

COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES – FALL 2013

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

1. INSTITUTIONAL PLANNING COMMITTEES

- Institutional Planning and Budget Committee (IPBC), 2-3
- Distance Education and Educational Technology Committee (DEETC), 4
- Diversity In Action Group (DIAG), 5

3. ADDITIONAL COLLEGE OF SAN MATEO COMMITTEES

- Academic Standards Committee, 9
- Accessibility/Americans with Disabilities Act, 9
- Accreditation Oversight Committee, 10
- Associated Students Senate, 10
- Classified Staff Planning Committee, 10-11
- College Auxiliary Services Advisory Committee, 11
- College Council, 11-12
- Disciplinary Hearing Committee, 12
- Innovation Grants, 12
- International Education Committee, 12-13
- Professional Development, 13
- Safety, 13
- Scholarship Committee, 14

5. COLLEGE OF SAN MATEO TASK FORCES

- Math Task Force, 20
- Student Engagement Task Force, 20

2. COLLEGE OF SAN MATEO ADMINISTRATIVE GROUPS

- President's Cabinet, 6
- President's Council, 6
- Management Council, 6-7
- Instructional Administrators Council, 7
- Student Services Administrators Council, 7
- Student Services Council, 7-8

4. ACADEMIC SENATE COMMITTEES

- College of San Mateo Academic Senate, 15
- Governing Council, 16
- Basic Skills Initiative (BSI), 16
- College Assessment Committee, 17
- Committee On Instruction (COI), 17-18
- Learning Support Centers Coordination Committee, 18
- Library Advisory Committee (LAC), 18-19

6. Archive (Committees Suspended for 2013/2014)

- Art on Campus Committee (AOC), 21
- Budget Planning Committee (BPC), 21
- Enrollment Management Committee (EMC), 21-22
- Human Resources Committee (HRC), 22
- Technology Committee (TC), 23
- Trustees' Program Improvement Fund, 23

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

COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES

INSTITUTIONAL PLANNING COMMITTEES

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

Institutional Planning and Budget Committee (IPBC) (Formerly Institutional Planning Committee (IPBC))
<http://collegeofsanmateo.edu/institutionalcommittees/ipc.asp>

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

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

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

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

Membership:

Alexis Alexander	Faculty	Deborah Laulusa	Classified Staff
Kathy Blackwood	Ex Officio (Vice Chancellor, SMCCCD)	David Locke	Faculty
James Carranza	Faculty	Bev Madden	Director, Community Relations, Marketing, & Outreach
Juanita Celeya	Classified Staff	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Michael Claire	College President (Ex Officio)	Jennifer Mendoza	Director, Learning Center
Laura Demsetz	Faculty	Teresa Morris	Faculty
Gary Dilley	Interim Vice President of Instruction	Kristi Ridgway	Faculty
Amanda Governale	Student	John Sewart	Dean, PRIE
Hanna Haddad	Student	Hayley Sharpe	Student

Fauzi Hamadeh Classified Staff
Jennifer Hughes (**Co-Chair**) Vice President of Student Services
Maggie Ko Classified Staff
David Laderman (**Co-Chair**) President, Academic Senate

Laura Skaff
Henry Villareal
Andreas Wolf

Classified Staff
Dean, Enrollment Services
Dean, Kinesiology, Athletics, and Dance

Distance Education and Educational Technology Committee (DEETC)

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

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

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

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

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

Membership:

Alexis Alexander	Faculty	Jennifer Mendoza	Director, Learning Center
Stephanie Alexander	Library	Eileen O'Brien	Career Counselor
Tracy DeVille	Faculty	Laura Skaff	Classified Staff
Tamara Hom	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
Fauzi Hamadeh	Staff	John Vehikite	Staff
Oliver Li	Student	Henry Villareal (Chair)	Dean, Enrollment Services

COLLEGE OF SAN MATEO ADMINISTRATIVE GROUPS

Term Served: Members determined by position and function.

President's Cabinet

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

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

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

President's Council

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

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

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

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	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Gary Dilley	Interim Vice President of Instruction	Paula Reyes	Facilities Operations Manager, CSM
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
Beverley Madden	Director, Community Relations, Marketing, Outreach	Henry Villareal	Dean, Enrollment Services
Jane McAteer	Director, Nursing	Andreas Wolf	Dean, Kinesiology, Athletics, and Dance

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
Gary Dilley (Chair)	Interim 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	Louise Piper	Faculty
Sharon Bartels	Directory, Health Services	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation

Karen Chadwick	Classified Staff	Paula Reyes	Facilities Operations Manager
Gloria D'Ambra	Classified Staff	Krystal Romero	Interim Director, Student Support Services
Catherine Firpo	Faculty, Mental Health Liaison Coord.	Aaron Schaefer	Classified Staff
Amanda Governale	Student	Laura Skaff	Classified Staff
Alex Guiriba	Classified Staff	Dennis Tordesillas	Classified Staff
Fauzi Hamadeh	Classified Staff	Brian Tupper	Chief Public Safety Officer
Jennifer Hughes (Chair)	Vice President of Student Services	Ruth Turner	Faculty
Patricia Kwok	Classified Staff	Makiko Ueda	Faculty
Claudia Menjivar	Classified Staff	Carol Ullrich	Classified Staff
Mario Mihelcic	Classified Staff	Henry Villareal	Dean, Enrollment Services
Eileen O'Brien	Faculty		
Charles Phan	Classified Staff		

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	Jane McAteer	Director, Nursing
David Danielson	Faculty	Joe Mangan	Faculty
Lloyd Davis	Faculty	Madeleine Murphy	Faculty
Jeff Flowers	Faculty	Marsha Ramezane	Dean, Counseling, Advising, & Matriculation
Lorrita Ford	Director, Library & Learning Services	Kathleen Ross	Dean, Business & Technology
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
Yaping Li	Faculty		

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.

Michael Claire	College President	Jennifer Hughes (Chair)	CSM Accreditation Liaison Officer
Laura Demsetz	Faculty	Jennifer James	Planning
Isabel Dillman	Classified Staff	David Laderman	President, Academic Senate
Gary Dilley	Interim Vice President of Instruction	David Locke	Faculty
Bailey Girard	Student	Milla McConnell-Tuite	Coordinator of Planning, PRIE
Fauzi Hamadeh	Classified Staff	John Sewart	Dean, PRIE

Associated Students Senate

<http://collegeofsanmateo.edu/ascs/index.asp>

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

Term Served: Student membership based upon election cycle.

Membership:

Hayley Sharpe	President	Bailey Girard	Chair, Advocacy Board
Amanda Governale	Vice President	Shayna Lee	Senator
Hanna Haddad	Finance Director	Quishi Li	Senator
Bill Callahan	Vice Chair	Yiyuan Liang	Senator
Chris Tran	Secretary	Sarah Lowe	Senator
Aaron Basuel	Senator	Nick Vasquez	Senator
Christopher Cheung	Senator	Haowen Zhou	Senator
Jason Dutton	Senator	Aaron Schaefer, Advisor	Student Life & Leadership Manager
Maggie Garcia	Chair, Programming Board	Fauzi Hamadeh, Advisor	Student Life & Leadership 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
Alma Gomez	Classified Staff	Munendra (Melvin) Sharma	Classified Staff
Kathy McEachron (Chair)	Classified Staff	Carol Ullrich	Classified Staff
Mario Mihelcic	Classified Staff	Jane Wong	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.

Aaron Basuel	Student	Rick McMann	Owner Pacific Dining
Tom Bauer	Vice Chancellor of Auxiliary Services and Enterprise Operations	James Peacock	Bookstore Manager
Jason Dutton	Student	Aaron Schaefer (Chair)	Faculty
Shayna Lee	Student	Diana Thomas	CSM Athletic Club
Jennifer Hughes	Vice President of Student Services		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.

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

Amanda Governale Student
Jennifer Hughes Vice President of Student Services

Haley Sharpe Student

Disciplinary Hearing Committee

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

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

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

Innovation Grants

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

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

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

Professional Development

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

Term Served: One-Year Term

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

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

Scholarship Committee

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

No Term Limits.

Membership:

Maribeck Boosalis-Oler	Faculty	Rudy Ramirez	Faculty
Arnett Caviel (Chair)	Faculty	Roberta Reynolds	Faculty
Karen Chadwick (Coordinator)	Classified Staff	Charlene Tonini-Boutacoff	Faculty
Olivia Cortez-Figueroa		Finausina Tovo	Classified Staff
Matt Leddy	Faculty	John Vehikite	Classified Staff
Mario Mihelcic	Classified Staff	Michelle Warner	Faculty

International Students Department - Patty Kwok and Mario Mihelcic

- CSM Henry Cordes Studies Scholarship
- CSM Lucile Koshland Scholarship
- CSM Iliff Award

DSPS Department - Carolyn Fiori and Sue Roseberry

- CSM Assistive Technology Scholarship
- CSM Patty Ramos Memorial Scholarship

Veterans Department - Jeremy Mileo and Chequita Williams-Cox

- CSM Welcome Home Veterans Scholarship
- CSM Richard A. Sullivan Investment Scholarship
- CSM Classified Staff Planning Scholarship (1 Vet for bookstore scholarship)

EOPS Department - Ruth Turner

*Sylvia Alberto Aguirre will select for Multicultural Scholarship ONLY if funding available

- CSM Orozco and Yoshimura Scholarship

Mathematics and Science Division - Laura Demsetz (chair), Matt Leddy, Barbara Uchida and Cheryl Gregory

- CSM Edward A. Kusich Scholarship
- CSM Edward D. Worrell Memorial Engineering Scholarship
- CSM Frank Chock Yuen Louie Memorial Scholarship
- CSM Guinn Family Scholarship
- CSM Howard B. Kaster Memorial Scholarship
- CSM Susan Duckworth Memorial Fund Scholarship
- CSM Joe Drummond Nelson Memorial Scholarship
- CSM Samuel A Francis Scholarship (Dean Charlene Frontiera will make final selection)

Mathematics/Engineering Individual Scholarship - Lena Feinman

- CSM Rosalie O'Mahony Prize in Math/Engineering

ACADEMIC SENATE COMMITTEES

College of San Mateo Academic Senate

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

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

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

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

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

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

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

David Laderman	President, Academic Senate	Lee Ryan Miller	Secretary
Theresa Martin	Vice President	Rosemary Nurre	Treasurer

Academic Senate Governing Council

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

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

Term Served: Two-Year Term

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

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

Basic Skills Initiative (BSI)

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

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

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

Membership:

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

2013-2014 Members:

Kathleen Ross, Dean	Business/Technology	Teresa Morris, Librarian	Library
Lilya Vorobey, Drafting Technology	Business/Technology	Charlene Frontiera, Dean	Math/Science
Martin Bendarek, Counseling	Counseling/SS	David Locke (Chair)	Math/Science
Kevin Henson, Dean	Creative Arts/Social Science	Lakshmikanta Sengupta	Math/Science
Jane Jackson, Music	Creative Arts/Social Science	TBA	Classified Staff
Mikel Schmidt	Kinesiology, Athletics & Dance	Nick Vasquez	Student
Michelle Warner, Basketball	Kinesiology, Athletics & Dance	Gary Dilley	Interim Vice President of Instruction
Richard Castillo, Modern Languages	Language Arts	Jennifer Hughes	Vice President of Student Services
Sandra Stefani Comerford, Dean	Language Arts		

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.

2013-2014 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	Hanna Haddad	ASCSM Student Representative

Sam Sanchez	Creative Arts/Social Science
Vacant	Creative Arts/Social Science
Kimberly Escamilla	Language Arts
Anne Stafford	Language Arts
Teresa Morris (Chair)	Library
Vacant	Library

Non-voting members:

Ada Delaplaine	Instruction Office, Staff
Gary Dilley	Instruction Office, Interim VPI
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.

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

Library Advisory Committee (LAC)

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

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

The Library Advisory Committee accomplishes its mission by:

- Facilitating communication between the Library, the College (students, faculty/counseling/other support services), and the surrounding community by periodically assessing needs of these groups through surveys.
- Raising library visibility by disseminating information about resources that support academic and lifelong learning, and promote information competency.

- Ensuring that the Library is empowered to satisfy accreditation standards and expectations as well as best practices for library and learning resources through regular review and consultation.

Term Served: Two-Year Term

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

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

COLLEGE OF SAN MATEO TASK FORCES

Math Task Force

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

Term Served:

Membership:

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

Student Engagement Task Force

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

Term Served:

Membership:

Cynthia Erickson	Faculty	Kathleen Ross	Dean, Business & Technology
Fauzi Hamadeh	Classified Staff	Aaron Schaefer (Chair)	Classified Staff
Rosemary Nurre	Faculty	Andreas Wolf	Dean, Kinesiology, Athletics, and Dance

Archive

Committees Suspended as of 2013-2014

Art on Campus Committee (AOC)

Purpose: Reports to the college president.

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

<http://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
Susan Estes	Ex Officio (Vice President, Instruction)	Henry Villareal (Co-chair)	Dean, Enrollment Services

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

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

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

The Enrollment Management Committee accomplishes its mission by doing the following:

- Developing a long-term Enrollment Management Plan that is aligned with the College's *Institutional Priorities: 2008-2011* and the *Education Master Plan, 2008*;

- Developing a plan for managing the elements of the enrollment management cycle (course scheduling, marketing, recruiting and outreach, intake, managing semester start, persistence, and retention);
- Reviewing the college scheduling patterns to ensure that the college is scheduling courses in an integrated manner that best meets student needs; and
- Establishing communications channels to address Enrollment Management matters with the campus community.

Membership:

Cheryl Gregory	Faculty	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 (TAC)

Note: Technology Committee (TAC) has been combined with the Distance Education Committee to become the Distance Education and Educational Technology Committee.

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

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

The Technology Committee accomplishes its mission by doing the following:

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

Membership:

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

Trustees' Program Improvement Fund

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

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.