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

Office of Planning, Research, & Institutional Effectiveness
http://collegeofsanmateo.edu/prie
November 6, 2014
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 Tumer  EOPS Counselor
Linton Bowie  Math  Henry Villareal  Dean, Enrollment Services
Jon Kitamura  English  Ryan Wall  Math 811 SI Leader
Jamie Marion  Reading  Jeremy Wallace  English, Co-Coordinator, Professional Enrichment
Theresa Martin  Biology, Professional Development Coordinator  Winnie Wu  Student Rep
Vin Nguyen  Math

Distance Education and Educational Technology Committee (DEETC)
http://collegeofsanmateo.edu/institutional_committees/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
Yoseph Demissie Director, Technical Support Services
Tamara Hom Classified Staff
Steven Lehigh Faculty
Theresa Martin Faculty
Rosemary Nurre Faculty
Annette Perot Classified Staff
Laura Skaff (Co-Chair) Classified Staff
Jennifer Taylor-Mendoza Dean, Academic Support & Learning Technologies
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 it 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
Fauzi Hamadeh Staff
Yifei Oliver Li Student
Makiko Ueda Faculty
John Vehikite Staff
Henry Villareal (Chair) Dean, Enrollment Services
Jasmine Witham Director, Web Services

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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  Marsh 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
Kevin Henson  Dean, Creative Arts & Social Science  Technologies
Jennifer Hughes  Vice President of Student Services  Brian Tupper  Chief Public Safety Officer
Beverly Madden  Director, Community Relations, Marketing, Outreach  Henry Villareal  Dean, Enrollment Services
Milla McConnell-Tuite  Coordinator of Planning, PRIE  Andreas Wolf  Dean, Kinesiology, Athletics, & Dance
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
Sandra Stefani Comerford (Chair)
Lorrita Ford
Charlene Frontiera
Kevin Henson
Jane McAteer

Dean, Language Arts
Vice President of Instruction
Director, Library & Learning Services
Dean, Mathematics & Science
Dean, Creative Arts & Social Science
Director, Nursing

Marsha Ramezane
Kathleen Ross
Jennifer Taylor-Mendoza
Andreas Wolf

Dean, Counseling, Advising, & Matriculation
Dean, Business & Technology
Dean, Academic Support & Learning Technologies
Dean, Kinesiology, Athletics, & Dance

**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
Krystal Romero
Jennifer Hughes (Chair)
Marsha Ramezane

Director, Health Services
Director, Student Support Services
Vice President of Student Services
Dean, Counseling, Advising & Matriculation

Henry Villareal

Dean, Enrollment Services

**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 Aguire-Alberto
Sharon Bartels
Karen Chadwick
Gloria D’Ambra
Catherine Firpo
Alex Guiriba
Fauzi Hamadeh
Jennifer Hughes (Chair)
Taniela Mapa
Claudia Menjivar

Faculty
Director, Health Services
 Classified Staff
 Classified Staff
 Faculty, Mental Health Liaison Coord.
 Classified Staff
 Classified Staff
 Vice President of Student Services
 Student
 Classified Staff

Marsha Ramezane
Danni Redding Lapuz
Krystal Romero
Michele Rudovsky
Aaron Scafefer
Laura Skaff
Niruba Srinivasan
Dennis Tordesillas
Brian Tupper
Ruth Turner

Dean, Counseling, Advising, & Matriculation
Classified Staff
Director, Student Support Services
Facilities Operations Manager
Classified Staff
Vice President of Student Services
Classified Staff
Classified Staff
Dean, Counseling, Advising, & Matriculation
Chief Public Safety Officer
Faculty
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
Lloyd Davis  Faculty  Madeleine Murphy  Faculty
Jeff Flowers  Faculty  Marsha Ramezane  Dean, Counseling, Advising, & Matriculation
Lomita Ford  Director, Library & Learning Services  Kathleen Ross  Dean, Business & Technology
Charlene Frontiera  Dean, Mathematics & Science  Ruth Tumer  Faculty
Kevin Henson  Dean, Creative Arts & Social Science  Henry Villareal  Dean, Enrollment Services
Mohsen Janatpour  Faculty  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/ascsm/index.asp

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

Term Served: Student membership based upon election cycle.

Membership:
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          Yannui Xu          Senator
Francisco Duarte       Senator          Haoran Yu          Senator
Erik Femoggiaro        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](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
- Alicia Frangos  
  Classified Staff
- Alma Gomez  
  Classified Staff
- Kathy McEachron *(Chair)*  
  Classified Staff
- Mario Mihelcic  
  Classified Staff
- Ann Mitchell  
  Classified Staff
- Munendra *(Melvin)* Sharma  
  Classified Staff
- Carol Ullrich  
  Classified Staff

**College Auxiliary Services Advisory Committee**  
[http://collegeofsanmateo.edu/institutionalcommittees/college_auxiliary_services_advisory_committee.asp](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
- Tom Bauer  
  SMCCCD Chancellor of Auxiliary Services & Enterprise Operations
- Erik Ferroggiaro  
  ASCSM Senator, Student
- Marissa Garcia  
  ASCSM Senator, Student
- Fauzi Hamadeh  
  Classified Staff, Student Life & Leadership Assistant
- Jennifer Hughes  
  Vice President of Student Services
- Rick McMahon  
  Owner, Pacific Dining
- Aaron Schaefer *(Chair)*  
  Classified Staff, Student Life & Leadership Manager
- Diana Thomas  
  Fitness Center General Manager, SMAC

Office of Planning, Research, & Institutional Effectiveness  
[http://collegeofsanmateo.edu/prie](http://collegeofsanmateo.edu/prie)  
November 6, 2014
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
- Samantha Trump, Student
- Makiko Ueda, Faculty
- Henry Villareal, Dean, Enrollment Services (Judicial Officer)
- Andreas Wolf (Chair), Dean, Kinesiology, Athletics, & Dance

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

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
Maribek Boosalis-Oler Faculty Ann Mitchell Classified Staff
Michael Celeste SMCCCD, Director of Public Safety Vijayalakshmi 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
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
Amett 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
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/academicsenate/](http://collegeofsanmateo.edu/academicsenate/)

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

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

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

**College Assessment Committee** (also called: Student Learning Outcomes Assessment Committee)  
[http://collegeofsanmateo.edu/sloac/assessment_committee.asp](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:**

<table>
<thead>
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<th>Chair</th>
<th>Dean, Academic Support &amp; Learning Technologies</th>
<th>Teresa Morris, Librarian</th>
<th>Library</th>
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<td>Jennifer Taylor-Mendoza</td>
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<td>Math/Science</td>
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<td>Liya Vorobey</td>
<td>Counseling/Student Services</td>
<td>Santiago Perez Etchavarria</td>
<td>Math/Science</td>
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<td>Kevin Sinarle, DSPS</td>
<td>Creative Arts/Social Science</td>
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<td>Math/Science</td>
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<td>Jane Jackson, Music</td>
<td>Kinesiology, Athletics &amp; Dance</td>
<td>Tabitha Conaway</td>
<td>Classified Staff</td>
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<tr>
<td>Denaya Dailey, Fitness</td>
<td>Language Arts</td>
<td>Samantha Trump</td>
<td>Student</td>
</tr>
<tr>
<td>Madeleine Murphy, English</td>
<td>Language Arts</td>
<td></td>
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Committee On Instruction (COI)
http://collegeofsanmateo.edu/committeeoninstruction/

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

**Term Served:** Two-Year Term

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

**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
- Jeremy Ball  Creative Arts/Social Science
- Nico van Dongen  Creative Arts/Social Science
- Non-voting members:
- Kimberly Escamilla  Language Arts
- Sandra Stefani Comerford  Instruction Office, Vice President of Instruction
- Anne Stafford  Language Arts
- Ada Delaplaine  Instruction Office, Staff
- Theresa Morris (Chair)  Library
- Marsha Ramezane  Dean, Counseling, Advising, & Matriculation
- Kalina Tabatt  Library
- Niuba Srinivasan  Registrar

Learning Support Centers Coordination Committee (LSC³)
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
- Darrel Dorsett  Business Computer Center
- Dean Drumheller  Integrated Science Center

Office of Planning, Research, & Institutional Effectiveness
http://collegeofsanmateo.edu/prie
November 6, 2014
Library Advisory Committee (LAC)
http://collegeofsanmateo.edu/institutionalcommittees/lac.asp

Purpose: The Mission of the Library Advisory Committee is to advise the Library Director and the Vice President of Instruction on technology, facility, and resource issues that impact the College Library. The Library Advisory Committee accomplishes its mission by:

- Facilitating communication between the Library, the College (students, faculty/counseling/other support services), and the surrounding community by periodically assessing needs of these groups through surveys.
- Raising library visibility by disseminating information about resources that support academic and lifelong learning, and promote information competency.
- Ensuring that the Library is empowered to satisfy accreditation standards and expectations as well as best practices for library and learning resources through regular review and consultation.

Term Served: Two-Year Term

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

Stephanie Alexander (Co-Chair) Library
Janet Black Faculty
John Boggs Peninsula Library System
Lorrita Ford Director, Library & Learning Services
Martha Menendez Staff

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

Russell Cunningham Business Computer Center
Melissa Green CIS Computer Center
Yaping Li Communication Studies Resource Center
Kate Motoyama Communication Studies Resource Center
Ron Andrade (Co-Chair) CSM Learning Center
Patti Appel Digital Media Computer Center
Colby Nixon Modern Language Center

Lena Feinman Math Resource Center
Cheryl Gregory Math Resource Center
Jane McAteer Nursing Skills Center
Kristi Ridgway (Co-Chair) Reading & ESL Center
Jamie Marron Reading & ESL Center
Juanita Alunan Writing Center & English 800 Center
Kathleen Steele Writing Center & English 800 Center
**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  
Juanita Marie Celaya  
Christopher Cheung  
Michael Claire  
Gary Dilley  
Maggie Garcia  
Amanda Govemale  
Jennifer Hughes  
Resource Staff  
Promotions/Web Content Coord, KCSM  
Student  
College President  
Interim Vice President of Instruction  
Student  
Vice President of Student Services  
Cynthia James  
David Lademan  
Theresa Martin  
Eileen O'Brien  
Krystal Romero  
Aaron Schaefer  
Haley Sharpe  
Classified Staff  
President, Academic Senate  
Faculty  
Classified Staff  
Director, Student Support Services  
Classified Staff  
Student  
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  
Kathy Chaika  
Michael Claire  
Gary Dilley  
Jennifer Hughes  
David Laderman  
Faculty  
Classified Staff  
College President  
Interim Vice President of Instruction  
Vice President of Student Services  
President, Academic Senate  
Beverley Madden  
Theresa Martin  
Milla McConnell-Tuite  
Annette Perot  
John Sewart  
Hayley Sharpe  
Director, Community Relations, Marketing, & Outreach  
Faculty  
Coordinator of Planning, PRIE  
Classified Staff  
Dean, PRIE  
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
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

The purpose of the Trustees’ Program Improvement Fund 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  Faculty  Cheryl Gregory  Faculty
Lloyd Davis  Faculty  Marsha Ramezane  Dean, Counseling, Advising, & Matriculation
Laura Demsetz  Faculty  Kathleen Sammut  Classified Staff
Tracy DeVille  Faculty  John Stewart  Dean, P RIE
Lena Feinman  Faculty  Jennifer Taylor-Mendoza  Director, Learning Center
Charlene Frontiera  Dean, Mathematics & Science

**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