

COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES – FALL 2014

Committee membership and purpose statements reflect most recent data available as of November 6, 2014.

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COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES

INSTITUTIONAL PLANNING COMMITTEES

Homepage for Institutional Planning Committees: <http://www.collegeofsanmateo.edu/institutionalcommittees>

Institutional Planning Committee (IPC) (Formerly Institutional Planning and Budget 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 2014 to reflect these changes as well as IPC's new role in relation to participatory governance.

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:

Alexis Alexander	Faculty	Java Inatov	Student Rep
Ronald Andrade	Faculty	Maggie Ko	Classified Staff
Lana Bakour	Student Rep	David Laderman (Co-Chair)	President, Academic Senate
Kathy Blackwood	Ex Officio (Vice Chancellor, SMCCCD)	Bev Madden	Director, Community Relations, Marketing, & Outreach
Juanita Celeya	Classified Staff	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Michael Claire	College President (Ex Officio)	Teresa Morris	Faculty
Sandra Stefani Comerford	Vice President of Instruction	Kristi Ridgway	Faculty
Laura Demsetz	Faculty	Jan Roecks	Vice President of Administrative Services
Alicia Frangos	Classified Staff	John Sewart	Dean, PRIE
Maggie Garcia	Student Rep	Laura Skaff	Classified Staff
Fauzi Hamadeh	Classified Staff	Jennifer Taylor-Mendoza	Dean, Academic Support & Learning Technologies

Kevin Henson	Dean, Creative Arts & Social Science	Henry Villareal	Dean, Enrollment Services
Jennifer Hughes (Co-Chair)	Vice President of Student Services	Andreas Wolf	Dean, Kinesiology, Athletics, and Dance

Basic Skills Initiative (BSI)

<http://collegeofsanmateo.edu/bsi/>

Purpose: The Basic Skills Initiative (BSI) Committee participates in a collaborative statewide effort to address the needs of Basic Skills/ESL community college students who are academically under-prepared. BSI is intended to facilitate basic skills education and to provide extended professional enrichment opportunities to faculty, classified staff, and administrators.

Its mission is to assist College of San Mateo in providing comprehensive instructional support and student and faculty services, integrated throughout the institution. These services are intentionally designed to nurture the success of Basic Skills/ESL students.

Membership:

Sylvia Aguirre-Alberto	Counseling (EOPS/Multicultural Center	Kristi Ridgway (Chair)	ESL
Juanita Alunan	English (Writing Ctr/800 Lab Coordinator)	Krystal Romero	Director, Student Support Services
Ron Andrade	Learning Center Manager	Ruth Turner	EOPS Counselor
Linton Bowie	Math	Henry Villareal	Dean, Enrollment Services
Jon Kitamura	English	Ryan Wall	Math 811 SI Leader
Jamie Marron	Reading	Winnie Wu	Student Rep
Theresa Martin	Biology, Professional Development Coordinator		
Vin Nguyen	Math		

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:

Alexis Alexander (Co-Chair)	Faculty	Rosemary Nurre	Faculty
Yoseph Demissie	Director, Technical Support Services	Annette Perot	Classified Staff
Tamara Hom	Classified Staff	Laura Skaff (Co-Chair)	Classified Staff
Steven Lehigh	Faculty	Jennifer Taylor-Mendoza	Dean, Academic Support & Learning Technologies
Theresa Martin	Faculty	Jasmine Witham	Director, Web Services

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:

Sylvia Aguirre-Alberto	Faculty	Makiko Ueda	Faculty
Fauzi Hamadeh	Staff	John Vehikite	Staff
Yifei Oliver Li	Student	Henry Villareal (Chair)	Dean, Enrollment Services

COLLEGE OF SAN MATEO ADMINISTRATIVE GROUPS

Term Served: Members determined by position and function.

President's Cabinet

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

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	Jennifer Hughes	Vice President of Student Services
Sandra Stefani Comerford	Vice President of Instruction	Jan Roecks	Vice President of Administrative Services

Management Council

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

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	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
James Carranza	Dean, Language Arts	Jan Roecks	Vice President of Administrative Services
Michael Claire	College President	Krystal Romero	Director, Student Support Services
Sandra Stefani Comerford	Vice President of Instruction	Michele Rudovsky	Facilities Operations Manager, CSM
Lorrita Ford	Director, Library & Learning Services	John J. Sewart	Dean, PRIE
Charlene Frontiera	Dean, Mathematics & Science	Jennifer Taylor-Mendoza	Dean, Academic Support & Learning Technologies
Kevin Henson	Dean, Creative Arts & Social Science	Brian Tupper	Chief Public Safety Officer
Jennifer Hughes	Vice President of Student Services	Henry Villareal	Dean, Enrollment Services
Beverley Madden	Director, Community Relations, Marketing, Outreach	Andreas Wolf	Dean, Kinesiology, Athletics, & Dance
Milla McConnell-Tuite	Coordinator of Planning, PRIE		
Kathleen Ross	Dean, Business & Technology		

Instructional Administrators Council

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

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.

James Carranza	Dean, Language Arts	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Sandra Stefani Comerford (Chair)	Vice President of Instruction	Kathleen Ross	Dean, Business & Technology
Lorrita Ford	Director, Library & Learning Services	Jennifer Taylor-Mendoza	Dean, Academic Support & Learning Technologies
Charlene Frontiera	Dean, Mathematics & Science		
Kevin Henson	Dean, Creative Arts & Social Science	Andreas Wolf	Dean, Kinesiology, Athletics, & Dance
Jane McAteer	Director, Nursing		

Student Services Administrators Council

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

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.

Sharon Bartels	Director, Health Services	Krystal Romero	Director, Student Support Services
Jennifer Hughes (Chair)	Vice President of Student Services	Henry Villareal	Dean, Enrollment Services
Marsha Ramezane	Dean, Counseling, Advising & Matriculation		

Student Services Council

<http://collegeofsanmateo.edu/vpss/ssc.asp>

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.

Sylvia Aguirre-Alberto	Faculty	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Sharon Bartels	Director, Health Services	Danni Redding Lapuz	Classified Staff
Karen Chadwick	Classified Staff	Krystal Romero	Director, Student Support Services
Gloria D'Ambra	Classified Staff	Michele Rudovsky	Facilities Operations Manager
Catherine Firpo	Faculty, Mental Health Liaison Coord.	Aaron Schaefer	Classified Staff
Alex Guiriba	Classified Staff	Laura Skaff	Classified Staff

Fauzi Hamadeh
Jennifer Hughes **(Chair)**
Taniela Mapa
Claudia Menjivar
Mike Mitchell
Eileen O'Brien
Charles Phan
Louise Piper

Classified Staff
Vice President of Student Services
Student
Classified Staff
Classified Staff
Faculty
Classified Staff
Faculty

Niruba Srinivasan
Dennis Tordesillas
Brian Tupper
Ruth Turner
Makiko Ueda
Carol Ullrich
Henry Villareal

Classified Staff
Classified Staff
Chief Public Safety Officer
Faculty
Faculty
Classified Staff
Dean, Enrollment Services

COLLEGE COMMITTEES AT LARGE

Academic Standards Committee

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

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	Vice President of Instruction	Yaping Li	Faculty
David Danielson	Faculty	Joe Mangan	Faculty
Jeff Flowers	Faculty	Madeleine Murphy	Faculty
Lorrita Ford	Director, Library & Learning Services	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Charlene Frontiera	Dean, Mathematics & Science	Kathleen Ross	Dean, Business & Technology
Kevin Henson	Dean, Creative Arts & Social Science	Ruth Turner	Faculty
Mohsen Janatpour	Faculty	Henry Villareal	Dean, Enrollment Services
		Andreas Wolf	Dean, Kinesiology, Athletics, & Dance

Accessibility/Americans with Disabilities Act

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

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	Laura Skaff	Staff
Kevin Sinarle	Faculty	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	College President	David Laderman	President, Academic Senate
Sandra Stefani Comerford	Vice President of Instruction	David Locke	Faculty
Laura Demsetz	Faculty	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Isabel Dillman	Classified Staff	John Sewart	Dean, PRIE
Fauzi Hamadeh	Classified Staff	Jennifer Taylor-Mendoza	Dean, Academic Support & Learning Technologies
Jennifer Hughes (Chair)	CSM Accreditation Liaison Officer	Henry Villareal	Dean, Enrollment Services
Teeka James	Faculty		

Associated Students Senate

<http://collegeofsanmateo.edu/ascs/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:

Maggie Garcia	President	Yifei Oliver Li	Senator
Javokhir Inatov	Vice President	Xue Li	Senator
Lana Bakour	Finance Director	Taniela Mapa	Senator
Danuta Want	Vice Chair	George Silva	Senator
Tim Exner	Secretary	Samantha Trump	Chair, Advocacy Board
Daria Anshakova	Senator	Winnie Wu	Co-Chair, Cultural Awareness Board
Ruben Ayestas	Co-Chair, Cultural Awareness Board	Yanrui Xu	Senator
Francisco Duarte	Senator	Haoran Yu	Senator
Erik Ferroggiaro	Senator	Rupinder Bajwa	Student Trustee
Marissa Garcia	Chair, Programming Board	Aaron Schaefer, Advisor	Student Life & Leadership Manager
Elim Kan	Elim Kan	Fauzi Hamadeh, Advisor	Student Life & Leadership Assistant
Caroline Khoury	Senator		

Classified Staff Planning Committee

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

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.

Nicholas Dellaporta	Classified Staff	Mario Mihelcic	Classified Staff
Alicia Frangos	Classified Staff	Ann Mitchell	Classified Staff
Alma Gomez	Classified Staff	Munendra (Melvin) Sharma	Classified Staff
Kathy McEachron (Chair)	Classified Staff	Carol Ullrich	Classified Staff

College Auxiliary Services Advisory Committee

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

Purpose: To provide feedback and makes recommendations to improve customer service at the campus Bookstore, the campus food service operations (Pacific Dining and Paws for Coffee), and the San Mateo Athletic Club (SMAC). Also monitors and makes recommendations regarding on-campus vending machines (Canteen and Pepsi). Works with the District Auxiliary Services Advisory Committee (DASAC) and the Vice Chancellor of Auxiliary Services and Enterprise Operations to continually evaluate, promote, and ensure the best customer experience possible. Meets at least once per semester and further meetings as needed.

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. Faculty Representative, Pepsi Representative, and Canteen Representative are currently vacant.

Daria Anshakova	ASCSM Senator, Student	Jennifer Hughes	Vice President of Student Services
Tom Bauer	SMCCCD Chancellor of Auxilliary Services & Enterprise Operations	Rick McMahon	Owner, Pacific Dining
Erik Ferroggiaro	ASCSM Senator, Student	Aaron Schaefer (Chair)	Classified Staff, Student Life & Leadership Manager
Marissa Garcia	ASCSM Senator, Student	Diana Thomas	Fitness Center General Manager, SMAC
Fauzi Hamadeh	Classified Staff, Student Life & Leadership Assistant		

Disciplinary Hearing Committee

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

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.

George Kramm	Faculty	Henry Villareal	Dean, Enrollment Services (Judicial Officer)
Samantha Trump	Student	Andreas Wolf (Chair)	Dean, Kinesiology, Athletics, & Dance
Makiko Ueda	Faculty		

Innovation Grants

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

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 fire fighting.
- 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

<http://collegeofsanmateo.edu/institutionalcommittees/iec.asp>

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:

Renee Bu	Faculty	Danni Redding Lapuz (Chair)	International Student Program Manager
Sandra Stefani Comerford	Vice President of Instruction	Jan Roecks	Vice President of Administrative Services
Jennifer Hughes	Vice President of Student Services	Brandon Smith	Faculty
Yaping Li	Faculty	Henry Villareal	Dean, Enrollment Services
Mario Mihelcic	Staff	Danuta Wang	Student

Professional Development – Needs to be updated for Fall 2014

<http://collegeofsanmateo.edu/professionaldevelopment/>

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.

To be determined.

Safety

<http://collegeofsanmateo.edu/emergency/safetycommittee.asp>

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	Jane McAteer	Director, Nursing
Maribeck Boosalis-Oler	Faculty	Ann Mitchell	Classified Staff
Michael Celeste	SMCCCD, Director of Public Safety	Vijiyalakshmi Raman	Classified Staff
Gloria D' Ambra	Classified Staff	Jan Roecks	Vice President of Administrative Services
John Galloway	Faculty	Michele Rudovsky	Facilities Operations Manager
Bryan Gerbig	Classified Staff	Diana Thomas	General Manager, SMAC-Fitness Center
Caroline Khoury	Student Rep	Brian Tupper	Chief Public Safety Officer
Charles La Mere	Classified Staff	Jane Wong	Classified Staff

Scholarship Committee

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

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	Mario Mihelcic	Classified Staff
Arnett Caviel (Chair)	Faculty	Rudy Ramirez	Faculty
Karen Chadwick (Coordinator)	Classified Staff	Roberta Reynolds	Faculty
Olivia Cortez-Figueroa	Classified Staff	Finausina Tovo	Classified Staff
Jesenia Diaz	Faculty	Michelle Warner	Faculty

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	Kristi Ridgway	Secretary (Interim)
Theresa Martin	Vice President	Rosemary Nurre	Treasurer

Academic Senate Governing Council

<http://collegeofsanmateo.edu/academicssenate/>

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	Joe Mangan	Kinesiology/Athletics/Dance
Theresa Martin	Vice President	Larry Owens	Kinesiology/Athletics/Dance
Kristi Ridgway	Secretary (Interim)	Timothy Maxwell	Language Arts
Rosemary Nurre	Treasurer	Kathleen Steele	Language Arts
James Carranza	Past President	Stephanie Roach	Library
Steven Gonzales	Business/Technology	Carlene Tonini-Boutacoff	Math/Science
Steven Lehigh	Creative Arts/Social Science	Santiago Perez Etchavarria	Math/Science
Michele Titus	Crative Arts/Social Science	Martin Bednarek	Student Services
		Kathy Sammut	Student Services

College Assessment Committee (also called: Student Learning Outcomes Assessment Committee)

http://collegeofsanmateo.edu/sloac/assessment_committee.asp

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).

2014-2015 Members:

Jennifer Taylor-Mendoza (Chair)	Dean, Academic Support & Learning Technologies	Teresa Morris, Librarian	Library
Lilya Vorobey, Drafting Technology	Business/Technology	David Locke, Physics	Math/Science
Kevin Sinarle, DSPS	Counseling/Student Services	Santiago Perez Etchavarria, Biology	Math/Science
Jane Jackson, Music	Creative Arts/Social Science	Lakshmikanta Sengupta, Biology	Math/Science
Denaya Dailey, Fitness	Kinesiology, Athletics & Dance	Tabitha Conaway, Learning Center	Classified Staff
Madeleine Murphy, English	Language Arts	Samantha Trump	Student

Committee On Instruction (COI)

<http://collegeofsanmateo.edu/committeoninstruction/>

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.

2014-2015 Members:

Melissa Green	Business/Technology	Ken Brown	Math/Science
Vacant	Business/Technology	Christopher Smith	Math/Science
Martin Bednarek	Counseling	Shana Young	Physical Education
Mary Valenti	Counseling	George Silva	ASCSM Student Representative
Nico van Dongen	Creative Arts/Social Science		
Kimberly Escamilla	Language Arts	<u>Non-voting members:</u>	
Anne Stafford	Language Arts	Sandra Stefani Comerford	Instruction Office, Vice President of Instruction
Teresa Morris (Chair)	Library	Ada Delaplaine	Instruction Office, Staff
Kalina Tabatt	Library	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
		Niruba Srinivasan	Registrar

Learning Support Centers Coordination Committee (LSC)

<http://collegeofsanmateo.edu/labs/lsccommittee.asp>

Purpose: The mission of the Learning Support Centers Coordination Committee (LSC³) is to facilitate the effective and efficient operations of the learning support centers at CSM through a collaborative effort focused upon student success.

The goals of the LSC³ are to develop a shared purpose: 1. to promote student scholarship and achievement by providing comprehensive academic support across the disciplines; 2. to provide equity through equal access and support services for all students; and 3. to inform the CSM community of the various services available.

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

Theresa Martin	Anatomy & Physiology Center	Kathy Diamond	Integrated Science Center
Russell Cunningham	Business Computer Center	Dean Drumheller	Integrated Science Center

Melissa Green
Yaping Li
Kate Motoyama
Ron Andrade **(Co-Chair)**
Patti Appel
Colby Nixon

CIS Computer Center
Communication Studies Resource Center
Communication Studies Resource Center
CSM Learning Center
Digital Media Computer Center
Modern Language Center

Lena Feinman
Cheryl Gregory
Jane McAteer
Kristi Ridgway **(Co-Chair)**
Jamie Marron
Juanita Alunan
Kathleen Steele

Math Resource Center
Math Resource Center
Nursing Skills Center
Reading & ESL Center
Reading & ESL Center
Writing Center & English 800 Center
Writing Center & English 800 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.

Janet Black
John Boggs
Lorrita Ford
Martha Menendez

Faculty
Peninsula Library System
Director, Library & Learning Services
Staff

Roberta Reynolds **(Co-Chair)** Faculty
Darryl Stanford Faculty
Nick Vasquez Student
Lilya Vorobey Faculty

Archive

College Council (Suspended In Fall 2014)

<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.

Valerie Anderson	Resource Staff	Cynthia James	Classified Staff
Juanita Marie Celaya	Promotions/Web Content Coord, KCSM	David Laderman	President, Academic Senate
Christopher Cheung	Student	Theresa Martin	Faculty
Michael Claire	College President	Eileen O'Brien	Classified Staff
Gary Dilley	Interim Vice President of Instruction	Krystal Romero	Director, Student Support Services
Maggie Garcia	Student	Aaron Schaefer	Classified Staff
Amanda Governale	Student	Haley Sharpe	Student
Jennifer Hughes	Vice President of Student Services		

President's Council (Suspended for Fall 2014)

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

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

Art on Campus Committee (AOC)

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

Purpose: Reports to the college president.

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

<http://collegeofsanmateo.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
Gary Dilley	Ex Officio (Interim Vice President, Instruction)	Henry Villareal (Co-chair)	Dean, Enrollment Services

Enrollment Management Committee [Note: For Spring 2013, EMC was to be reconfigured with new membership and a new mission. Andreas Wolf was to serve as co-chair; two IPC Task Forces resulted each with a focused mission.]

<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	Kevin Sinarle	Faculty
Bev Madden	Director, Community Relations, Marketing, & Outreach	Anna St. Amand	Classified Staff
Mike Mitchell	Classified Staff	Andreas Wolf (Chair)	Dean, Kinesiology, Athletics, & Dance
Marsha Ramezane (Recorder)	Dean, Counseling, Advising, & Matriculation		

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	Kathy McEachron	Classified Staff
Sandra Stefani Comerford (Chair)	Vice President of Instruction	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	Brittany Arthur	Student
Lorrita Ford	Ex Officio (Director, Library & Learning Services)	Rene Renard	Classified Staff
Kevin Henson (Chair)	Dean, Creative Arts & Social Science		

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.

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

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.

AD HOC TASK FORCES

IPC Ad Hoc Steering Committee (2013/14)

<http://collegeofsanmateo.edu/institutionalcommittees/ipcsteering.asp>

Membership:

Kitty Brown	Faculty, Counseling	Allison Herman	Adjunct Faculty, Language Arts
Michelle Brown	Faculty, Business/Technology	Joyce Heyman	Faculty, Language Arts
Dave Danielson	Faculty, Creative Arts/Social Science	Joe Mangan	Faculty, P.E./Athletics/Dance
Laura Demsetz	Faculty, COI chair, Steering Committee Co-chair	Mike Mitchell	Staff, Student Services
Cynthia Erickson	Adjunct Faculty, Business/ Technology	Rosemary Nurre	Faculty, Business/Technology
Mike Galisatus	Faculty, Creative Arts/Social Science	Marsha Ramezane	Dean, Student Services
Cheryl Gregory	Faculty, Math/Science	Michelle Schneider	Staff, Instruction
Mohammed Haniff	Student	Huy Tran	Faculty, AS Vice President, Steering Committee Co-chair
Kevin Henson	Dean, Instruction		

Math Task Force (2013/14)

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

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.

Membership:

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

Student Engagement Task Force

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

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.

Membership:

Cynthia Erickson	Faculty	Kathleen Ross	Dean, Business & Technology
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Fauzi Hamadeh Classified Staff
Rosemary Nurre Faculty

Aaron Schaefer **(Chair)** Classified Staff
Andreas Wolf Dean, Kinesiology, Athletics, & Dance