student</td>
</tr>
<tr>
<td>Michael Claire</td>
<td>College President</td>
</tr>
<tr>
<td>Gary Dilley</td>
<td>Interim Vice President of Instruction</td>
</tr>
<tr>
<td>Maggie Garcia</td>
<td>Student</td>
</tr>
<tr>
<td>Cynthia James</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>David Lademan</td>
<td>President, Academic Senate</td>
</tr>
<tr>
<td>Theresa Martin</td>
<td>Faculty</td>
</tr>
<tr>
<td>Eileen O’Brien</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Krystal Romero</td>
<td>Interim Director, Student Support Services</td>
</tr>
<tr>
<td>Aaron Schaefer</td>
<td>Classified Staff</td>
</tr>
</tbody>
</table>
Disciplinary Hearing Committee

**Purpose:** Hears student discipline cases that are remanded to a hearing by the Vice President of Student Services. Makes recommendations to the Vice President regarding disciplinary action to be taken. (Adheres to student conduct procedures, 7.69.1)

**Membership:** Representation is drawn from the faculty, administration, and students. Meetings are scheduled on an as-needed basis.

- Richard Castillo, Faculty
- Henry Villareal, Dean, Enrollment Services (Judicial Officer)
- Amanda Governale, Student
- Andreas Wolf (Chair), Dean, Kinesiology, Athletics, and Dance
- Makiko Ueda, Faculty

Innovation Grants

**Purpose:** Innovation funds are supported by Measure G money. Several important projects have been put on hold due to a loss of funds. These [and other] projects provide a direct benefit to students and enhance student learning in the areas of Basic Skills, Career and Technical Education, and Transfer.

- Preparing students to transfer to four-year colleges and universities.
- Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and firefighting.
- Attracting and retaining qualified instructors.

**Membership:**
- Linda Hand, Faculty, Math & Science
- Richard Lohmann, Faculty, Creative Arts & Social Science
- Kevin Henson, Dean, Creative Arts & Social Science

International Education Committee

**Purpose:** The role of CSM’s International Education Committee is to coordinate the implementation of the International Education Program at CSM and to coordinate college efforts with the District’s International Education initiative for increasing the enrollment of international students at the three colleges in the district. Specifically, the Committee will:

- Work with the District to implement marketing and recruitment efforts for international students; identify target countries CSM may wish to focus recruitment efforts;
- Work with the District and sister colleges to implement district wide admission and application procedures;
- Develop and implement activities to further globalize CSM’s curriculum;
- Develop and implement social and cultural activities for international students;
- Develop and implement comprehensive support services for international students; and
- Develop, modify, and implement curriculum related to international education as needed.
**Term Served:** Two-Year Term

**Membership:**
Gary Dilley Interim Vice President of Instruction
Jennifer Hughes Vice President of Student Services
Patricia Kwok (Chair) Staff
Yaping Li Faculty
Yiyuan Liang Student
Mario Mihelcic Staff
Brandon Smith Faculty
Henry Villareal Dean, Enrollment Services

**Professional Development**

**Purpose:** Reviews short-term and long-term professional development proposals submitted by eligible faculty and makes recommendations to the President on proposal disposition. The main thrust of this program is to update, retrain, and extend the expertise of faculty to meet the current and future needs of our students in accord with college priorities.

**Term Served:** One-Year Term

**Membership:** The committee consists of faculty and administrative members appointed by the college President. Membership is reviewed annually. The committee meets on an as-needed basis.

Susan Estes Vice President of Instruction
Charlene Frontiera Dean, Mathematics & Science
Lyle Gomes (Chair) Faculty, Business/Creative Arts
Daniel Keller Faculty, Language Arts
Theresa Martin Faculty, Math/Science
Makiko Ueda Faculty, Psychological Services

**Safety**

**Purpose:** Promotes a safe institutional environment for staff and students and works with district staff to coordinate plans for major disasters. Monitors Emergency Website and coordinates periodic safety meetings for faculty and staff.

**No Term Limits.**

**Membership:** Chaired by the Vice President of Student Services, the committee is composed of representatives from classified staff, faculty, students, and administration. Meetings are held monthly.

Sharon Bartels Director, Health Services
Linton Bowie Faculty
Michael Celeste SMCCCD, Director of Public Safety
Gloria D’Ambra Classified Staff
John Galloway Faculty
Bryan Gerbig Classified Staff
Amanda Governale Student
Jennifer Hughes (Chair) Vice President of Student Services
Charles La Mere Classified Staff
Jane McAteer Director, Nursing
Ann Mitchell Classified Staff
Karen Powell Facilities Operations Manager
Vijiyalakshmi Raman Classified Staff
Brian Tupper Chief Public Safety Officer
Jane Wong Classified Staff
Jane McAteer Director, Nursing
Scholarship Committee

Purpose: The committee reviews all scholarship applications received annually and makes awards based on criteria established for each scholarship.

No Term Limits.

Membership:
Maribeck Boosalis-Oler - Faculty
Amrett Caviel (Chair) - Faculty
Karen Chadwick (Coordinator) - Classified Staff
Olivia Cortez-Figueroa - Classified Staff
Matt Leddy - Faculty
Arnett Caviel - Chair
Roberta Reynolds - Faculty
Karen Chadwick - Coordinator
Carlene Tonini-Boutacoff - Faculty
Finausina Tovo - Classified Staff
John Vehikite - Classified Staff
Michelle Warmer - Faculty

International Students Department - Patty Kwok and Mario Mihelcic
- CSM Henry Cordes Studies Scholarship
- CSM Lucile Koshland Scholarship
- CSM Iliff Award

DSPS Department - Carolyn Fiori and Sue Roseberry
- CSM Assistive Technology Scholarship
- CSM Patty Ramos Memorial Scholarship

Veterans Department - Jeremy Mileo and Chequita Williams-Cox
- CSM Welcome Home Veterans Scholarship
- CSM Richard A. Sullivan Investment Scholarship
- CSM Classified Staff Planning Scholarship (1 Vet for bookstore scholarship)

EOPS Department - Ruth Turner
*Sylvia Alberto Aguirre will select for Multicultural Scholarship ONLY if funding available
- CSM Orozco and Yoshimura Scholarship

Mathematics and Science Division - Laura Demsetz (chair), Matt Leddy, Barbara Uchida and Cheryl Gregory
- CSM Edward A. Kusich Scholarship
- CSM Edward D. Womell Memorial Engineering Scholarship
- CSM Frank Chock-Yuen Louie Memorial Scholarship
- CSM Guinn Family Scholarship
- CSM Howard B. Kaster Memorial Scholarship
- CSM Susan Duckworth Memorial Fund Scholarship
- CSM Joe Drummond Nelson Memorial Scholarship
- CSM Samuel A Francis Scholarship (Dean Charlene Frontiera will make final selection)

Mathematics/Engineering Individual Scholarship - Lena Feinman
- CSM Rosale O’Mahony Prize in Math/Engineering
ACADEMIC SENATE COMMITTEES

College of San Mateo Academic Senate
http://collegeofsanmateo.edu/academicsenate/

Purpose: The Academic Senate has been established in accordance with Education Code Section 70902(b)(7), which calls on the Board of Governors to enact regulations to ensure the right of faculty, as well as staff and students, to participate effectively in District and college governance. It further ensures the right of Academic Senates to assume primary responsibility for “making recommendations in the areas of curriculum and academic standards.”

The Academic Senate Governing Council is the voice of the faculty on matters related to curriculum and instruction. We work collaboratively with college administration, staff, and students to promote academic excellence.

The Governing Council shall make recommendations regarding academic and professional matters to the District Academic Senate, the College and District administration, the Board of Trustees, and other appropriate individuals and bodies.

Academic and professional matters as defined in Title 5, Section 53200, include the following policy development matters:
1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for instructional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

Officers of the Academic Senate elected to serve during 2012-2013:
David Laderman  President, Academic Senate  Lee Ryan Miller  Secretary
Theresa Martin  Vice President  Rosemary Nurre  Treasurer
Academic Senate Governing Council
http://collegeofsanmateo.edu/academicsenate/

**Purpose:** Serves as the policy-making body of the Academic Senate.

**Term Served:** Two-Year Term

**Membership:** Consists of the Academic Senate Executive Committee, elected by the at-large faculty, and representatives elected from each division for a term of two years. Meets the second and fourth Tuesday of every month during the college year.

- David Laderman, President
- Theresa Martin, Vice President
- Lee Ryan Miller, Secretary
- Rosemary Numi, Treasurer
- James Carranza, Past President
- Darrel Dorsett, Business/Technology
- Steven Gonzalez, Business/Technology
- J im Robertson, Creative Arts/Social Science
- Michele Titus, Creative Arts/Social Science
- Joe Mangan
- Larry Owens
- Merle Cutler
- Amy Sobel
- Stephanie Alexander
- Carlene Tonini-Boutacoff
- Santiago Perez Etchavarria
- Martin Bednarek
- Kathy Sammut
- Hayley Sharpe
- Kinesiology/Athletics/Dance
- Language Arts
- Library
- Math/Science
- Student Services

Basic Skills Initiative (BSI)
http://collegeofsanmateo.edu/bsi/

Note: In Fall 2013, IPBC and Governing Council will consider whether BSI should report directly to IPBC.

**Purpose:** Funded by a Chancellor's Office grant, which is intended to facilitate basic skills education and provide extended professional development opportunities to faculty and staff.

**Membership:**

- Sylvia Aguirre-Alberto, Faculty
- Juanita Alunan
- James Carranza, (Co-Chair)
- Lloyd Davis, Math
- Precilla Del Rosario, Student
- Kathy Diamond, Biology
- Jon Kitamura, English
- Jamie Marron, Reading
- Chris Rico, Program Services Coordinator, Assessment
- Krystal Romero, Interim Director, Student Support Services
- Brandon Smith, ESL
- Ruth Turner, EOPS Counselor
- Henry Villareal, (Co-Chair)
- Jeremy Wallace, Dean, Enrollment Services
- Carol Wills, English, Co-Coordinator, Professional Enrichment
- Hayley Sharpe, Student
College Assessment Committee (also called: Student Learning Outcomes Assessment Committee)
http://collegeofsanmateo.edu/sloac/

Purpose: The College Assessment Committee (CAC) is an independent committee of the College of San Mateo Academic Senate and, therefore, reports to the Academic Senate’s Governing Council.

Membership: Because of the extensive nature of assessment, the CAC’s membership includes broad representation comprising faculty from various disciplines, administrators, classified employees, and students. Ideally, one member of the CAC is also on Governing Council and another on Committee on Instruction (COI).

2013-2014 Members:
Kathleen Ross, Dean
Lilya Vorobey, Drafting Technology
Martin Bendarek, Counseling
Kevin Henson, Dean
Jane Jackson, Music
Mikel Schmidt
Michelle Wamer, Basketball
Richard Castillo, Modern Languages
Sandra Stefani Comerford, Dean
Teresa Morris, Librarian
David Locke (Chair)
Charlene Frontiera, Dean
Lakshmikanta Sengupta
TBA
Gary Dilley
Jennifer Hughes
TBA

Committee On Instruction (COI)
http://collegeofsanmateo.edu/committeeoninstruction/

Purpose: Advises the Vice President of Instruction and makes recommendations to the Board of Trustees concerning curriculum and instructional procedures, long-range educational priorities, and curriculum planning. Reviews and approves new courses and programs after consideration of the effect on the overall college curriculum. Reviews and approves proposals to drop courses from the curriculum. Based on recommendations, follows the Program Improvement and Viability (PIV) process to review programs considered at risk. The committee establishes subcommittees as needed.

Term Served: Two-Year Term

Membership: Faculty representatives, elected by division, serve a two-year term. Includes representatives of the administration as non-voting members. Meets the second Thursday of each month during the fall and spring semesters.

2013-2014 Members:
Melissa Green
Vacant
Martin Bednarek
Mary Valenti
Ken Brown
Christopher Smith
Shana Young
Hanna Haddad
Math/Science
Math/Science
Physical Education
ASC SM Student Representative

Office of Planning, Research, & Institutional Effectiveness
http://collegeofsanmateo.edu/prie
October 1, 2013
Learning Support Centers Coordination Committee (LSC)
http://collegeofsanmateo.edu/labs/lsccommittee.asp

Purpose: The Learning Support Centers Coordination Committee represents discipline specific centers and the Learning Center. It brings together faculty coordinators, directors, staff, and students in a combined effort to ensure student success. The committee coordinates hours of operation, computer and technology resources, staffing, and scheduling of services to create a comprehensive learning support network for all students.

Term Served:

Membership: Faculty representatives for each of the learning support centers.

Rosemary Nurre  Accounting Skills Center  Kathy Diamond  Integrated Science Center
Theresa Martin  Anatomy & Physiology Center  Jennifer Mendoza  Learning Center Director
Kevin Sinarle  Assistive Technology Center  Lena Feinman  Math Resource Center
Darrel Dorsett  Business Computer Center  Tanya Isaeff  Nursing Skills Center
Melissa Green  CIS Computer Center  Kristi Ridgway (ESL)  Reading and ESL Center
Kate Motoyama  Communication Studies Resource Center  Jaime Maron (Reading)  Reading and ESL Center
Yaping Li  Communication Studies Resource Center  Juanita Alunan  Writing Center and English 800 Center
Patti Appel  Digital Media Computer Center  Kathleen Steele  Writing Center and English 800 Center
Richard Castillo  Modern Language Center

Library Advisory Committee (LAC)
http://collegeofsanmateo.edu/institutionalcommittees/lac.asp

Purpose: The Mission of the Library Advisory Committee is to advise the Library Director and the Vice President of Instruction on technology, facility, and resource issues that impact the College Library. The Library Advisory Committee accomplishes its mission by:
• Facilitating communication between the Library, the College (students, faculty/counseling/other support services), and the surrounding community by periodically assessing needs of these groups through surveys.
• Raising library visibility by disseminating information about resources that support academic and lifelong learning, and promote information competency.
• Ensuring that the Library is empowered to satisfy accreditation standards and expectations as well as best practices for library and learning resources through regular review and consultation.

**Term Served:** Two-Year Term

**Membership:** Faculty representatives, elected by division, serve a two-year term. Includes representatives of the administration as non-voting members. Students are appointed through the Associated Students for two-year terms. Meets as needed.

Stephanie Alexander  Library  Roberta Reynolds  Faculty
Janet Black  Faculty  Darryl Stanford  Faculty
John Boggs  Peninsula Library System  Nick Vasquez  Student
Lorrita Ford  Director, Library & Learning Services  Lilya Vorobey  Faculty
Martha Menendez  Staff
COLLEGE OF SAN MATEO TASK FORCES

Math Task Force

Purpose: An ad hoc committee appointed by IPC, the Math Task Force has been charged to review the internal processes at CSM which may impact student success in mathematics and identify successful projects at the college and other institutions which may be used to support student achievement in mathematics.

Term Served:

Membership:
Laura Burtness  Faculty  Cheryl Gregory  Faculty
Lloyd Davis  Faculty  Marsha Ramezane  Dean, Counseling, Advising, & Matriculation
Laura Demsetz  Faculty  Kathleen Sammut  Classified Staff
Tracy DeVille  Faculty  John Sewart  Dean, PRIE
Lena Feinman  Faculty  Jennifer Taylor-Mendoza  Director, Learning Center
Charlene Frontiera  Dean, Mathematics & Science

Student Engagement Task Force

Purpose: An ad hoc committee appointed by IPC, the Student Engagement Task Force has been charged to review the challenges affecting the success of part-time and working students, especially those in the CTE fields.

Term Served:

Membership:
Cynthia Erickson  Faculty  Kathleen Ross  Dean, Business & Technology
Fauzi Hamadeh  Classified Staff  Aaron Schaefer (Chair)  Classified Staff
Rosemary Nurne  Faculty  Andreas Wolf  Dean, Kinesiology, Athletics, and Dance
Committees Suspended as of 2013-2014

Art on Campus Committee (AOC)

Purpose: Reports to the college president.

Budget Planning Committee (BPC) Note: In Fall 2013, the Integrated Planning Committee became the Integrated Planning and Budget Committee, assuming the oversight responsibilities of BPC.

http://collegenofsanmateo.edu/institutionalcommittees/bpc.asp

Purpose: The mission of the Budget Planning Committee is to ensure that the college maintains fiscal stability and that financial resources are allocated in accordance with agreed upon college priorities established by the Institutional Planning Committee. The Budget Planning Committee accomplishes its mission by doing the following:
• Developing long-term and short-term financial plans that are aligned with the college’s Strategic Plan and the Educational Master Plan;
• Recommending an annual operating budget to the Institutional Planning Committee;
• Monitoring the college’s operating budget on a quarterly basis and recommending corrective actions if necessary;
• Ensuring that both long-term and short-term budget activities are integrated into the college’s Institutional Planning Calendar;
• Making recommendations to the Institutional Planning Committee with respect to funding available for staffing levels of faculty, classified staff, and administrators in conjunction with the Human Resources Committee per fiscal year;
• Establishing regular communications with the campus community regarding college budget matters; and
• Assessing on an annual basis the effectiveness of the Budget Planning Committee.

Membership:
James Carranza Ex Officio (President, Academic Senate)  Jacqueline Gamelin Faculty
Kathy Chaika Classified Staff  Jennifer Hughes Ex Officio (Vice President, Student Services)
Michael Claire Ex Officio (College President)  Maggie Ko (Co-chair) Classified Staff
Laura Demsetz Faculty  Nick Vasquez Student
Susan Estes Ex Officio (Vice President, Instruction)  Henry Villareal (Co-chair) Dean, Enrollment Services

Enrollment Management Committee [Note: For Spring 2013, EMC will be reconfigured with new membership and a new mission. Andreas Wolf will serve as co-chair.]

http://collegeofsanmateo.edu/institutionalcommittees/emc.asp

Purpose: The CSM Enrollment Management Committee will develop and begin to implement a research-based enrollment workplan that addresses the stages of enrollment management, including marketing and outreach, recruitment, and retention. The Enrollment Management Committee accomplishes its mission by doing the following:
• Developing a long-term Enrollment Management Plan that is aligned with the College’s Institutional Priorities: 2008-2011 and the Education Master Plan, 2008;
• Developing a plan for managing the elements of the enrollment management cycle (course scheduling, marketing, recruiting and outreach, intake, managing semester start, persistence, and retention);
• Reviewing the college scheduling patterns to ensure that the college is scheduling courses in an integrated manner that best meets student needs; and
• Establishing communications channels to address Enrollment Management matters with the campus community.

**Membership:**

Cheryl Gregory  Faculty
Bev Madden  Director, Community Relations, Marketing, & Outreach
Mike Mitchell  Classified Staff
Marsha Ramezane (Recorder)  Dean, Counseling, Advising, & Matriculation

Kevin Sinarle  Faculty
Anna St. Amand  Classified Staff
Andreas Wolf (Chair)  Dean, Kinesiology, Athletics, and Dance

**Human Resources Committee (HRC)**
http://collegeofsanmateo.edu/institutionalcommittees/hr.asp

**Purpose:** The mission of the Human Resources Committee is to ensure that the college has provided sufficient personnel in all employee classifications to carry out the college mission and to support student learning in accordance with the college’s Educational Master Plan and the goals in the Strategic Plan.

The Human Resources Committee accomplishes its mission by doing the following:

• Developing a long-term human resources plan that is aligned with the Strategic Plan’s long-term goals of the college and the District;
• Developing an annual assessment of the college’s human resources needs in light of retirements and separations, and anticipated areas of problem growth or decline;
• Developing an annual forecast of employee retirements and separations and using the results of the forecast to assist the Budget Planning Committee in planning efforts;
• Periodically assessing the college’s classified staffing structure, instructional staffing structure, and administrative structure to ensure that these structures are aligned with current and future college needs;
• Consulting, as needed, with the Budget Planning Committee to identify human resources impact within the Program Improvement and Viability (PIV) process;
• Consulting, as needed, with the Academic Senate, CSEA, Management Council, the Technology Committee, and the Diversity in Action Group to assess institution-level professional development needs in accordance with the college’s Educational Master Plan;
• Making recommendations to the Institutional Planning Committee with respect to human resource needs; and
• Periodically assessing the effectiveness of the Human Resources Committee.

**Membership:**

Audrey Behrens  Faculty
Sandra Stefani Comerford (Chair)  Dean, Language Arts
Kathy McEachron  Classified Staff
Eileen O’Brien (Recorder)  Faculty

Sandra Stefani Comerford (Chair)  Dean, Language Arts
Eileen O’Brien (Recorder)  Faculty
Technology Committee (TAC)
Note: Technology Committee (TAC) has been combined with the Distance Education Committee to become the Distance Education and Educational Technology Committee.

http://collegeofsanmateo.edu/institutionalcommittees/tac.asp

Purpose: The mission of the Technology Committee is to ensure that the college provides and maintains adequate technological resources to support student learning in accordance with the college’s Strategic Plan, Institutional Priorities, and annual College Goals.

The Technology Committee accomplishes its mission by doing the following:
- Developing a long-term technology plan that is aligned with the long-term goals of the college and the District;
- Developing an annual assessment of the college’s future technological needs in light of advances in technological capabilities and technological needs created by new pedagogical approaches;
- Working with the Budget Planning Committee to create and to finance a Total Cost of Ownership model, which includes identifying funding sources for the replacement of outdated technology;
- Working with ITS staff to set and maintain minimum technological standards;
- Working with the Human Resources Committee to determine professional development needs with respect to the use of technology;
- Working with the Distance Education Committee to ensure that adequate technological resources exist to support the college’s distance education and other technology-mediated efforts;
- Ensuring that both long-term and short-term technology planning is integrated into institutional planning at all levels;
- Participating in the creation of policies concerning appropriate use of technological resources at both a college and District level; and
- Making recommendations to the Institutional Planning Committee with respect to technological needs.

Membership:
Michelle Brown (Recorder) Faculty
Lorrita Ford Ex Officio (Director, Library & Learning Services)
Kevin Henson (Chair) Dean, Creative Arts & Social Science
Brittany Arthur Student
Rene Renard Classified Staff

Trustees’ Program Improvement Fund
Note: Currently the Trustees’ Program Improvement Fund has been suspended by the Board of Trustees. CSM has created an Innovative Grants program to help address the need.

Purpose: The overall goal is to support the sustained effort of improving the educational programs and services of the SMCCCD. Funds projects with specific and applicable outcomes to enrich student learning and improve student services and are beyond the normal professional duties and responsibilities of full- and part-time faculty specified in the collective bargaining agents of the SMCCCD.