

CSM Mission

College of San Mateo is committed to serving the broad educational needs of the local community, as well as the Bay Area and world community. Our goal is to foster student success while celebrating the cultural diversity of our campus. Providing effective and accessible pathways, we aim to ensure equitable opportunities for all our students and to empower them to become engaged 21st century citizens.

Vision/Values Statement

Equity	We are committed to creating a campus climate wherein everybody is welcome, celebrated, and an integral part of the campus. We believe that all students are entitled to a learning environment that celebrates their voice, fosters their agency, and develops their capacity for self-advocacy.
Academics	CSM takes great pride in its commitment to academic excellence. Our goal is to facilitate engaged, informed citizenship and successful, satisfying careers for our students. We see our campus as a vibrant hub of intellectual rigor and relevance. As such, we embrace mindful learning, information literacy, and independent thinking to ensure a dynamic, innovative workforce and transfer population.
Community	Consistent with our commitment to equity, CSM strives for a vibrant, inclusive and safe college community. In support of this, we must recruit and retain a diverse faculty and staff and foster professional development informed by critical pedagogy and aligned with our college mission. Together, we aim to create an environment that fosters collegiality and empowers our students to reach their full potential inside and outside the classroom.
Governance	Because the college's success is intricately linked to the collective wisdom and values of its students, faculty, staff, and administrators, we strive for an inclusive, collaborative and transparent decision making process and governance. To this end, we strive to ensure that communication is multidirectional and incorporates feedback from the entire campus community.

I. Code of Ethics

Classified Staff Statement of Ethics

I. Equity, Diversity, and Inclusion

Classified Employees support individuals based on their needs in order to be successful, recognizing and welcoming the cultural richness within our community.

- We work to identify and eliminate barriers that impede student learning and development or discriminate against full participation by all students.
- We examine the influence of power on the experiences of diversity and equity to reduce marginalization and foster community.
- We promote authenticity, mutual empathy, respect, and engagement within human interactions.

II. Student Success and Engagement

Classified Employees encourage students to develop their curiosities and passions through active learning, collaboration, and exposure to leadership opportunities.

- We foster an environment where students feel empowered to make decisions.
- We create environments that are supportive of the growth and development of the whole person.
- We provide and complement in-class learning with experiential learning.
- We collaborate with others for the good of our students.
- We recognize the critical role that classified play in student success.

III. Community Partners and Collaboration

Classified Employees foster cooperative and collaborative engagement to create a positive impact in our community.

- We promote positive change in society through education.
- We prepare students for success in a global economy.
- We engage in open lines of communication.
- We collaborate with others for the good of those whom we serve.

IV. Professional Learning and Autonomy

Classified Employees promote and support best practices and educational opportunities for the development and empowerment of our community.

- We strive for quality and excellence in the work that we do.
- We foster an environment where colleagues feel informed, connected, and empowered to make decisions.
- We engage in continuing educational, professional, and personal development.

V. Accountability

Classified Employees maintain high professional and personal standards while fostering an environment of truth, trust, and transparency.

- We demonstrate loyalty and commitment to our community.
- We honor and operate within the framework of laws and policies.
- We maintain confidentiality of interactions, student records, and information related to legal and private matters.
- We pledge to do no harm.
- We strive for transparency and aim to avoid conflicts of interest or the appearance thereof.
- We exercise good stewardship of resources.

Some concepts from this statement were taken from Council for the Advancement of Standards (2006). CAS statement of shared ethical principles. In Council for the Advancement of Higher Education (Ed.), *CAS professional standards for higher education* (6th Ed.). Washington, DC: Author.

Adopted February 2018

Faculty Code of Ethics

The San Mateo Community College District Academic Senate adopted in May 2008 the American Association of University Professor's statement on professional ethics (1987):

According to the SMCCD Academic Senate, which includes faculty members at Canada College, College of San Mateo, and Skyline College:

"The San Mateo Community College District Academic Senate has recognized that membership in the academic profession carries with it special responsibilities. The *Statement on Professional Ethics* that follows sets forth those general standards that serve as a reminder of the variety of responsibilities assumed by all members of the profession.

1. Professors, guided by a deep conviction of the worth and dignity of the advancement of knowledge, recognize the special responsibilities placed upon them. Their primary responsibility to their subject is to seek and to state the truth as they see it. To this end professors devote their energies to developing and improving their scholarly competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. They practice intellectual honesty. Although professors may follow subsidiary interests, these interests must never seriously hamper or compromise their freedom of inquiry.
2. As teacher, professors encourage the free pursuit of learning in their students. They hold before them the best scholarly and ethical standards of their discipline. Professors demonstrate respect for students as individuals and adhere to their proper roles as intellectual guides and counselors. Professors make every reasonable effort to foster honest academic conduct and to ensure that their

- evaluations of students reflect each student's true merit. They respect the confidential nature of the relationship between professor and student. They avoid any exploitation, harassment, or discriminatory treatment of students. They acknowledge significant academic or scholarly assistance from them. They protect their academic freedom.
3. As colleagues, professors have obligations that derive from common membership in the community of scholars. Professors do not discriminate against or harass colleagues. They respect and defend the free inquiry of associates. In the exchange of criticism and ideas professors show due respect for the opinions of others. Professors acknowledge academic debt and strive to be objective in their professional judgment of colleagues. Professors accept their share of faculty responsibilities for the governance of their institution.
 4. As members of an academic institution, professors seek above all to be effective teachers and scholars. Although professors observe the stated regulations of the institution, provided the regulations do not contravene academic freedom, they maintain their right to criticize and seek revision. Professors give due regard to their paramount responsibilities within their institution in determining the amount and character of work done outside it. When considering the interruption or termination of their service, professors recognize the effect of their decision upon the program of the institution and give due notice of their intentions.
 5. As members of their community, professors have the rights and obligations of other citizens. Professors measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as private persons, they avoid creating the impression of speaking or acting for their college or university. As citizens engaged in a profession that depends upon freedom for its health and integrity, professors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

For more information, see: <https://smccd.edu/academicsenate/code-of-ethics.php>

Student Code of Ethics

Students are expected to adhere to and practice the Code of Ethics on a District and college level and while representing the District or college of the District.

I. Representation

Every student of the District is expected to represent him or herself honestly and respectfully in all situations, whether orally or in written statements. Honest and respectful representation includes, but is not limited to, providing only truthful material information on all District applications, financial aid forms, waivers, and any other official document. Students are also expected to behave respectfully to all administrators, faculty, staff, students, and visitors in a District or college environment

and to behave respectfully when representing the District or any of the colleges at off-campus events. Students will not consciously misrepresent him or herself to any member of the District or college community or to any other person while representing the District or any college.

II. Academic Honesty

Students are expected to maintain the highest standards of academic integrity. Work that is not of the student's own creation will receive no credit. If a student is uncertain of what these standards are, he or she may consult his or her instructor for appropriate counsel, but a student's ignorance is no legitimate defense for academic dishonesty. Academic dishonesty includes lying, cheating, stealing, and using unauthorized materials on any assignment, quiz or exam.

- The act of lying is to intentionally provide false information or a false statement with the purpose of misleading or with irresponsible regard of the truth. Lying, in both academic and non-academic activities, is impermissible.
- Cheating is acting dishonestly in order to gain an unfair advantage. Cheating includes giving or receiving unauthorized aid on any assignment, quiz, or exam. Instructors must be consulted regarding which materials are acceptable for students to use on any assignment, quiz, or exam. Not complying with the restrictions of the instructor will result in appropriate discipline, as decided by the instructor or department. Cheating also includes using the same material of work previously used for another course unless the student has permission from the instructor to do so. Cheating furthermore includes plagiarism, which is when a student uses the ideas of another and declares it as his or her own. Students are required to properly cite the original source of the ideas and information used in his or her work.
- Stealing is the act of taking without permission and without intention to return. The prohibition of stealing includes property of any nature as well as academic work.

III. Respect for District Rules and Regulations

Students of the District are expected to adhere to the rules and regulations set by the District.

- **School Property:** Graffiti and defacement of school property is unacceptable and a violation of District Rule and Regulation. Students shall be responsible for the costs of the damages resultant from their behavior. In order to ensure that the District and campus facilities remain in pristine condition, students are also expected to report instances of graffiti or defacement of school property immediately as well as consciously account for or dispose properly of their belongings.
- **Illegal Substances:** The use of illegal drugs and alcohol is not permitted on District or college property as well as the abuse or misuse of prescription drugs.
- **Sexual Assault and Harassment:** Students shall refrain from using language or acting in a manner that is disrespectful or inappropriate towards other students

and members of the District/college community. Sexual assault and harassment is inexcusable and shall result in disciplinary action in accordance with District or college policy.

IV. Respect for the Open Exchange of Ideas

Students shall be guaranteed that their First Amendment right of Freedom of Speech will be observed by all District and college members, including other students. Students are encouraged to engage others in thoughtful and meaningful dialogue while refraining from acting or using language with malicious intent.

Classroom Conduct: Students must behave respectfully toward their peers and professors. In the classroom setting, students may not interrupt their classmates or professor, make fun of them or their expressed views, or disrupt the learning environment. It is important to maintain the best learning environment for all students and professors.

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II. Participatory Governance at CSM

1. Definition

Participatory governance is a set of structures and processes that:

- Involve the genuine participation of faculty classified staff, students, and administrators; and
- Effectively captures their collective wisdom and voice to reach the best recommendation(s) for the decision-maker(s) and for the good of the campus community.

2. Training

- a. General training: The Institutional Planning Committee (IPC) shall develop, and advise the college administration on the implementation of, a participatory governance training program for faculty, classified staff, administrators, and students. By participating in the program, individuals should, at a minimum, acquire or enhance skills in:
 - i. Problem solving and decision making (particularly consensus decision making)
 - ii. Conflict resolution
 - iii. Effective meeting management, facilitation, and participation
 - iv. Data gathering and analysis
 - v. Basic budgeting and accounting
- b. Institutional Planning Committee: As a condition of IPC membership, and in addition to the general training, every member shall, in a manner and to the extent determined by IPC, complete the special IPC training for members.
- c. For more detailed training information, see Appendix C.

3. Consensus Decision Making (Institutional) vs. Robert's Rules of Order (Senates)

4. Defining Quorum

- a. Fifty-percent of the members plus one shall constitute quorum at any meeting of CSM's institutional committees.

5. The Brown Act

The Brown Act is a California state law (California Code Section 54950, et seq.) oftentimes referred to as a "sunshine" law. The intent of the law is to provide the public with reasonable notice of the business that public entities will be undertaking at their meetings. Because they are standing boards that are recognized by the Board of Trustees, which falls under the Brown Act, committees such as the Academic Senate, the Classified Senate, and the Associated Student Senate must follow the rules of the Brown Act. However, many College-level committees, which are advisory, are exempt from the Brown Act.

For the purposes of the Brown Act, a meeting is defined as any gathering of a majority of the members of a covered board to hear, discuss, or deliberate on

matters within the agency's or board's jurisdiction (§ 54952.2(a)). (The law does provide exceptions for social gatherings and trainings.) The board does not have to be taking a vote or other action for the gathering to be considered a meeting, nor must the members be meeting face-to-face.

BEST PRACTICES

- a. While the Brown Act may not specifically apply to most College-level committees, it does outline some requirements that may be adopted as best practices.
- b. Transparency – Unless there is a need for confidentiality, meetings should generally be open to the campus community.
- c. Quorum – The minimum number of members necessary for a meeting to take place is a simple majority (50 percent plus 1).
- d. Agendas and Minutes – Agendas for upcoming meetings should be posted at least 72 hours in advance of the meeting in an open and public place accessible by the entire campus community. Minutes, if available, should be distributed at the same time. Agendas and minutes should also be posted online.
- e. Materials – Any materials made available to the members of the committee should be made available to members of the public.
- f. Public Participation – As long as they are not disruptive, members of the public should be able to participate in the discussion of agenda items. Reasonable time limits may be placed on discussion in order to make sure the group is able to complete its business.
- g. Votes – If the group must take a vote on an item (i.e. the consensus model is not being used), all votes should be public and open (no secret ballots).

Also see: *Open and Public V – A Guide to the Ralph M. Brown Act* (2016); League of California Cities.

Note: The above information is being provided as guidance. It is not intended to serve as legal advice. If you have a question about whether or not a committee falls under the Brown Act, please contact the person responsible for that committee for clarification.

6. Robert's Rules of Order

a. Overview

- i. Robert's Rules of Order is a system of parliamentary procedure that is used to insure the smooth operation of meetings of medium to large groups. Continuously updated since the 1870s, it

is utilized by a variety of boards and groups because it provides for the voice of the minority to be heard while allowing the majority to make sure action takes place.

- ii. When applied neutrally, Robert's Rules is an effective tool to facilitate meetings. However, it can be wielded in ways that shut down debate and prevent discussion. It is also extremely complex – the 11th Edition clocks in at over 700 pages. Employing a “loose” or relaxed interpretation of Robert's Rules can help avoid these issues.

b. Best practices

- i. Robert's Rules of Order is not legally mandated or binding. It is simply a guide to help facilitate meetings.
- ii. Motion and Second – A motion to do something – discuss, approve, etc. – means that at least one person in the group is ready to move forward on an item. A second insures that one person isn't dictating the actions of the group. Under Robert's Rules, this is enough for the entire body to take up an item.
- iii. Amendments – Almost any motion can be amended by a member of the board. When handling amendments, it is easiest to ask the members who made the original motion and second if they agree with the amendment. If they do not or if a member objects, the amendment will have to be taken to a formal vote.
- iv. “If There Are No Objections” – The chair may employ this phrase for routine business items, such as approving the agenda or minutes. It saves from having to take a full vote. If a member does voice objection, however, a formal vote is required.

7. Annual Reports

- a. IPC shall create a report of the committee's activities over the academic year, which will be shared with the campus community.
- b. This report should be approved at the final IPC meeting and shared with the campus by the day of commencement.

III. Faculty, Staff, and Student Appointments to Institutional Committees and Task Forces

Evaluation Committees

1. The Evaluation Guidance Committee, which is comprised of representatives from the Academic Senate and AFT, will provide evaluators and evaluatees an orientation to the evaluation process by week 2 of the fall (tenure-track and adjunct evaluations) and the spring (tenured and adjunct evaluations).
2. Tenured Faculty Evaluation Committees: Per Appendix G of the AFT contract, the faculty of each division and their respective deans should create one evaluation committee of three to five tenured faculty for the whole division. The division dean should forward the composition of the tenured faculty evaluation committee to the Academic Senate president for approval by the end of the fall semester.
3. Tenure-Track Faculty Evaluation Committees: Per Appendix G of the AFT contract, tenured faculty should be recommended by division faculty in collaboration with their respective deans to serve on the division's tenure-track evaluation committees. Each member of the faculty going through tenure review should have his/her own committee. The dean should submit the tenure-track evaluation committee to the Academic Senate president for approval by the end of the spring semester (including any changes in membership).
4. Adjunct Evaluators: Per Appendix G of the AFT contract, the evaluatee and division dean should choose a full-time (tenure or tenure-track) evaluator collaboratively. The names of adjunct evaluators do not need to be forwarded to the Academic Senate.

Hiring Committees

1. Hiring Committees for Administrative and Classified Staff
 - a. According to the SMCCCD Human Resources guide "Administrative & Classified Staff Selection Procedures" (Oct. 2014), hiring managers must abide by the following guidelines in creating administrative and classified staff hiring committees:
 - i. "The Office of Human Resources will notify the CSEA of the hiring manager's appointments and nominations for classified members of the screening committee . . . CSEA will notify the Office of Human Resources of its approval of the classified nominees or appoint alternate members within seven (7) calendar days of initial notice to CSEA. If CSEA does not respond within this period of time, the screening process may commence without formal CSEA approval of the screening committee members" (4).
 - ii. "Screening committee members for administrative positions are proposed by the appropriate Vice President, and appointed by the College President or his/her designee . . . The President of the

Associated Students may appoint up to two student representatives to Vice President, President, and Chancellor screening committees. The Academic Senate will appoint faculty members. Classified members of screening committees for administrative positions will be nominated and appointed following the same procedure as outlined for classified positions.”

2. Hiring Committees for Faculty

- a. According to Administrative Policy 3.15.3: Faculty Hiring, “The selection of Screening Committee members will be collaborative. Faculty members on the Screening Committee will be proposed by discipline faculty and the appropriate Dean and approved by the Academic Senate Governing Council. The college administration will identify the name of an administrator to serve on the committee. As appropriate, student representation shall be determined by the President of the Associated Students. If a representative of classified employees is desired, the appointment to the Committee will be made by CSEA. The names of the identified faculty and administrator will be forward for review by the appropriate Vice President and College EEO Committee (within the scope of its responsibility). The College President will appoint the Screening Committee upon review of the proposed Committee members.”

Institutional Committee Appointments

1. Faculty Appointments

- a. Per Title V 53203(f), the Academic Senate is responsible for “the appointment of faculty members to serve on college or district committees or task forces, or other groups dealing with academic and professional matters.”
- b. Administrators should collaborate with the Academic Senate president to identify faculty to serve on the above committees.
- c. Faculty nominations will be approved at regular Academic Senate meetings, and the committee chair or responsible administrator should submit the names to the Academic Senate president the Thursday before the Academic Senate meeting, per the Brown Act.
- d. Per the Academic Senate by-laws, the Academic Senate president, in collaboration with the Academic Senate executive committee, will approve faculty nominees to college committees, as needed (e.g. during winter and summer recesses).

2. Classified Staff Appointments

- a.

3. Associated Student Appointments

- a.

4. Removal of Committee Members

- a. If an individual who holds membership by virtue of his or her office ceases to hold that office, they shall cease to be a member.
- b. Any designated members may be removed, with or without cause, by the organization that designated the member (e.g. Academic Senate, ASCSM, Cabinet, Classified Senate, CSEA).
- c. If an individual's term has expired, he or she shall cease to be a member unless their term is renewed by the organization that designated the member.

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Appendix A: College of San Mateo Committees

The Academic Senate

Academic Senate

Purpose	The Academic Senate shall make recommendations regarding academic and professional matters to the District Academic Senate, the College and District administration, the Board of Trustees, and to other appropriate individuals and bodies.
Functions	The Academic Senate has purview over the following academic and professional matters, per Title V, section 53200: <ol style="list-style-type: none"> 1. Curriculum, including establishing prerequisites 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 process 8. Policies for faculty professional development activities 9. Processes for instructional planning and budget development 10. Other academic and professional matters as mutually agreed upon
Recommends to	District Academic Senate, Cabinet, Institutional Planning Committee and Board of Trustees
Executive Committee Selection	Faculty-wide election for President, Vice President, Treasurer, and Secretary
Membership	<ul style="list-style-type: none"> • Two representatives from each instructional division – Academic Support and Learning Technologies, Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> ◦ These representatives are elected each spring by their division’s faculty peers. • One student appointed by ASCSM (ex-officio)
Term Limits	Two years. Division representatives’ terms should be staggered.
Staff	n/a
Quorum	50% of the members plus one
Brown Act	Yes
Type of decision making	Robert’s Rules
Accreditation Standards/ Institutional Priorities	Title 5, sections 53200 - 53207 Board Policy 2.05 Academic Senate

Academic Senate Sub-committees

Committee on Instruction (COI)

Purpose	Committee on Instruction shall report and recommend to Senate and advise the Vice President, Instruction, concerning curriculum, instructional courses and programs, and instructional procedures, including program review.
Functions	<ol style="list-style-type: none"> 1. Carry on a regular review of the college curriculum 2. Inform faculty of and oversee adherence to curricular aspects of the Education Code 3. Consider for recommendation proposals for new courses and programs 4. Consider for recommendation all deletions, classifications, and changes in courses and programs
Recommends to	Board of Trustees and Academic Senate
Chair selection	Committee election from among current or recent members
Membership	<ul style="list-style-type: none"> • Two representatives from each instructional division – Academic Support and Learning Technologies, Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> ○ These representatives are elected each spring by their division’s faculty peers. • Two students appointed by ASCSM (voting) • Vice President of Instruction (ex-officio) • Curriculum specialist (ex-officio) • Matriculation officer (ex-officio)
Term Limits	Two years. Division representatives’ terms should be staggered.
Staff	n/a
Quorum	50% of the members plus one
Brown Act	Yes
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	Title V, section 53200 Board Policy 6.13.2 Curriculum Committees AS By-laws, Article IX

College Assessment Committee

Purpose	College Assessment Committee shall report and recommend to Senate, advise the Vice President, Instruction, and Accreditation Liaison Officer concerning student learning outcomes and assessment of courses, programs, and the institution. CAC will provide the student learning outcome (SLO) assessment cycle, a process fostering dialogue, and a vehicle for continuous education improvement.
Functions	<ol style="list-style-type: none"> 1. Develop, promote, and implement student learning outcomes and assessment at the course, program and college level 2. Integrate Student Learning Outcomes and Assessment with other college initiatives 3. Assist faculty, department heads, and deans to integrate assessment of student learning outcomes activities and data into the program planning and review process 4. Document the progress of every year's student learning outcomes assessment activities and accomplishments across the campus, including instructional and non-instructional areas 5. Carry on regular review of SLOs and resource issues that impact the college
Recommends to	Academic Senate, Vice President of Instruction, Accreditation Liaison Officer
Chair selection	Committee election from among current or recent members
Membership	<ul style="list-style-type: none"> • Two representatives from each instructional division – Academic Support and Learning Technologies, Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> ○ These representatives are elected each spring by their division's faculty peers. • Dean, Academic Support and Learning Technologies (ex-officio)
Term Limits	Two years. Division representatives' terms should be staggered.
Staff	n/a
Quorum	50% of the members plus one
Brown Act	Yes
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Center for Academic Excellence Committee

Purpose	The Center for Academic Excellence Committee shall report and recommend to Senate and advise the Dean of Academic Support and Learning Technologies regarding professional development activities. The primary focus and purview of the committee shall be faculty professional development and pedagogy, but the committee shall also oversee and facilitate professional development for staff and other college employees. The CAEC may establish committees as needed on other professional development matters, as it deems necessary. All responsibilities of the CAEC shall be carried out in accordance with applicable State Laws.
Functions	<ol style="list-style-type: none"> 1. Oversee, develop and facilitate professional development activities for faculty and staff 2. Inform faculty of pertinent local and statewide opportunities for professional growth 3. Collaborate with college administration and staff to ensure support and innovation regarding professional development 4. Collaborate with Committee on Instruction, the College Assessment Committee, the division of Academic Support and Learning Technologies, and other relevant college programs and services to achieve high-quality instruction and student success
Recommends to	Academic Senate, Dean, ASLT
Chair selection	Committee election from among current or recent members
Membership	<ul style="list-style-type: none"> • Two representatives from each instructional division – Academic Support and Learning Technologies, Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> ○ These representatives are elected each spring by their division’s faculty peers. • Dean, Academic Support and Learning Technologies (ex-officio)
Term Limits	Two years. Division representatives’ terms should be staggered.
Staff	n/a
Quorum	50% of the members plus one
Brown Act	Yes
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Library Advisory Committee

Purpose	Library Advisory Committee shall report and recommend to Senate, advise the Vice President, Instruction, Director of Learning Commons, and the Board concerning library policies. The committee fosters communication among the library, the faculty, and the larger college community.
Functions	<ol style="list-style-type: none"> 1. Work to ensure that the library satisfies accreditation requirements and has the capacity to support student success in developmental education, transfer readiness, workforce development, and information competency 2. Work to ensure that the library receives adequate institutional funding to implement best practices for academic libraries in the areas of faculty and classified staffing, information resources and related technologies for on-campus and distance education access services, student learning outcomes, and design and maintenance of the physical facility 3. Raise visibility and facilitate communication about library and information resources to the greater college community 4. Review regularly Library technology, facility, and resource issues that impact the campus community
Recommends to	Academic Senate, VPI, Director of Learning Commons, the Board of Trustees
Chair selection	Committee election from among current or recent members
Membership	<ul style="list-style-type: none"> • Two representatives from each instructional division – Academic Support and Learning Technologies, Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> ○ These representatives are elected each spring by their division’s faculty peers. • Director of Learning Commons (ex-officio)
Term Limits	Two years. Division representatives’ terms should be staggered.
Staff	n/a
Quorum	50% of the members plus one
Brown Act	Yes
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Administrative Groups

President's Cabinet

Purpose	
Functions	<ol style="list-style-type: none"> 1. Advises the college President on academic, student services, business, and personnel policy matters relating to the college 2. Prepares recommendations on these matters for consideration by the President
Recommends to	College President
Chair selection	n/a
Membership	<ol style="list-style-type: none"> 1. College President 2. Vice President, Administrative Services 3. Vice President, Instruction 4. Vice President, Student Services
Term Limits	n/a
Staff	n/a
Quorum	n/a
Brown Act	No
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Management Council

Purpose	
Functions	<ol style="list-style-type: none"> 1. 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
Recommends to	College President
Chair selection	n/a
Membership	<ol style="list-style-type: none"> 1. President's Cabinet (President, VP of Administrative Services, VP of Instruction, VP of Student Services) 2. Deans of ASLT, Business/Technology, Counseling, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, PRIE 3. Directors of Community Relations, Disability Resource Center, Equity, and Learning Commons 4. Facilities Operations Manager, CSM 5. Chief Public Safety Officer
Term Limits	n/a
Staff	n/a
Quorum	n/a
Brown Act	No
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Instructional Administrators' Council

Purpose	
Functions	1. Reviews, recommends, and coordinates instructional matters for the college
Recommends to	Vice President of Instruction
Chair selection	n/a
Membership	1. Vice President of Instruction (chair) 2. Deans of ASLT, Business/Technology, Counseling, Creative Arts/Social Sciences, Kinesiology, Language Arts, and Math/Science
Term Limits	n/a
Staff	n/a
Quorum	n/a
Brown Act	No
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Student Services Administrators' Council

Purpose	
Functions	1. Reviews, recommends, and coordinates student services matters for the college
Recommends to	Vice President of Student Services
Chair selection	n/a
Membership	1. Vice President of Student Services 2. Director of Health Services 3. Dean of Counseling, Advising, and Matriculation 4. Dean of Enrollment Services
Term Limits	n/a
Staff	n/a
Quorum	n/a
Brown Act	No
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Student Services Council

Purpose	
Functions	<ol style="list-style-type: none">1. Discusses matters related to student services across programs and services2. Advises the Vice President of Student Services
Recommends to	Vice President of Student Services
Chair selection	n/a
Membership	<ol style="list-style-type: none">1. Vice President of Student Services2. Administrators, Classified Staff, Faculty from within student services3. ASCSM Student Appointee
Term Limits	n/a
Staff	n/a
Quorum	n/a
Brown Act	No
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	

Associated Students Senate

ASCSM Student Senate

Purpose	<p>The ASCSM Student Senate, in accordance with the California Education Code and Title 5 of the California Code of Regulations, is the recognized representative of the students of College of San Mateo to the Administration and Board of Trustees. The Student Senate is the officially recognized student voice in matters of participatory governance, policy development, and campus dialogue. The Student Senate is also responsible for advocating for the student voice locally, statewide, and nationally, and for promoting an engaging academic, cultural, and social environment on campus.</p>
Functions	<ul style="list-style-type: none">• The Associated Students have the sole right to make appointments for their student representatives to College and District committees, task forces, or other governance groups.• The Associated Students will be provided an opportunity to participate in formulation and development of District and College policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the Board of Trustees regarding such policies and procedures.• Except in unforeseeable emergency situations, the Board of Trustees shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formation of the policy or procedure or the joint development of recommendations regarding the action. District and College policies and procedures that have or will have a “significant effect on students” include the following:<ul style="list-style-type: none">a. grading policies;b. codes of student conduct;c. academic disciplinary policies;d. curriculum development;e. courses or programs which should be initiated or discontinued;f. formulation of policies and procedures concerning graduation requirements;g. processes for institutional planning and budget development;h. standards and policies regarding student preparation and success;i. student services planning and development;j. student fees within the authority of the District to adopt; andk. any other District and College policy, procedure, or related matter that the District governing board determines will have a significant effect on students.• The Board of Trustees will give reasonable consideration to recommendations and positions developed by students regarding District and College policies and procedures

	<p>pertaining to the hiring and evaluation of faculty, administration, and staff.</p> <ul style="list-style-type: none"> • Provide funding and support for campus events and activities, including those sponsored by an ASCSM Board, campus clubs and organizations, and college departments and programs. • Advocate locally, statewide, and nationally on issues that pertain to students and education. <p><i>See Board Policy 2.18 for additional information.</i></p>
Recommends to	College President and/or Board of Trustees
Membership	Members of the Student Senate are elected each spring for the following academic year. Students must have and maintain a minimum 2.0 GPA, be enrolled in 6.0 units at CSM, maintain satisfactory academic progress (a 50 percent or greater completion rate), and not be on academic probation, disciplinary probation, or suspension.
Officers and Senators	<ul style="list-style-type: none"> • President • Vice President • Finance Director • Secretary (ex officio) • One (1) Senator for each 650 students enrolled (currently 16) <p><i>See the ASCSM Constitution and Bylaws for more information.</i></p>
Meetings and Agendas	<p>The Student Senate meets every Monday at 2:15 p.m. during the fall and spring semesters. During the summer session, the Student Senate meets every other week.</p> <p>Members of the campus community may request an item be placed on the Student Senate agenda. The ASCSM President and Executive Cabinet review proposals to make sure they fall within the Student Senate's purview. The Student Senate also considers club proposals forwarded from the Inter Club Council (ICC).</p> <p>Meetings agendas include an opportunity for reports from officers, senators, college administration, advisors, and public comment.</p> <p>Agendas are posted online at http://collegeofsanmateo.edu/ascsm/agendas.asp and in accordance with the Brown Act.</p>
Brown Act	Yes
Type of decision making	Robert's Rules of Order
Accreditation Standards/ Institutional Priorities	<p>Board Policy 2.18</p> <p>Title V, section 51023.7</p>

ASCSM Executive Cabinet

Purpose	The ASCSM Executive Cabinet is responsible for the administrative matters of the Associated Students. Executive Cabinet is also responsible for recommending an annual budget to the Student Senate, for making recommendations regarding appointments to the ASCSM President, and for monitoring the activities of the Associated Students.
Functions	<ul style="list-style-type: none">• Develops and reviews the agenda for ASCSM Senate meetings.• Reviews the annual ASCSM Budget and any proposed revisions.• Recommends and reviews all appointments to the Student Senate, ASCSM Boards, and/or participatory governance committees.• Provides oversight and coordination for all ASCSM goals and activities.
Recommends to	ASCSM President
Membership	<ul style="list-style-type: none">• President (chair)• Vice President• Finance Director• Secretary (ex-officio)• Commissioner of Publicity• Vice Chair• Advocacy Board Chair (ex-officio)• Cultural Awareness Board Chair (ex-officio)• Programming Board Chair (ex-officio)
Meetings and Agendas	Meets at least 72 hours (3 days) prior to the Student Senate meeting on a day and time determined each semester by the membership. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order

ASCSM Advocacy Board

Purpose	The ASCSM Advocacy Board is charged with advocating locally, statewide, and nationally on issues that impact community colleges and community college students. The Advocacy Board lobbies local elected officials, state legislators in Sacramento, and national decision makers in Washington, DC. The Advocacy Board also works closely with the Student Senate for California Community Colleges (SSCCC) on statewide issues.
Functions	<ul style="list-style-type: none">• Researches, reviews, and makes recommendations regarding local, state, and national legislation that will have an impact on students.• Promotes civic engagement, including voter registration, candidate and issue research, and issues of social justice.
Recommends to	Student Senate
Membership	<ul style="list-style-type: none">• Senator who serves as Advocacy Board Chair• At least three members of the Student Senate• At least one at-large student
Meetings and Agendas	Meets once a week during the fall and spring semesters at a day and time determine by the membership. Does not meet during the summer session. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order

ASCSM Cultural Awareness Board

Purpose	The ASCSM Cultural Awareness Board engages the campus community regarding issues of equity, social justice, and diversity through advocacy, programming, and representation.
Functions	<ul style="list-style-type: none">Plans, organizes, and evaluates events and activities highlighting issues of equity, social justice, and diversity.Advocates for students on issues of access, equity, and diversity on campus, locally, statewide, and nationally.
Recommends to	Student Senate
Membership	<ul style="list-style-type: none">Senator who serves as Cultural Awareness Board ChairAt least three members of the Student SenateAt least one at-large student
Meetings and Agendas	Meets once a week during the fall and spring semesters at a day and time determine by the membership. Does not meet during the summer session. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order

ASCSM Programming Board

Purpose	The ASCSM Programming Board is responsible creating an entertaining and engaging social and cultural environment on campus.
Functions	<ul style="list-style-type: none">Plans, organizes, and evaluates events and activities that create connections, promote a sense of community, and provide opportunities for students to engage outside of the classroom.
Recommends to	Student Senate
Membership	<ul style="list-style-type: none">Senator who serves as Programming Board ChairAt least three members of the Student SenateAt least one at-large student
Meetings and Agendas	Meets once a week during the fall and spring semesters at a day and time determine by the membership. Does not meet during the summer session. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order

ASCSM Inter Club Council (ICC)

Purpose	The ASCSM Inter Club Council is responsible for coordinating events and activities to promote interest and awareness of student clubs and organizations; for recommending expenditures from budget accounts earmarked for supporting student clubs and organizations events and activities to the Student Senate; and for providing a forum for communication between the Associated Students and the Center for Student Life with active student clubs and organizations.
Functions	<ul style="list-style-type: none">• Discusses, reviews, and makes recommendations to the Student Senate regarding funding proposals by student clubs and organizations.• Coordinates events, activities, and initiatives to promote student clubs and organizations.• Provides a forum for communication and networking between student clubs and organizations, the Associated Students, and the Center for Student Life and Leadership Development.
Recommends to	Student Senate
Membership	<ul style="list-style-type: none">• ASCSM Senate Vice Chair (chair)• One (1) representative from each active student club or organization
Meetings and Agendas	Meets Wednesdays at 1:30 p.m. during the fall and spring semesters. Does not meet during the summer session. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order

Classified Senate

Classified Senate

Purpose	The College of San Mateo Classified Senate strives to represent classified staff employees in non-bargaining issues in the participatory governance process at CSM; represent the interests of classified employees in the development and formulation of College policies and procedures; disseminate information of importance to classified employees; promote the recognition of, appreciation for, and the value of the contributions of classified employees to the learning environment and the campus community; and to promote the continued professional and personal development of classified employees.
Functions	<ul style="list-style-type: none"> • Represents the voice of the classified staff at CSM in matters of participatory governance. • Makes recommendations to the CSEA President regarding classified staff appointments from CSM to any and all College and District committees, boards, task forces, etc. • Distributes information and solicits feedback on matters important to classified staff. • Recognizes and celebrates the contributions of classified staff to the campus environment and learning community. • Explores and implements professional development opportunities for classified staff.
Recommends to	College President and Board of Trustees
Membership	Officers and Senators are elected to two-year terms in biennial elections. The President with the advice and consent of the Senate appoints the Events Planning Committee Chair.
Officers and Senators	<ul style="list-style-type: none"> • President • Vice President • Treasurer • Secretary • Events Planning Committee Chair • Six (6) Senators
Meetings and Agendas	Meets at least once a month at a day and time determined by membership. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order
Accreditation Standards/ Institutional Priorities	Title V, section 51023.5

Classified Events Committee

Purpose	To foster and encourage community among members of the classified staff, and to recognize and promote the contributions of classified staff to the campus community.
Functions	Plans, develops, and promotes on- and off-campus events to create a sense of community among members of the classified staff.
Recommends to	Classified Senate
Membership	The Classified Senate President, with the advice and consent of the Senate appoints the Events Planning Committee Chair and committee members.
Officers and Senators	<ul style="list-style-type: none">• Events Planning Committee Chair• Five (5) At-Large Members
Meetings and Agendas	Meets as needed. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order

Classified Staff Professional Development Committee

Purpose	To develop, promote, and evaluate professional development opportunities for classified staff.
Functions	The Professional Development Committee is responsible for making recommendations regarding professional development opportunities for the classified staff. Works with the Center for Academic Excellence (CAE) committee to coordinate professional development initiatives with faculty, administrators, and students. Also reviews all classified professional development applications.
Recommends to	Classified Senate
Membership	The Classified Senate Vice President serves Chair. Other representatives serve two-year terms after appointment by the Classified Senate President with the advice and consent of the Senate and ratification by the CSEA President.
Officers and Senators	<ul style="list-style-type: none">• Classified Senate Vice President (chair)• College Business Officer (CBO)• Two (2) classified staff employees• One (1) classified supervisory employee.
Meetings and Agendas	Meets as needed. Agendas are posted online and in accordance with the Brown Act.
Brown Act	Yes
Type of decision making	Robert's Rules of Order

Institutional Planning Committees

Institutional Planning Committee (IPC)

Purpose	The mission of the Institutional Planning Committee is to ensure the implementation and ongoing assessment of the institutional planning process.
Functions	<ul style="list-style-type: none"> • Develop institutional priorities based on the SMCCCD Strategic Plan and the CSM Educational Master Plan • Ensure that budget allocations are based on institutional planning priorities and are relevant to the current fiscal environment • Establish measurable indicators for institutional priorities based on recommendations from the Office of Planning, Research, and Innovation (PRI), establish targets for those indicators, and monitor progress in meeting those targets • Ensure that participatory governance is properly followed across all participatory governance committees • Ensure the integration of the planning process, including, but not limited to, a coordinated, institutional approach in addressing college priorities and the interrelationships among institutional plans • Establish regular communication with the campus community regarding the institutional planning process • Assess on an annual basis the effectiveness of the Institutional Planning Committee and institutional planning process
Recommends to	College President
Chair selection	Tri-chair: Academic Senate president, Classified Senate president, Vice President, Student Services
Membership	<p>IPC shall be made up of the following members:</p> <p>Administrators</p> <ol style="list-style-type: none"> 1. President (ex-officio) 2. VP, Administrative Services 3. VP, Instruction 4. Dean, PRIE 5. Chief Business Officer 6. Director of Equity 7. Dean, ASLT <p>District Office</p> <ol style="list-style-type: none"> 1. Executive Vice Chancellor <p>Faculty</p> <ol style="list-style-type: none"> 1. SLO Coordinator 2. Professional Development Coordinator 3. Chair, Library Advisory Committee 4. Chair, Curriculum Committee 5. Faculty chair, Educational Equity Committee 6. Faculty DE Coordinator 7. Academic Senate Past President (ex-officio) <p>Staff</p> <ol style="list-style-type: none"> 1. 6 at-large classified employees <p>Students</p> <ol style="list-style-type: none"> 1. President, ASCSM

	<ul style="list-style-type: none"> 2. Vice President, ASCSM 3. Finance Director, ASCSM
Term Limits	n/a
Staff	PRIE Administrative Assistant
Quorum	50% of members plus one
Brown Act	No
Type of decision making	Consensus
Accreditation Standards/ Institutional Priorities	AP 2.75.1 Institutional Planning and Effectiveness

Draft

Distance Education and Educational Technology Committee (DEETC)

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.
Functions	<ul style="list-style-type: none"> • Help shape a college vision of distance education • Provide direction for integrating educational technology into all on-campus and distance education courses and programs • Guide departments, faculty, and staff towards an efficient, effective, and consistent use of educational technology • Recommend policies for quality and academic rigor of all distance education classes • Encourage faculty to participate in and make recommendations on the development of courses, course materials, and the use of appropriate educational technology • Help guide student accessibility and promote distance education courses as a viable option for pursuing educational goals • Develop procedures, in consultation with the Vice President of Instruction, reflective of the specifications of Title V, the ACCJC, and the Department of Education guidelines for educational technology and online instruction • Make recommendations to provide centralized online access to all student support services and resources – library, counseling, financial aid • Make recommendations to provide online support for students, such as creating an online readiness course for students struggling to use educational technology
Recommends to	IPC
Chair selection	Faculty Distance Ed Coordinator Instructional Technologist
Membership	<ul style="list-style-type: none"> • Two faculty representatives from each academic division • One representative from Information Technology Services • Professional Development Coordinator • Director, Disability Resource Center • Dean, Academic Support and Learning Technologies • One student representative
Term Limits	Two years, staggered
Staff	n/a
Quorum	
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Educational Equity Committee

Purpose	
Functions	
Recommends to	
Chair selection	
Membership	•
Term Limits	
Staff	
Quorum	50% of members plus one
Brown Act	
Accreditation Standards/ Institutional Priorities	BP/AP 7.20 Student Equity

Draft

Institutional Committees At-Large

Academic Standards Committee

Purpose	
Functions	1. 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
Recommends to	n/a
Chair selection	Dean of Enrollment Services
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.
Term Limits	2 years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Accessibility/Americans with Disabilities Act

Purpose	
Functions	<ol style="list-style-type: none"> 1. Advises the Vice President of Student Services on matter concerning campus accessibility for students and others with disabilities 2. Meets as needed to discuss and resolve accessibility issues that arise and ensure compliance with federal and state regulation
Recommends to	Vice President of Student Services
Chair selection	n/a
Membership	
Term Limits	2 years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Accreditation Oversight Committee

Purpose	
Functions	<ol style="list-style-type: none">1. Coordinates College of San Mateo's ongoing activities related to its accreditation2. Provides open communication between the Accreditation Oversight Committee and the college community
Recommends to	
Chair selection	Accreditation Liaison Officer
Membership	<ol style="list-style-type: none">1. College President2. Vice President of Instruction3. Vice President of Student Services4. Accreditation Faculty Liaison5. Academic Senate President6. Dean, PRIE7. Two administrators at-large?8. Two classified staff at-large?9. Two faculty at-large?
Term Limits	n/a
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

College Auxiliary Services Advisory Committee

Purpose	
Functions	<ol style="list-style-type: none"> 1. Provides 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) 2. Monitors and makes recommendations regarding on campus vending machines (Canteen and Pepsi) 3. 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
Recommends to	
Chair selection	
Membership	<ol style="list-style-type: none"> 1. Cafeteria contractor 2. Bookstore manager 3. SMAC general manager 4. SMCCCD Vice Chancellor of Auxiliary Services and Enterprise Operations 5. Vice President of Student Services 6. Two students at-large 7. Two classified staff at-large 8. Two faculty at-large
Term Limits	Two years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Disciplinary Hearing Committee

Purpose	
Functions	<ol style="list-style-type: none"> 1. Hears student discipline cases that are remanded to a hearing by the Vice President of Student Services 2. Makes recommendations to the Vice President regarding disciplinary action to be taken
Recommends to	Vice President of Student Services
Chair selection	Chair is selected from within committee
Membership	<ol style="list-style-type: none"> 1. Two faculty at-large 2. Two deans at-large 3. Two students at-large
Term Limits	Two years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	Student conduct procedure 7.69.1

International Education Committee

Purpose	The role of CSM's International Education Committee is to serve as an advisory body for the development and implementation of the International Education Program at CSM and the coordination of college efforts with the District's International Education initiative for increasing the enrollment of international students at the three colleges.
Functions	<ol style="list-style-type: none"> 1. Work with the CSM International Education staff and the district to review marketing and recruitment efforts for international students; identify target countries/regions for focused recruitment efforts 2. Advise on district-wide international admissions and programmatic procedures 3. Support and collaborate in the development and implementation of activities to further globalize/internationalize CSM's curriculum and academic environment, including training, events, and social/cultural activities for students, faculty/staff, and the greater campus community 4. Support and advocate for comprehensive support services and curriculum development for international students and international education
Recommends to	
Chair selection	International Education Program Manager
Membership	<ol style="list-style-type: none"> 1. Vice President of Instruction 2. Vice President of Student Services 3. Vice President of Administrative Services 4. Budget Officer 5. Three classified staff at-large 6. Three faculty at-large 7. One student
Term Limits	Two years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Faculty Professional Committee

Purpose	The 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.
Functions	<ol style="list-style-type: none"> 1. Reviews short-term and long-term professional development proposals submitted by eligible faculty 2. Makes recommendations to the President on proposed disposition
Recommends to	College President
Chair selection	Chair is selected from within committee
Membership	<ol style="list-style-type: none"> 1. Four faculty at-large 2. Two deans at-large
Term Limits	Two year
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Learning Support Centers Coordination Committee (LSC3)

Purpose	The Learning Support Centers Coordination Committee (LSC3) facilitates the effective and efficient operations of the learning support centers at CSM through a collaborative effort focused upon student success.
Functions	<ol style="list-style-type: none"> 1. Promote student scholarship and achievement by providing comprehensive academic support across the disciplines 2. Provide equity through equal access and support services for all students 3. Inform the CSM community of the various services available
Recommends to	Vice President of Instruction
Chair selection	Administrative and Faculty Chairs are selected from within committee
Membership	<ol style="list-style-type: none"> 1. Dean, Academic Support and Learning Technologies 2. Director of Learning Commons 3. Analyst, PRIE 4. Representative from <ul style="list-style-type: none"> • Anatomy and Physiology Lab • Business Computer Lab • CIS Computer Lab • Communications Studies Center • Digital Media Computer Center • Integrated Science Center • Learning Center • Math Resource Center • Modern Language Center • Nursing Skills Lab • Reading and ESL Center • Writing Center
Term Limits	None - determined by job title
Staff	n/a
Quorum	50% of members plus one
Brown Act	No

Accreditation Standards/ Institutional Priorities	
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Safety Committee

Purpose	
Functions	<ol style="list-style-type: none"> 1. Promotes a safe institutional environment for staff and students 2. Works with District staff to coordinate plans for major disasters 3. Monitors Emergency Website 4. Coordinates periodic safety meetings for faculty and staff
Recommends to	College President
Chair selection	Chair is selected from within committee
Membership	<ol style="list-style-type: none"> 1. Vice President of Administrative Services 2. SMCCCD Director of Public Safety 3. Chief Public Safety Officer 4. Director of Health Services 5. Facilities Operations Manager 6. General Manager, SMAC Fitness Center 7. Three faculty at-large 8. Three classified staff at-large 9. One student
Term Limits	Two years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Scholarship Committee

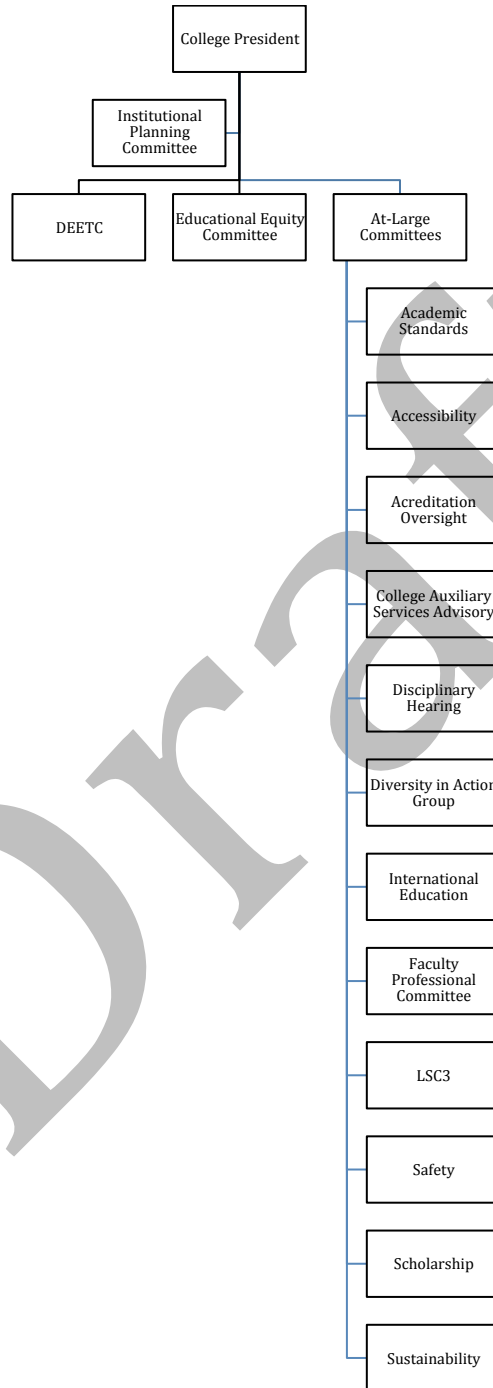
Purpose	
Functions	<ol style="list-style-type: none"> 1. Reviews all scholarship applications received annually 2. Makes awards based on criteria established for each scholarship
Recommends to	SMCCCD Foundation
Chair selection	Chair is selected from within committee
Membership	<ol style="list-style-type: none"> 1. Six faculty at-large 2. Four classified staff at-large
Term Limits	Two years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Sustainability Committee

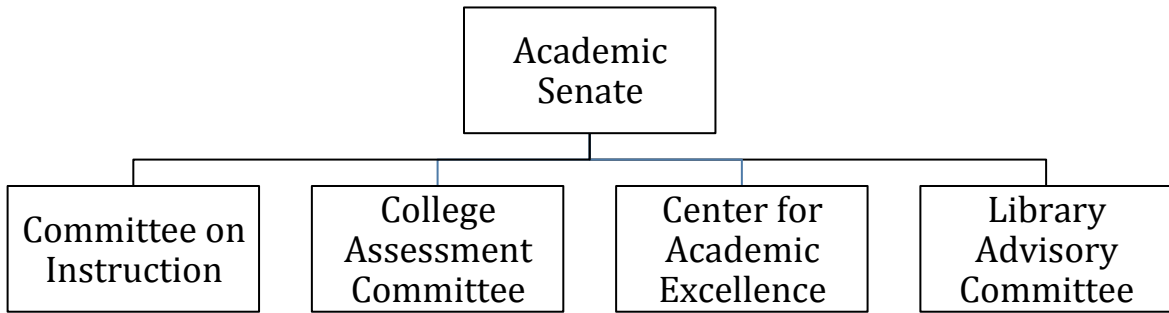
Purpose	CSM will be a model for sustainability, inspiring and empowering our community to implement sustainable economic and environmental practices and to promote social equity in all aspects of the college's mission and operations.
Functions	1.
Recommends to	College President
Chair selection	Chair is selected from within the steering committee
Membership	Steering Committee 1. Dean, Math/Science 2. Facilities Operations Manager 3. Three faculty from STEM fields Committee Membership 4. Eight classified staff at-large 5. Eight faculty at-large
Term Limits	Two years
Staff	n/a
Quorum	50% of members plus one
Brown Act	No
Accreditation Standards/ Institutional Priorities	

Appendix B: Organizational Charts

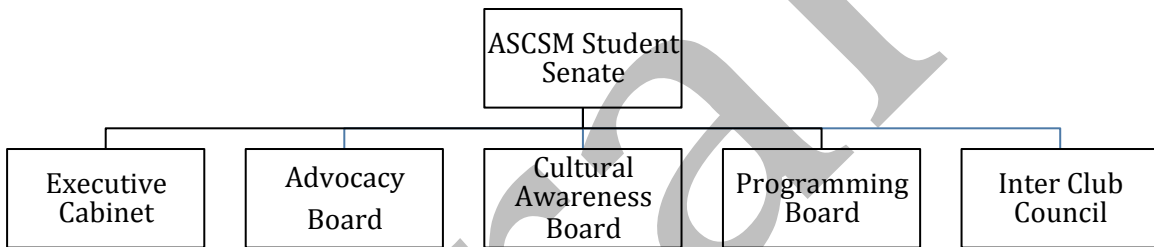
Institutional Committees Organizational Chart



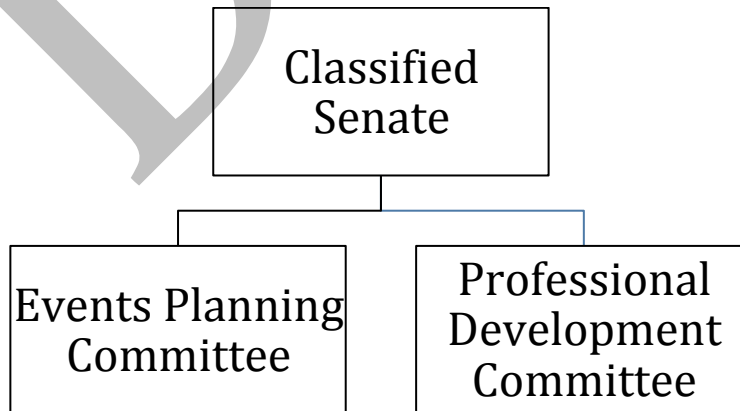
Academic Senate Organizational Chart



Associated Students of College of San Mateo Organizational Chart



Classified Senate Organizational Chart



Appendix C: Participatory Governance Training Program

- I. General Training
 - a. Description: This experiential training will provide an introduction to effective meeting management and meeting facilitation. This training is designed so that all members of the college community will benefit from participation whether or not they are part of IPC. The two-day training will be offered several times so many faculty, classified staff, administrators, and students can take advantage of the training opportunity. The training will be offered first to members of IPC and Management Council, and then to the rest of the campus community.
 - b. Program Overview
 - i. Duration: one day retreat, preferably on a Flex Day
 - ii. Attendees (in order): members of IPC and Management Council; the rest of the campus community.
 - iii. Size of group: When possible, groups will be limited to 30 participants each session.
 - c. Program curriculum
 - i. Overview of participatory governance at CSM
 - ii. Elements of effective meeting management
 - iii. Role, function, responsibilities, and skills for meeting facilitators
 - iv. Role of group recorder
 - v. Group process tools
 - vi. Effective communication skills
 - vii. Consensus: definition and how to achieve it
 - viii. Conflict resolution
 - ix. How to be an effective group participant
 - x. Giving and receiving non-judgmental positive and negative feedback
 - xi. Elements of process observation
 - xii. Discussion vs. dialogue
- II. Institutional Planning Committee training
 - a. Description: This training will take place annually at the first meeting of the CSM Institutional Planning Committee (IPC) each academic year, and is based on the assumption that all members of IPC have completed the generic training.
 - b. Program curriculum
 - i. Team building activities
 - ii. Orientation to the committee's purpose, charge, philosophy, and history
 - iii. Roles and responsibilities of the committee and its members
 - iv. IPC ground rules
 - v. The "Green Line": the six circle model of meetings
 - vi. Understanding the budgeting/planning process at CSM

vii. Developing a shared vision of IPC

Draft