

COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES

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NOTE: In Fall 2012, of the Institutional Planning Committees, HRC has been suspended. For Spring 2013 HRC will be reconfigured as a Focused Task Force with a new mission. TEC has been combined with the Distance Education Committee which is also currently in the process of developing a new mission. Other currently suspended committees include Art on Campus and Trustees' Program Improvement Fund.

COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES

Notes:

Committee membership and purpose statements reflect most recent data available as of November 20, 2012.
The committees are organized into four groups:

1. Institutional Planning Committees
2. College of San Mateo Administrative Committees
3. Additional College of San Mateo Committees
4. Academic Senate Committees

INSTITUTIONAL PLANNING COMMITTEES

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

Institutional Planning Committee (IPC)

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

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	Classified Staff	Paige Kupperberg	Student
Kathy Blackwood	Ex Officio (Vice Chancellor, SMCCCD)	David Laderman	Faculty
James Carranza (Co-Chair)	President, Academic Senate	Deborah Laulusa	Staff
Juanita Celeya	Classified Staff	David Locke	Faculty
Michael Claire	College President (Ex Officio)	Bev Madden	Director, Community Relations, Marketing, & Outreach
Laura Demsetz	Faculty	Milla McConnell-Tuite	Coordinator of Planning, PRIE

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Office of Planning, Research, & Institutional Effectiveness

<http://collegeofsanmateo.edu/prie>

December 18, 2012

Susan Estes	Vice President of Instruction	Kathy McEachron	Classified Staff
Lorrita Ford	Director, Library & Learning Services	Teresa Morris	Faculty
Fauzi Hamadeh	Classified Staff	John Sewart	Dean, PRIE
Jennifer Hughes (Co-Chair)	Vice President of Student Services	Laura Skaff	Classified Staff
John Kilic	Student	Henry Villareal	Dean, Enrollment Services
Alicia Kinert	Student	Andreas Wolf	Dean, Kinesiology, Athletics, and Dance
Maggie Ko	Classified Staff		

Budget Planning Committee (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:

Proud Benyasri	Student	Arlene Fajardo	Classified Staff
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	Henry Villareal (Co-chair)	Dean, Enrollment Services
Susan Estes	Ex Officio (Vice President, Instruction)		

Distance Education Committee (DEC)

Note: For Spring 2013 Distance Education Committee (DEC) has been merged with the Technology Committee (TC). New purpose and mission will be developed for Spring 2013.

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

Purpose: The CSM Distance Education Committee creates a framework to facilitate the development of distance learning instruction in response to student and community needs.

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

- Helping shape a college vision of distance education;

- Providing direction for course and program development in the distance education mode;
- Guiding departments, faculty, and staff toward an efficient, effective, and consistent use of the distance education mode;
- Recommending policies for quality and academic rigor of all distance education classes;
- Encouraging faculty participation in distance learning initiatives and making recommendations on assistance and support in the development of courses, course materials, and the use of appropriate learning technologies;
- Helping guide student accessibility and promote distance education courses as a viable option for pursuing educational goals; and
- Promoting the investigation and use of emerging technologies and resources to support the enhancement of teaching and delivery of distance education courses.

Membership:

Alexis Alexander (Co-Chair)	Instructional Designer, Distance Education	Laszlo Lengyel	Student
Stephanie Alexander	Digital Services & Instruction Librarian	Jennifer Mendoza	Director, Learning Center
Peter Bruni	Distance Ed/Instructional Design Coordinator (District Rep)	Eileen O'Brien	Career Counselor
Tracy DeVille	Faculty	Annette Perot	Classified Staff
Michele Haggar	Program Services Coordinator, Distance Education	Laura Skaff (Co-Chair)	Classified Staff
Chuck La Mere	Classified Staff		

Diversity In Action Group (DIAG)

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

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

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

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

Membership:

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

COLLEGE OF SAN MATEO ADMINISTRATIVE GROUPS

Term Served: Members determined by position and function.

President's Cabinet

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

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

Michael Claire College President
Susan Estes Vice President of Instruction
Jennifer Hughes Vice President of Student Services

President's Council

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

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

James Carranza	President, Academic Senate	Marilyn Lawrence	General Manager, KCSM
Michael Claire	College President	Beverley Madden	Director, Community Relations, Marketing, & Outreach
Susan Estes	Vice President of Instruction	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Jennifer Hughes	Vice President of Student Services	Annette Perot	Classified Staff
Paige Kupperberg	Student, ASCSM President	John Sewart	Dean, PRIE
David Laderman	Faculty		

Management Council

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

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

Sharon Bartels	Health Services Director	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Michael Claire	College President	Jennifer Mendoza	Director, Learning Center

Sandra Stefani Comerford	Dean, Language Arts	Karen Powell	Facilities Operations Manager, CSM
Susan Estes	Vice President of Instruction	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Lorrita Ford	Director, Library & Learning Services	Krystal Romero	Interim Director, Student Support Services
Charlene Frontiera	Dean, Mathematics & Science	Kathleen Ross	Dean, Business & Technology
Kevin Henson	Dean, Creative Arts & Social Science	John J. Sewart	Dean, PRIE
Jennifer Hughes	Vice President of Student Services	Brian Tupper	Chief Public Safety Officer
Marilyn R. Lawrence	General Manager, KCSM	Henry Villareal	Dean, Enrollment Services
Beverley Madden	Director, Community Relations, Marketing, Outreach	Andreas Wolf	Dean, Kinesiology, Athletics, and Dance
Jane McAteer	Director, Nursing		

Instructional Administrators Council

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

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

Sandra Stefani Comerford	Dean, Language Arts	Jane M. McAteer	Director, Nursing
Susan Estes (Chair)	Vice President of Instruction	Jennifer Mendoza	Director, Learning Center
Lorrita Ford	Director, Library & Learning Services	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Charlene Frontiera	Dean, Mathematics & Science	Kathleen Ross	Dean, Business & Technology
Kevin Henson	Dean, Creative Arts & Social Science	Andreas Wolf	Dean, Kinesiology, Athletics, and Dance

Student Services Administrators Council

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

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

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

Student Services Council

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

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

Sylvia Aguirre-Alberto	Faculty	Karen Powell	Facilities Operations Manager
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Sharon Bartels	Directory, Health Services	Eileen O'Brien	Faculty
Karen Chadwick	Classified Staff	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Gloria D'Ambra	Classified Staff	Christopher Rico	Classified Staff
Arlene Fajardo	Classified Staff	Krystal Romero	Interim Director, Student Support Services
Catherine Firpo	Faculty, Mental Health Liaison Coord.	Aaron Schaefer	Classified Staff
Alex Guiriba	Classified Staff	Hayley Sharpe	Student
Fauzi Hamadeh	Classified Staff	Laura Skaff	Classified Staff
Jennifer Hughes (Chair)	Vice President of Student Services	Margaret Skaff	Classified Staff
Patricia Kwok	Classified Staff	Dennis Tordesillas	Classified Staff
Claudia Menjivar	Classified Staff	Brian Tupper	Chief Public Safety Officer
Mike Mitchell	Classified Staff	Ruth Turner	Faculty
Charles Phan	Classified Staff	Makiko Ueda	Faculty
Louise Piper	Faculty	Henry Villareal	Dean, Enrollment Services

ADDITIONAL COLLEGE OF SAN MATEO COMMITTEES

Academic Standards Committee

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

No Term Limits.

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

Sandra Stefani Comerford	Dean, Language Arts	Yaping Li	Faculty
David Danielson	Faculty	Jane McAteer	Director, Nursing
Lloyd Davis	Faculty	Joe Mangan	Faculty
Jeff Flowers	Faculty	Madeleine Murphy	Faculty
Lorrita Ford	Director, Library & Learning Services	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Charlene Frontiera	Dean, Mathematics & Science	Ruth Turner	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

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
Carolyn Fiori	Faculty	John Wells	Staff, CSM Chief of Security
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.

James Carranza	President, Academic Senate	Teeka James	Faculty
Michael Claire	College President	David Locke	Faculty
Laura Demsetz	Faculty	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Isabel Dillman	Classified Staff	Sonja Roberts	Student
Susan Estes (Chair)	CSM Accreditation Liaison Officer	John Sewart	Dean, PRIE
Fauzi Hamadeh	Classified Staff	Henry Villareal	Dean, Enrollment Services
Jennifer Hughes	Vice President of Student Services		

Associated Students Senate

<http://collegeofsanmateo.edu/ascsn/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:

Paige Kupperberg	President	Cara Liao	Senator
Hayley Sharpe	Vice President	Leylany Marquez	Senator
Kat Alvarado	Finance Director	Piam Mottaghian	Senator
Elizabeth Hoffman	Vice Chair	Adam Sakov	Senator
John Kilic	Secretary	Eli Sakov	Senator
Margarita Maggie Garcia	Senator	Therese Salazar	Senator
Amanda Governale	Senator	Nick Vasquez	Senator
Alicia Kinert	Senator	Aaron Schaefer, Advisor	Coordinator of Student Activities
Laszlo Lengyel	Senator	Fauzi Hamadeh, Advisor	Student Activities Assistant

Classified Staff Planning Committee

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

Membership: President and members of Classified Staff meet as members' schedules permit.

Nicholas Dellaporta	Classified Staff	Ann Mitchell	Classified Staff
Dean Drumheller	Classified Staff	Melvin Sharma	Classified Staff
Alma Gomez	Classified Staff	Jane Wong	Classified Staff
Kathy McEachron (Chair)	Classified Staff		

College Auxiliary Services Advisory Committee

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

Term Served: Two-Year Term

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

Tom Bauer	Vice Chancellor of Auxiliary Services and Enterprise Operations	Adam Sakov	Student
Jennifer Hughes	Vice President of Student Services	Eli Sakov	Student
Lazlo Lengyel	Student	Aaron Schaefer (Chair)	Faculty
Rick McMann	Owner Pacific Dining	Diana Thomas	CSM Athletic Club
James Peacock	Bookstore Manager		Action Vending Rep
			Pepsi Rep

College Council

<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.

James Carranza	President, Academic Senate	Paige Kupperberg	Student
Juanita Marie Celaya	Promotions/Web Content Coord, KCSM	David Locke	Faculty
Michael Claire	College President	Madelline Lowe	Classified Staff
Laura Demsetz	Faculty	Beverly Madden	Director, Community Relations, Marketing & Outreach
Susan Estes	Vice President of Instruction	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Fauzi Hamedeh	Student Activities Assistant	David McLain	Classified Staff
Elizabeth Hoffman	Student	Eileen O'Brien	Classified Staff
Jennifer Hughes	Vice President of Student Services	Krystal Romero	Interim Director, Student Support Services
John Kilic	Student	Haley Sharpe	Student
Maggie Ko	Classified Staff		

Disciplinary Hearing Committee

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

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

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

Innovation Grants

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

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

Susan Estes	Vice President of Instruction	Melanie Mediero	Student
Jennifer Hughes (Chair)	Vice President of Student Services	Margaret K. Skaff	Staff
Yaping Li	Faculty	Brandon Smith	Faculty

Professional Development

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

Term Served: One-Year Term

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

Susan Estes	Vice President of Instruction	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

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
Linton Bowie	Faculty	Ann Mitchell	Classified Staff
Michael Celeste	SMCCCD, Director of Pubic Safety	Karen Powell	Facilities Operations Manager
Gloria D' Ambra	Classified Staff	Vijiyalakshmi Raman	Classified Staff
John Galloway	Faculty	Brian Tupper	Chief Public Safety Officer
Bryan Gerbig	Classified Staff	Nick Vasquez	Student
Jennifer Hughes (Chair)	Vice President of Student Services	Jane Wong	Classified Staff
Charles La Mere	Classified Staff		

Scholarship Committee

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

No Term Limits.

Membership:

Diana Bennett	Faculty
Maribeck Boosalis-Oler	Faculty
Arnett Caviel (Chair)	Faculty
Karen Chadwick	Classified Staff
Matt Leddy	Faculty
Rudy Ramirez	Faculty
Carlene Tonini-Boutacoff	Faculty
Finausina Tovo	Classified Staff

John Vehikite	Classified Staff
Michelle Warner	Faculty

Sub-Committee Members:

Sylvia Aguirre-Alberto	Faculty
Laura Demsetz	Faculty
Ruth Turner	Faculty

ACADEMIC SENATE COMMITTEES

College of San Mateo Academic Senate

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

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

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

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

Academic and professional matters as defined in Title 5, Section 53200, include the following policy development matters:

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

Officers of the Academic Senate elected to serve during 2012-2013:

James Carranza	President, Academic Senate	Lee Ryan Miller	Secretary
David Laderman	Vice President	Rosemary Nurre	Treasurer

Academic Senate Governing Council

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

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

Term Served: Two-Year Term

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

James Carranza	President	Timothy Maxwell	Language Arts
David Laderman	Vice President	Amy Sobel	Language Arts
Lee Ryan Miller	Secretary	Teresa Morris	Library
Rosemary Nurre	Treasurer	Kathy Diamond	Math/Science
Lilya Vorobey	Business/Technology	David Locke	Math/Science
Jim Robertson	Creative Arts/Social Science	Darryl Stanford	Math/Science
Michele Titus	Crative Arts/Social Science	Kevin Sinarle	Student Services
Joe Mangan	Kinesiology/Athletics/Dance	Kathy Sammut	Student Services
Larry Owens	Kinesiology/Athletics/Dance		

Basic Skills Initiative (BSI)

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

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

Membership:

Sylvia Aguirre-Alberto	Faculty	Jamie Marron	Reading
Juanita Alunan	English (Writing Ctr/800 Lab Coord)	Chris Rico	Program Services Coordinator, Assessment
James Carranza (Co-Chair)	English	Krystal Romero	Interim Director, Student Support Services
Lloyd Davis	Math	Brandon Smith	ESL
Precilla Del Rosario	Student	Ruth Turner	EOPS Counselor
Kathy Diamond	Biology	Henry Villareal (Co-Chair)	Dean, Enrollment Services
Jon Kitamura	English	Carol Wills	Reading

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

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

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

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

2012-2013 Members:

Martin Bendarek, Counseling	Counseling/SS	Charlene Frontiera, Dean	Math/Science Division
Nicole Borg, Softball	Kinesiology, Athletics & Dance	Beth LaRochelle, Dental Assist	Math/Science
Denaya Dailey, Kinesiology/Dance	Kinesiology, Athletics & Dance	David Locke (Chair)	Math/Science
Michelle Warner, Basketball	Kinesiology, Athletics & Dance	Jane Jackson, Music	Social Science/Creative Arts
Richard Castillo, Foreign Languages	Language Arts	Terry Kistler, Business	Technology/Business
Wu, Jing, Foreign Languages	Language Arts	Lilya Vorobey, Drafting Technology	Technology/Business
Teresa Morris, Librarian	Library	TBA	Classified Staff
Lloyd Davis, Mathematics	Math/Science	Adam Sakov	Student

Committee On Instruction (COI)

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

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

Term Served: Two-Year Term

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

2012-2013 Members:

Patricia Brannock	Business/Technology	Ken Brown	Math/Science
Melissa Green	Business/Technology	Christopher Smith	Math/Science
Martin Bednarek	Counseling	Shana Young	Physical Education
Mary Valenti	Counseling	John Kilic	Student Member
Sam Sanchez	Creative Arts/Social Science		
vacant rep	Creative Arts/Social Science	<u>Non-voting members:</u>	
Daniel Keller	Language Arts	Ada Delaplaine	Instruction Office, Staff
Anne Stafford	Language Arts	Susan Estes	Instruction Office, VPI
Teresa Morris (Chair)	Library	Arlene Fajardo	Registrar, staff
vacant rep	Library	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation

Learning Support Centers Coordination Committee (LSC)

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

Purpose: The Learning Support Centers Coordination Committee represents discipline specific centers and the Learning Center. It brings together faculty coordinators, directors, staff, and students in a combined effort to ensure student success.

The committee coordinates hours of operation, computer and technology resources, staffing, and scheduling of services to create a comprehensive learning support network for all students.

Term Served:

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

Theresa Martin	Anatomy & Physiology Center	Kathy Diamond	Integrated Science Center
Rosemary Nurre	Accounting Skills Center	Jennifer Mendoza	Learning Center Director
Carolyn Fiori	Assistive Technology Center	Lena Feinman	Math Resource Center
Patricia Brannock	Business Computer Center	Tanya Isaeff	Nursing Skills Center
Melissa Green	CIS Computer Center	Nancy Paolini (ESL)	Reading and ESL Center
Kate Motoyama	Communication Studies Resource Center	Carole Wills (Reading)	Reading and ESL Center
Yaping Li	Communication Studies Resource Center	Juanita Alunan	Writing Center and English 800 Center
Patti Appel	Digital Media Computer Center	Daniel Keller	Writing Center and English 800 Center
Diana Bennett	Digital Media Computer Center	Kathleen Steele	Writing Center and English 800 Center
Richard Castillo	Foreign Language Center		

Library Advisory Committee (LAC)

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

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

The Library Advisory Committee accomplishes its mission by:

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

Term Served: Two-Year Term

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

Stephanie Alexander
Janet Black
John Boggs
Jeff Flowers
Lorrita Ford

Library
Faculty
Peninsula Library System
Faculty
Director, Library & Learning Services

Terry Kistler
Martha Menendez
Roberta Reynolds
Therese Salazar
Kathleen Sammut

Faculty
Staff
Faculty
Student
Faculty

Archive

Committees Suspended for 2012/13

Art on Campus Committee (AOC)

Purpose: Reports to the college president.

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

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

Purpose: The CSM Enrollment Management Committee will develop and begin to implement a research-based enrollment workplan that addresses the stages of enrollment management, including marketing and outreach, recruitment, and retention. The Enrollment Management Committee accomplishes its mission by doing the following:

- Developing a long-term Enrollment Management Plan that is aligned with the College's *Institutional Priorities: 2008-2011* and the *Education Master Plan, 2008*;
- Developing a plan for managing the elements of the enrollment management cycle (course scheduling, marketing, recruiting and outreach, intake, managing semester start, persistence, and retention);
- Reviewing the college scheduling patterns to ensure that the college is scheduling courses in an integrated manner that best meets student needs; and
- Establishing communications channels to address Enrollment Management matters with the campus community.

Membership:

Cheryl Gregory	Faculty	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, and 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)	Dean, Language Arts	Eileen O'Brien (Recorder)	Faculty

Technology Committee (TC)

Note: Technology Committee (TC) has been combined with the Distance Education Committee (DEC).

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

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

The Technology Committee accomplishes its mission by doing the following:

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

Membership:

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

Trustees' Program Improvement Fund

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

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