FACULTY HANDBOOK
2015-2016

College of San Mateo
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PART I • ADMINISTRATIVE ORGANIZATION
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SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT

Legal Basis
The California State Education Code provides the legal basis for the Board of Governors of the California Community Colleges, the statewide agency which governs community colleges, and for the local District and its Board of Trustees.

The California Community Colleges
Policies determined by the Board of Governors of the California Community Colleges are carried out by the Office of the State Chancellor. The Office of the Chancellor is located at 1102 Q Street, Sacramento, California 95811.

San Mateo County Community College District: Board of Trustees
The Board of Trustees of the San Mateo County Community College District governs the local District under authority delegated by the State, as specifically authorized in the Education Code. The authority, organization, and duties of the Board of Trustees are detailed in Chapter 1 of District Policies and Procedures.

Regular meetings or study sessions of the Board are scheduled for the second and fourth Wednesday of each month at 6:00 p.m. in the District Board Room, 3401 CSM Drive, San Mateo, California. The Board reserves time at each regular meeting for the hearing of students, faculty, staff, or interested citizens regarding items which are not on the meeting agenda (“Statements from the Public on Non-Agenda Items”). To be included on the agenda, formal presentations by organizations or individuals must be approved one week in advance by the District Chancellor. Minutes of Board meetings are public records, open to inspection by any citizen by prior arrangement with the Secretary to the Board of Trustees.

District Offices and Services
The Board of Trustees delegates the detailed conduct of District affairs to the District Chancellor. The role and function of District and college administrations are described in Chapter 2 of District Policies and Procedures. District Policies and Procedures are on the District website under Downloads.

COLLEGE OF SAN MATEO ADMINISTRATIVE ORGANIZATION

The President
The President of College of San Mateo is charged by the Board of Trustees with the administration of the college and has the final decision-making responsibility and authority at the college level. The President serves as chief executive officer of the college and assists the Chancellor in providing educational leadership for the District, its colleges, and the community. Four line officers report directly to the President: Vice President, Instruction; Vice President, Student Services; Vice President, Administrative Services; and Dean of Planning, Research, and Institutional Effectiveness. Each line officer is responsible for the operation of a respective part of the organization, interacting with the President to assure a coordinated delivery of instruction and services.
Office of the Vice President, Instruction (VPI)

The Vice President of Instruction serves as the college administrator responsible to the President for managing the instructional programs in accordance with State regulations and District policies, procedures, and plans. The Vice President of Instruction also serves as the chief campus personnel officer for academic personnel.

Six instructional deans report directly to the Vice President of Instruction. Each, in working with the Vice President, is responsible for the operation of a respective part of the instructional programs: Academic Support and Learning Technologies; Business and Technology; Creative Arts and Social Science; Kinesiology, Athletics, and Dance; Language Arts; and Math and Science.

Office of the Vice President, Student Services (VPSS)

The Vice President of Student Services serves as the college administrator responsible to the President for managing the student services programs and services in accordance with State regulations and District policies, procedures, and plans.

Two deans report to the Vice President of Student Services: Dean of Enrollment Services and Dean of Counseling, Advising, and Matriculation.

Office of the Vice President, Administrative Services (VPAS)

The Vice President of Administrative Services serves as the college administrator responsible to the President for managing the budget, facilities, and public safety.

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**COLLEGE OF SAN MATEO • ADMINISTRATIVE PERSONNEL**

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</tr>
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<td>Dean of Planning, Research, and Institutional Effectiveness</td>
<td>John Sewart</td>
</tr>
<tr>
<td><strong>Vice President of Instruction</strong></td>
<td>Sandra Stefani Comerford</td>
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<td>Dean of Academic Support and Learning Technologies</td>
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<td>Dean of Creative Arts and Social Science (Interim)</td>
<td>Laura Demsetz</td>
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<td>Dean of Kinesiology, Athletics, and Dance</td>
<td>Andreas Wolf</td>
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<td>Charlene Frontiera</td>
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<tr>
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Office of Planning, Research, and Institutional Effectiveness (PRIE)

[http://www.collegeofsanmateo.edu/prie/](http://www.collegeofsanmateo.edu/prie/)

The Office of Planning, Research, and Institutional Effectiveness (PRIE) is headed by the Dean of Planning, Research, and Institutional Effectiveness and by the Coordinator of Planning, a faculty member.

PRIE’s mission is to enhance and foster the institutional effectiveness of CSM by providing information, analysis, training, and research that supports the operation, decision-making, and planning within CSM’s community. PRIE is responsible for conducting a range of analytical support and consultative services, including support of institutional planning as an evidence-based, participatory process.
PRIE staff provide technical assistance in a variety of areas, including strategic planning, enrollment management, classroom research, efforts to improve students’ academic success, program review and evaluation, and environmental scans. Technical assistance may range from the identification and interpretation of available data to survey design and advice concerning the use of statistical tools, or it may entail analytical study and education.

Technical assistance also includes guidance regarding the development of college-wide or subject-matter-specific institutional plans and their integration within the college’s integrated planning model.

In addition, PRIE staff provide expertise and support for the college’s Accreditation Liaison Officer and the Accreditation Oversight Committee.

PRIE is also responsible for reporting and disseminating consistent, accurate data as well as analyses of information to the campus community and to the public in accordance with established procedures. PRIE disseminates a wide variety of qualitative and quantitative institutional data and analyses for the college, the San Mateo County Community College District Office, state and federal agencies, external agencies and organizations, accreditation entities, and the general public.

In addition, PRIE provides technical expertise and assistance for all phases of external grants development.

INTEGRATED INSTITUTIONAL PLANNING AND COMMITTEES

College of San Mateo has an integrated institutional planning process that includes specific, measurable, realistic, and time-bound objectives and that is data driven and evidence based. At the core of CSM’s integrated planning are four key documents: the Mission Statement, the Institutional Priorities, the Educational Master Plan, and the Program Review instrument. (To view these documents, go to http://www.collegeofsanmateo.edu/prie/.)

To see CSM’s comprehensive integrated institutional planning document, go to http://collegeofsanmateo.edu/prie/planningdocs.asp.

Institutional Planning Committee (IPC)

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;

• Ensuring 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;

• Ensuring that participatory governance is properly followed across all participatory governance committees;

• 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.
Distance Education and Educational Technology Committee (DEETC)

College of San Mateo’s Distance Education and Educational Technology Committee (DEETC) advises and makes recommendations on policy and plans for the academic use of these technologies to a variety of governance and administrative entities, including the Institutional Planning Committee (IPC), the Committee on Instruction (COI), other college and district committees, the Vice President of Instruction, and the Dean of Academic Support and Learning Technologies. DEETC reports directly to IPC.

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, based on these evaluations, makes recommendations.

The goals of the committee are to:

- Help shape a college vision of distance education;
- Provide direction for integrating educational technology into all on-campus and distance education courses and programs;
- Guide departments, faculty, and staff towards an efficient, effective, and consistent use of educational technology;
- Recommend policies for quality and academic rigor of all distance education classes;
- Encourage faculty to participate in and make recommendations on the development of courses, course materials, and the use of appropriate educational technology;
- Help guide student accessibility and promote distance education courses as a viable option for pursuing educational goals;
- Develop procedures and guidelines for education technology and online instruction in consultation with the Accreditation Liaison Officer and Vice President of Instruction regarding compliance with external mandates, including specifications articulated by Title 5, Accrediting Commission for Community and Junior Colleges (ACCJC), and Section 508 of the Federal Rehabilitation Act;
- Make recommendations to provide centralized online access to all student support services and resources;
- Make recommendations to provide online support for students, such as creating an online readiness course for students struggling to use educational technology;
- Provide support for professional development for all faculty and staff at the college in the area of educational technology;
- Advise the college community about the appropriate use of propriety applications (e.g. book publishers’ online resources) that support teaching and learning; and
- Consult, advise, and collaborate with, as appropriate, other college and district staff concerned with the effective use of distance education and educational technology.
Diversity In Action Group (DIAG)

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.
COLLEGE OF SAN MATEO ADMINISTRATIVE COMMITTEES
(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; Vice President of Student Services; Vice President of Administrative Services. Meetings are held weekly.

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; Vice President of Administrative Services; Academic Senate President (or designee); a designated dean or director from Student Services; a designated dean or director from Instruction; a designated dean or director from Administrative Services; classified staff representative; Associated Students President (or designee); Director of College Development and Marketing; Dean of Planning, Research, and Institutional Effectiveness; and Coordinator of Planning, Research, and Institutional Effectiveness. Meets as needed.

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; Chief of Public Safety; Manager of Facilities; Coordinator of Planning, Research, and Institutional Effectiveness. Meets as needed.

Instructional Administrators Council

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

Membership
Vice President of Instruction (chair); Instructional Deans; Director of Nursing; Director of Library Services; Dean of Counseling, Advising, and Matriculation (ex-officio). Meetings are held every Tuesday.

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; Directors. Meets twice a month.

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; administrators from all areas within student services; a representative from the Associated Students. Meets the first Tuesday of the month.

ADDITIONAL COLLEGE OF SAN MATEO COMMITTEES

Visit http://collegeofsanmateo.edu/institutionalcommittees/committeedirectory.asp to see a complete list of College of San Mateo committees.

Academic Grievance Committee

Purpose
Reviews and acts on academic-related grievances and makes recommendations to the Vice President of Instruction.

Membership
Guided by CSM policy, academic-related issues requiring extensive discussion are reviewed by a committee comprised of representatives from faculty, administration, and students. Meets as needed.

Academic Standards Committee

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

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.

Accessibility/Americans with Disabilities Act Committee

Purpose
Advises the Vice President of Student Services on matters concerning campus accessibility for students and others with disabilities.

Membership
Representation from faculty, students, administration, and classified staff. Faculty are appointed by the President in consultation with the Academic Senate. Meets as needed.

Accreditation Oversight Committee

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 monthly.

Classified Staff Events Planning Committee

Purpose
Responsible for planning and coordinating campus classified social events on campus. Raises funds for the classified staff’s student scholarship fund. Responsible for the Employee of the Month parking spaces.

Membership
President and members of the classified staff. Meets as members’ schedules permit.
College Auxiliary Services Advisory Committee

Purpose
Provides feedback and makes recommendations to improve customer service at the campus Bookstore, the campus food service operations (Pacific Dining and Paws for Coffee), and the San Mateo Athletic Club (SMAC). 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.

Membership
Representatives are selected annually from classified staff, faculty, students, and administration; the Owner of Pacific Dining and the Bookstore Manager complete the membership. Meets at least once per semester and further meetings as needed.

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 as outlined in the Student Conduct procedures, 7.69.1.

Membership
Representatives from faculty, administration/staff, and students, as outlined in the Student Conduct procedures, 7.69.1.

International Education Committee

Purpose
Coordinates the implementation of the International Education Program at CSM and coordinates college efforts with the District’s International Education initiative for increasing the enrollment of international students at the three colleges.

Membership
Representatives from faculty, administration, staff, and students. Meets monthly.

Professional Development Committee for Faculty (Article 13 – AFT Contract)

Purpose
The San Mateo County Community College District provides a fund equal to 1% of expenditures for regular faculty salaries to provide faculty professional development opportunities. The committee reviews both short-term and long-term professional development proposals submitted by eligible faculty and makes recommendation to the President of proposal disposition.

Membership
Three AFT-appointed faculty members, one Academic Senate-appointed representative, and two administrators. The chairperson will be a faculty member chosen by the committee. Membership is reviewed annually. Meets on an as-needed basis.

Safety Committee

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.

Membership
Vice President of Administrative Services (chair), representatives from classified staff, faculty, students, and administration. Meets monthly.
COLLEGE OF SAN MATEO ACADEMIC SENATE

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 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.

Consult collegially means that the Board of Trustees (the governing board) shall develop policies on academic and professional matters through either or both of the following:

1. The governing board, or its designees, shall rely primarily upon the advice and judgment of the Academic Senate, OR
2. The governing board, or its designees, and the Academic Senate shall reach mutual agreement by written resolution or policy of the governing board effectuating such recommendations.

The purposes of the Academic Senate are stated in full in Article II of the By-Laws of the Senate. (See Appendix B.) All full-time and part-time faculty in the college are members of the Senate.

Officers of the Academic Senate elected to serve during 2015-2016:

President David Laderman
Vice President Kathleen Sammut
Secretary Vincent Li
Treasurer Rosemary Nurre

Governing Council

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

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.

Committee on Instruction (COI)

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.

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

Learning Support Centers Coordination Committee (LSC³)

Purpose
As a subcommittee of the Academic Senate, LSC³ advises the Vice President of Instruction and Deans on matters related to the campus Learning Support Centers. The committee coordinates hours of operation, computer and technology resources, staffing, and scheduling of services to create a highly coordinated decentralized network of learning support services for all students. The committee fosters communication among the Library, Associated Students, and other college support services.

Membership
LSC³ consists of the lead faculty or support staff representative of each campus Learning Support Center. The committee is co-chaired by a faculty representative and the Manager of the CSM Learning Center. Every two years, the committee elects a faculty chair from among its current or recent members. LSC³ meets monthly during the academic year.

Library Advisory Committee (LAC)

Purpose
Advises the Vice President of Instruction, the Director of Library Services, and the Board concerning library policies and procedures, including such issues as appropriate collection strategies, circulation issues, intended audience for library resources, and bibliographic instruction. The committee fosters communication among the Library, the Academic Senate, and the larger college community.

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.

College Assessment Committee (CAC)

Purpose
The College Assessment Committee (CAC) is an independent subcommittee of the Academic Senate and reports to the Academic Senate’s Governing Council.

Membership
Due to the extensive nature of assessment, CAC’s membership includes broad representation comprising of faculty from various disciplines, classified staff, students, and the Dean of Academic Support & Learning Technologies. Ideally, one member of CAC is also on Governing Council and another on Committee on Instruction (COI). Meets monthly.

Center for Academic Excellence Committee (CAEC)

Purpose
The Center for Academic Excellence Committee (CAEC) shall report and recommend to Governing Council and advise the Dean of Academic Support and Learning Technologies regarding professional development activities. The primary focus and purview of the committee shall be faculty professional development and pedagogy.

Membership
The Center for Academic Excellence Committee shall consist of representatives from the faculty, as well as representatives from staff and administration. The faculty member serving as Professional Development Coordinator shall chair the committee. Meets monthly.
PART II • SPECIAL SERVICES

LIBRARY SERVICES
Library Hours for the 2015-2016 Academic Year
Spring and Fall Semesters:
Monday through Thursday 7:45 a.m. to 7:00 p.m.
Friday 7:45 a.m. to 3:00 p.m.
Saturday 10:00 a.m. to 2:00 p.m.
Closed on Sundays, holidays, and declared class recesses

Summer Session:
First six weeks: 9:00 a.m. to 7:00 p.m.
Last two weeks: 2:00 p.m. to 7:00 p.m.

Library Information: http://www.collegeofsanmateo.edu/library/
Phone: (650) 574-6100
Fax: (650) 574-6497
Email: csmlibrary@smccd.edu
Twitter: @csm librarian
IM: csmref (except AIM: AIM csm librarian)
Text: 650-276-0632 (must include area code even if dialing from the 650 area code)

Flickr: https://www.flickr.com/photos/collegeofsanmateolibrary/sets/
YouTube: https://www.youtube.com/user/csmref
Facebook: https://www.facebook.com/CollegeOfSanMateoLibrary

The Library is open while classes are in session. While the Library is closed to the public during class recesses, some library classified staff will be working in their offices. To reach someone in the Library during declared recesses, please call 650-574-6106 or consult the library staff directory on the Library website.

College Library (Building 9-Upper Level)
The CSM Library, an organizational unit under the Vice President of Instruction, provides human, material, and technological resources to support the Mission and Institutional Priorities of College of San Mateo. The Library collections include a well-balanced selection of print, electronic, and microform resources that have been specifically selected to support the academic, workforce development, and basic skills curriculum of the college and to foster the development of life skills that foster success beyond the academy.

When classes are in session, professional librarians are available to provide research assistance in person, by phone, email, chat, text, and via other social media networks during all of the Library’s open hours.

The online catalog represents nearly 75,000 items in the CSM Library and information about the collections of the 34 other libraries in the Peninsula Library System (PLS). Specialized holdings include a small collection of academic level books in the Spanish language for several disciplines and a variety of resources to support ESL students. Additionally, laptops and tools are available for loan.

A delivery system within PLS makes it convenient for faculty and students to request that items located in other PLS libraries be sent to the CSM Library for pickup. Also, items that have been checked out from any other library in the PLS system can be returned to the CSM Library. A book drop, located near the accessibility ramp in front of the Library, is available for dropping off materials when the Library is closed.

The Library also provides free access to thousands of subscription and fee-based online information resources that are usually not available without a charge on the open Internet. This includes access to more than 125,000 eBook titles, as well as academic journal articles, streaming videos, and more. While on campus, faculty, students, and staff can easily access the Library’s online resources from any computer that is connected to the campus wired or wireless networks.
Many Library services and most online information resources are also available away from campus 24 hours a day via any computer that is connected to the Internet. A current Peninsula Library System (PLS) library card and PIN or an alternate remote authentication process is required for off-campus access to subscription or fee-based online databases and information resources.

The Library provides students with access to over 50 open access computers: 44 Windows PCs, 2 Apple Macintosh desktop workstations, and 9 Windows PC laptops. In addition to providing open access to the Internet, the Library’s computers are loaded with Microsoft Office software. Computers are also loaded with website and advanced graphic design software including Adobe Dreamweaver, Photoshop, Illustrator, InDesign, and Acrobat Professional. Assistive technology is available on select computer workstations. Students can print in black and white or color from library workstations or from their own personal laptops. Alternatively, students may make digital scans of books, or other printed material and save to a USB personal storage device or email.

Collaboration and Support for Classroom Instructors

CSM librarians are members of the faculty and are always interested in working with classroom faculty to support curriculum and student success. Librarians are available to present Library orientations or workshops specifically tailored to support a course’s overall objective or a particular research or class project. Orientations generally take place in the Library classroom, which is equipped with computer workstations and a projection unit.

Librarians welcome opportunities to collaborate with faculty in academic, workforce development, and basic skills programs to design learning activities that foster development of core information research competencies.

Librarians can create online library research guides (LibGuides) expressly for classes or programs. Examples of librarian created research guides can be found at http://libguides.collegeofsanmateo.edu/.

To inquire about scheduling an orientation or requesting the development of a research guide, please contact the Library Reference Desk at ext. 6232 or email csmlibrary@smccd.edu. One can also schedule an orientation online by filling out the request form on the Faculty Services page on the Library website. Special arrangements can be made to schedule orientations for evening, Saturday, and distance education classes.

Librarians can collaborate with faculty to create assignments that will help students produce better papers and projects. The Library also solicits faculty input in reviewing Library collections in their teaching areas and making recommendations for additional resources.

Privileges and Services for Faculty

- **Borrowing Privileges:** The Library extends a special loan privilege to classroom faculty. Faculty members may borrow most books in the CSM circulating collection for an extended loan period of up to one semester. Extended loan requests must be made in person. Faculty must present a PLS Library Card to borrow all Library materials. The Library also waives CSM fines and fees for faculty.

- **College Reserves:** To improve student access to supplementary material or materials with limited availability, the Library maintains the College Reserves Collection. College Reserves help students by enabling instructors to place copies of textbooks, past exams, quizzes, solution manuals, article reprints, etc., in a restricted access collection held behind the circulation desk. Borrowing limits for these materials are set by classroom instructors.

The Library encourages faculty to request copies of course textbooks from publishers for the Library’s College Reserves Collection. To learn more about placing materials “on reserve,” please contact the Loan Desk at ext. 6548 or contact Bryan Gerbig at gerbig@smccd.edu (ext. 6130). The Reserves Request form is available online at http://collegeofsanmateo.edu/library/docs/reserve.pdf. Copies of the form are also available at the Library. Bring your item(s) and a completed Reserves Request form to the Circulation/College Reserves Desk near the entrance of the Library.

- **Intra-Library Loan:** The PLS integrated Online Public Access Catalog and delivery system enables easy access to materials available in all public and community college libraries in San Mateo County.
Faculty and students with a valid PLS library card can place a “hold” on almost all circulating items at any PLS library and ask that it be sent to CSM for pickup. For more information, see item #3 “Requesting Library Items (Placing Holds)” on the Circulation FAQ webpage at http://collegeofsanmateo.edu/library/circ_faq.php.

- Inter-Library Loan (ILL): The Library can also borrow materials from public and academic libraries that are not in the PLS system. The CSM WorldCat catalog http://csm.worldcat.org provides an easy interface to search for items in PLS libraries and to extend the search to libraries throughout the world. Visit the Library Faculty Services webpage at http://collegeofsanmateo.edu/library/interlibrary.php to locate forms to request books, articles, or other resources that are not available in the PLS system. Also call the Library Reference Desk at ext. 6232 for assistance.

- Recommending Items for Purchase: The Library welcomes faculty input and suggestions for additions to collections to support the curriculum. The Library does not purchase materials to support post-graduate level academic research but can aid researchers in borrowing material through ILL. Please contact the Director of Library and Learning Services or visit the online purchase suggestion link on the Library’s Faculty Services webpage at http://www.smccd.edu/accounts/csmlibrary/purchase.html.

Library and Information Competency

As of Fall 2010, Information Competency is a graduation requirement for all CSM students. Information about courses, tutorials, and information competency is available on the Library website. The Library offers for-credit courses, orientations, and online tutorials that promote student success through information competency.

Courses from any division that meet the criteria developed by the Committee on Instruction can satisfy the college’s information competency graduation requirement. Courses that satisfy the requirement are listed on the Information Competency website at http://collegeofsanmateo.edu/library/info_comp.php. Faculty that are interested in modifying an existing course or creating a new course that can satisfy the requirement should contact their division’s representative on the Committee on Instruction.

Library Collections

- Reference Collection: Indexes, encyclopedias, directories, etc. are available for use in the library.

- Circulating Collection: Approximately 66,000 items are available for checkout.

- Tool Lending Library: This collection features approximately 60 tool types ranging from hardware and electronics to arts and crafts. Items are available for checkout to students, staff, and faculty of CSM. For more information see the Tool Lending Library guide at http://libguides.collegeofsanmateo.edu/tools.

- Online Information Resources: The Library provides students with free access to over 85 subscription-based online databases of articles, ebooks, audio books, art images, and online films and video that are usually only available for a fee on the Internet. Open access academic databases are also available. Resources focus on health, general science, social sciences, humanities, literature, literary criticism, biography, computer technology, government documents, business, arts (image collections), biological sciences, and other subjects. Resources can be viewed (and in some cases downloaded) in the Library, anywhere on campus, and from remote locations. A PLS Library Card is needed for off-campus access.

- Periodicals Collections (magazines, journals, and newspapers): The Library currently receives a selection of about 119 magazines, journals, and newspapers in print format. Current issues are on display in the Library. Back issues can be requested at the circulation desk and checked out. The Library retains back issues of selected periodicals in microform formats.

- U.S. Government Documents: The College of San Mateo Library is a partial Federal Government Depository. Most information can be accessed online from the Library webpage.

- Photograph Library Project (PHLIP): Photographs of College of San Mateo and the San Mateo County Community College District from 1923 to the present are available online through this project.
Library Services and Equipment:
- College Reserves Services
- Loan/Circulation Desk services
- Inter-Library Loan services
- Distance Education support
- Individual, small group, and lounge seating options conducive to a quiet study environment
- Computer workstations with Internet access, Microsoft Office, and Adobe graphic design software
- Printers (black & white and color)
- Wi-Fi network for laptop computers and mobile devices
- Wi-Fi printing
- Wireless laptop computers for CSM students to use in the Library
- CCTV (desktop video magnifier)
- TV/VCR. Computers support playing of DVDs
- Photocopiers
- Scanners (including scan to email)
- Microforms Reader/Printer
- Adaptive equipment and software to support students with visual or auditory challenges
- Tools for DIY (Do it Yourself) projects

Library Programs
The library produces workshops and public programs to engage and support the entire college community. Library workshops and programs include opportunities on how to use computers and mobile devices to access information, “makerspaces,” art exhibits, author lectures, and other cultural events. The library welcomes opportunities to collaborate with faculty, staff, and student groups in the development and production of workshops and programming. If you are interested in collaborating with the Library to produce a program or event, please contact the library director at 650-574-6569 or ford1@smccd.edu.
### COLLEGE OF SAN MATEO LEARNING SUPPORT CENTERS AND LABS

<table>
<thead>
<tr>
<th>CENTER</th>
<th>LOCATION</th>
<th>LEAD FACULTY</th>
<th>SUPPORT STAFF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy and Physiology Lab</td>
<td>Science Building, Room 217</td>
<td>Theresa Martin</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Business Computer Lab</td>
<td>South Hall (14), Rooms 101, 103, and 105</td>
<td>Darrel Dorsett</td>
<td>Russell Cunningham, Instructional Aide</td>
</tr>
<tr>
<td>CIS Computer Lab</td>
<td>Emerging Technologies Building (19), Rooms 124 and 126</td>
<td>Melissa Green</td>
<td>TBA, Instructional Aide</td>
</tr>
<tr>
<td>Communication Studies Center</td>
<td>College Center, Learning Center, Room 220</td>
<td>Yaping Li</td>
<td>Jacqueline Swan, Instructional Aide</td>
</tr>
<tr>
<td>CSM Learning Center</td>
<td>College Center, Room 220</td>
<td>Ron Andrade, Learning Center Manager</td>
<td>Tabitha Conway, Instructional Aide</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Joseph Martinez, Learning Center Coordinator</td>
</tr>
<tr>
<td>Digital Media Computer Lab</td>
<td>College Center, Room 161</td>
<td>TBA</td>
<td>Jeanette Courtin, Instructional Aide</td>
</tr>
<tr>
<td>Modern Language Center</td>
<td>College Center, Learning Center, Room 220</td>
<td>Colby Nixon</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Integrated Science Center</td>
<td>Science Building, Room 110</td>
<td>Kathy Diamond, David Locke</td>
<td>Justin Stevick, Lab Technician (Astronomy Lab)</td>
</tr>
<tr>
<td>Math Resource Center</td>
<td>North Hall (18), Room 202</td>
<td>Cheryl Gregory, Lena Feinman</td>
<td>Not applicable</td>
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<tr>
<td></td>
<td>[Central Hall (16), Room 111 as a satellite location]</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nursing Skills Center</td>
<td>Health and Wellness Building, Rooms 360 and 380</td>
<td>Jane McAteer, Director of Nursing</td>
<td>Leslie Punzalan, Lab Technician</td>
</tr>
<tr>
<td>Reading and ESL Center</td>
<td>North Hall (18), Rooms 101 and 103</td>
<td>Kristi Ridgway (ESL)</td>
<td>Anna St. Amand, Instructional Aide</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jamie Marron (Reading)</td>
<td>Colleen Olle, Instructional Aide</td>
</tr>
<tr>
<td>Writing Center and English 800 Center</td>
<td>North Hall (18), Rooms 102, 104, 106, and 108</td>
<td>Juanita Alunan, Kathleen Steele</td>
<td>Greg Lagang, Instructional Aide</td>
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<td></td>
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<td>Kim Sheehan, Instructional Aide</td>
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<td>Mondana Bathai, Instructional Aide</td>
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LEARNING SUPPORT CENTERS and LABS

Academic Support and Learning Technologies Centers
The CSM Learning Center (LC) is host to a variety of services and resources to assist students in acquiring the skills and knowledge to achieve academic success. The LC offers academic peer tutoring, supplemental instruction, student success workshops and access to computers with course software in Digital Media, CIS, Accounting, and Assistive Technology. In addition to electronic resources, the LC has a textbook reserve program, plus provides a quiet space for individual and group study. (College Center, room 220; 574-6570)

Business and Technology Labs
The Business Computer Lab provides both classrooms for the Microcomputer Applications classes and for open lab sessions for Business, Business Computer, and Accounting students to use in improving their computer skills in a variety of applications (e.g., MS Word, Excel, PowerPoint, Access, etc.). During open lab hours this resource is available to any student registered at CSM. (South Hall [Building 14], rooms 101, 103, and 105; 574-6489)

The CIS Computer Lab is used for both instruction and open lab sessions. As a support resource, it offers CIS students an opportunity to meet with faculty one on one or to receive assistance from instructional aides or student assistants. The software taught in the CIS courses is available at this location to support the students working on problems/projects or working to improve their skills. When classes are not being held in this lab, it is open to all students registered at CSM. (Emerging Technologies Building [Building 19], rooms 124 and 126; 574-6327)

Creative Arts and Social Science Centers
The Digital Media Center is available for any student registered at CSM. Priority is given to Digital Media (DGME) and Electronic Music students. The lab offers students an opportunity to meet with faculty one on one or to receive assistance from instructional aides. The software taught in DGME and Electronic Music courses is available at this location to support the students working on problems or working to improve their skills. (College Center, room 161; 574-6446)

Language Arts Centers
The Communication Studies Center offers one-on-one, individualized attention for students enrolled in Communication Studies courses. Students receive assistance in topic selection and development, outlining, delivery, and critiquing of presentations. Videotaping and playback of speeches are available for students requesting instructor feedback. Speech books, journals, videos, CDs, and computers are available as resources. (Learning Center, College Center, room 220; 574-6257)

The English 800 Center offers diagnosis in writing skills; tutorial instruction in grammar, sentence structure, and essay composition; tutorial assistance in composing papers for a CSM class; and serves students enrolled in ENGL 828, 838, and 848. (North Hall [Building 18], room 102; 574-6539)

The Modern Language Center offers students videos, DVDs, dictionaries, textbooks, other printed materials, and computers providing Internet access and loaded with language-learning software. Also, students enrolled in Spanish have an opportunity to meet with Spanish faculty on a one-on-one basis and to practice conversation in an informal atmosphere. (Learning Center, College Center, room 220; 574-6346)

The Reading and ESL Center offers individualized diagnosis of reading skills; instruction in improving comprehension, vocabulary, and reading speed; and reinforcement of phonics and spelling skills. (North Hall [Building 18], room 101; 574-6437)

The Writing Center offers diagnosis in writing skills; tutorial instruction in grammar, sentence structure, and essay composition; tutorial assistance in composing papers for a CSM class; and assistance in completing assignments from any CSM English composition class. (North Hall [Building 18], room 104; 574-6436)
Math and Science Centers and Labs

The Anatomy and Physiology Lab is designed to provide additional support for students enrolled in Anatomy and/or Physiology. The center is staffed by experienced anatomy and physiology instructors and peer tutors who are available to tutor, demonstrate structures, answer questions, and provide study skills training. The Anatomy & Physiology Center website is http://collegeofsanmateo.edu/anatomy/ and has information about the mission of the center, hours of operation, and class resources. (Science Building [Building 36], room 217; 574-6252)

The Integrated Science Center (ISC) provides a study support environment to help CSM students succeed in their science courses. The ISC is staffed by experienced faculty from different science departments. The ISC offers a friendly, comfortable atmosphere, accessible to and popular with students. It provides students the opportunity to consult with faculty, work with other students in study groups, or work individually in an academically stimulating environment. The ISC is open Monday-Friday during daytime hours, and an effort is made to be open 8:00 a.m. to 4:00 p.m. The ISC resources are targeted to students enrolled in any science course at CSM. This includes Astronomy, Biology, Chemistry, Engineering, Geology, Health Science, Nursing, Oceanography, Paleontology, and Physics. The ISC is also available for meetings of student organizations. The ISC consists of two spaces: one large room with 9 tables seating a total of about 45 students, science textbooks, anatomy and geology models, specific course textbooks and supplements, and a faculty desk and a smaller adjoining room with 20 computers for student research, TBA (to-be-arranged hours) assignments, and printing of course materials. The ISC website is http://collegeofsanmateo.edu/labs/isc.asp. (Science Building [Building 36], room 110; 574-6688)

The Math Resource Center (MRC) provides assistance to students enrolled in any Math class or with any math-related question. The MRC is staffed by Mathematics faculty and student peer tutors. The MRC is open 5 days a week and hours are posted at the start of each semester. In addition to personnel, the MRC has computers loaded with the identical software used in Math classes at CSM. The MRC website is http://www.collegeofsanmateo.edu/mrc/. (North Hall [Building 18], room 202; 574-6540)

The Nursing Skills Lab provides instructional space for all of the nursing lab courses. Open skills labs are offered during designated hours each week. Hours are posted in and outside of the lab. The lab houses 8 patient suites, including 2 designated simulation suites. Students have the opportunity to practice skills, demonstrate competencies, complete simulation scenarios, view media, study, and complete a variety of other assignments. Information can be obtained from the Nursing Department at 574-6218. (Health and Wellness Building [Building 5], rooms 360 and 380; 574-6213)
INSTRUCTIONAL SUPPORT SERVICES

Business Cards
A standard College of San Mateo business card is available to those who need them (generally program coordinators, division deans, administrators, and others who frequently represent the college in the community or in off-campus settings). If a faculty member needs business cards, he or she should submit a request to the Division Dean.

CSM Campus Copy & Post
Located on the first floor at the east entrance of College Center (Building 10). Contact the staff at Campus Copy & Post at ext. 6320 for hours of operation.

Campus Copy & Post services include the following:
- Copying and Producing: One may copy and produce anything from a single-sided, black-and-white page to a colorful custom-bound booklet.
- UPS Shipping and Daily US Mail Pickup: UPS labels can be created for one’s own packaging, or boxes and/or envelopes may be purchased in the store. We also offer USPS stamps for sale.
- Name Badge Engraving: Blue badges with white lettering or white badges with blue lettering are currently available in stock. Other colors are available by special order. The fasteners are pin-on or magnetic.
- Custom College, District, or personal Business Cards and Letterhead.

Copier/Duplicator Machines at College of San Mateo
High speed copier/duplicator machines are located in various buildings throughout the campus. They are placed there for the convenience of the faculty needing fast, high-quality copies of tests, handouts, etc. related to your responsibilities at CSM. User codes are required for the operation of these copiers and are available from Division Deans.

Faculty and staff are encouraged to use these machines to reduce the time it takes to produce instructional materials for the classroom. The copiers have the capability to copy, collate, and staple in one operation, thus reducing the cost to the lowest possible rate. CSM Campus Copy & Post may be used for unusually large quantities or materials which require special paper or inks. College of San Mateo encourages faculty to “go green” by posting appropriate handouts, instructional materials, and other information online.

Copyrighted Materials
Duplication of copyrighted materials is not authorized by College of San Mateo. A waiver form must be signed indicating approval has been received from the copyright holder. (See Appendix C.)

MAIL SERVICE
Mail service is provided for authorized college business. All College of San Mateo off-campus mailings must have the sender’s name and department in the upper left-hand corner of the envelope. Faculty and staff are not to use the mail service for personal business.

Outgoing mail requiring postage is routed to the central mail room in Building 34, where it will be stamped and dispatched. Do not enclose paper clips or other bulk in mail to be run through the stamping machine. When mailing quantities of mail to be sealed, leave envelope flaps folded over just as they were packed in their original box. Do not interleave the envelopes. Secure the envelopes with rubber bands. Extra thick legal size and large flat envelopes must be sealed by hand because they cannot be processed through a machine. Do not mix sealed envelopes with unsealed envelopes; they are processed separately by machine.

Pieces to be mailed must be at least 4 inches high and 6 inches long and seven thousandths (.007) of an inch thick (index card thickness); however, index card size is too small. The college standard size envelopes (both letter and legal) meet the size requirements. Envelopes of unusual size will cost additional postage. When ordering envelopes for mailing, request “machineable” envelopes.

CSM’s address is 1700 West Hillsdale Boulevard, San Mateo, CA 94402-3757.
Schedule of Intra-District Mail Runs
There will be two mail runs daily to and from the District Office, Skyline College, and Cañada College.
9:30 a.m. Leaves District office for CSM Mailroom.
10:00 a.m. Leaves CSM Mail Room for Cañada and Skyline.
2:30 p.m. Arrives at CSM Mail Room.
2:45 p.m. Leaves CSM Mail Room for Cañada and Skyline.
4:15 p.m. Arrives back at District office.

Distribution to CSM Locations

Public Safety and Medical Services (Building 1)
Buildings and Grounds
Health Center
Psychological Services
Public Safety Office

Art (Building 4) - Faculty with offices in Buildings 2 and 4 will receive their mail in 4-125.

Health and Wellness Center (Building 5)
Kinesiology, Athletics, and Dance Division
Cosmetology
Dental Assisting
Nursing Department
San Mateo Athletic Club (SMAC)
Faculty and staff in the Health and Wellness Center will receive their mail in 5-267.

Library (Building 9) Library and KCSM

College Center (Building 10)
Administrative Offices
Admissions and Records
Assessment/Placement Testing Center
Bookstore
Cafeteria
Career Services Counseling
Digital Media
DSPS
EOPS
Financial Aid
Learning Center
Multicultural Center
Transfer Services
Faculty with offices in College Center will receive their mail in 10-464.

East Hall (Building 12) - Administration of Justice and Fire Science

Building 15 - Faculty with offices in Building 15 will receive mail in 15-113.

Building 17 - Faculty with offices in Building 17, Middle College High School, and The Office of Student Life and Leadership Development will receive mail in 17-150.

Emerging Technologies Building (Building 19) - Faculty with offices in the Emerging Technologies Building will receive mail in 19-117.

Child Development Center (Building 33) - Faculty and staff in the Child Development Center will receive mail there.

South Bay Regional Safety Training Center (Building 35)

Science Building/Planetarium (Building 36) - Faculty with offices in the Science Building will receive mail in 36-307.
MEDIA SERVICES

For instructions and reserving media equipment, visit http://www.smccd.edu/accounts/media/index.php/services/ or call 650-358-6717.

SUPPLIES

Paper, pens, pencils, stationery, envelopes, file folders, and other supplies necessary for instructors to complete their teaching and committee responsibilities are distributed through the Division Offices. Students supply their own materials, including their own examination booklets (blue books). For details, see the Division Assistant.

VOICEMAIL SERVICE

MICROSOFT OFFICE 365 LYNCE

Full time faculty and staff members are assigned to use the O365 Lync Voicemail system. If your dean or manager has requested a voicemail box for you, you will have received an automated email similar to the following:

“Welcome to Exchange Unified Messaging. To use your phone to access your email, calendar, and contacts, call your Outlook Voice Access number and enter your PIN at the prompt.”

Your number: 1234 (SAMPLE)
Your PIN: 123456 (SAMPLE)
Please take note of your 6-digit PIN.

Below are some helpful instructions on accessing O365 Lync Voicemail.

1) The Outlook Voice Access Number is (650) 378-7411. Dial this number from your office phone/ cell phone/home phone if you want to access voice messages via the phone. Your office phone’s “MAILBOX” button should already be configured to also dial x7411. (If it is not, please notify ITS Helpcenter at (650) 574-6543).

2) Use the PIN provided in the “Welcome Email.” You will be required to change it after your initial login. Your new PIN must be six (6) numerical digits in length.

3) O365 uses “Voice Access Commands” for navigation. Below is a list of the main menu high-lighted with a brief description of each option.

a. “Voicemail” – You can listen to your voicemail.

b. “Email” – You can now have O365 read you your emails via the phone.

c. “Calendar” – O365 will read your appointments for today or a specific date.

d. “Personal Contacts” – O365 will put you in contact with your Contacts in Outlook.

e. “Directory” – Requires the use of your telephone keypad.

f. “Personal Options” – This option requires the use of your telephone keypad.

   i. 1 – Activate your “Away” Greeting On

   ii. 2 – Record a greeting

       1. Record your Main Greeting *

       2. Record your Away Greeting

       3. Record your Name *

   iii. 3 – Reset your PIN

   iv. 4 – Start using Touch Tone Interface

   v. 5 – Change your time zone
vi. 6 – Use the 24 hour time format
vii. * – Return to Main menu
viii. 0 – Repeat the menu

*For the full O365 experience, we highly encourage you to record your name and a personal greeting. Please refer to [http://smccd.edu/its-resources/tag/o365](http://smccd.edu/its-resources/tag/o365) for more resources regarding Microsoft Office 365.

For further instructions on how to use the district voicemail system, go to the following link: [http://smccd.edu/its-resources/using-the-phone-system/](http://smccd.edu/its-resources/using-the-phone-system/).

If you need further assistance with the district voicemail system, contact the Help Center at (650) 574-6543 or complete an IT Services Request Form by going to the District Portal Page: [http://www.smccd.edu/accounts/portal/](http://www.smccd.edu/accounts/portal/).

Office phones are available for District business and are not to be used by students. The majority of faculty can call area codes 650, 415, 408, and 925.

Hallway courtesy phones are available for District business. Courtesy phones can be used in an emergency by calling Campus Public Safety (ext. 6415) or 9-911. Courtesy phones may also be used to contact faculty and staff at Skyline, College of San Mateo, or Cañada College. Following is a list of hallway courtesy phone locations.

- BLDG 01: FRONT ENTRANCE*
- BLDG 01: ROOM 130; OUTSIDE DOOR
- BLDG 01: 1ST FLOOR UNDER STAIRS
- BLDG 03: THEATER
- BLDG 04: 2ND FLOOR*
- BLDG 04: OUTSIDE NEXT TO SODA MACHINE*
- BLDG 05: COLUMN OUTSIDE SAN MATEO ATHLETICS CLUB*
- BLDG 05: 3RD FLOOR NEXT TO ELEVATORS
- BLDG 05: 1ST FLOOR POOL AREA*
- BLDG 05: MEN’S LOCKER ROOM
- BLDG 05: MEN’S DISABLED LOCKER ROOM
- BLDG 05: WOMEN’S LOCKER ROOM
- BLDG 05: WOMEN’S DISABLED LOCKER ROOM
- BLDG 05: STAFF LOCKER ROOM
- BLDG 07: 102*
- BLDG 08: 2ND FLOOR NEXT TO BASKETBALL COURTS
- BLDG 08: WOMEN’S LOCKER ROOM
- BLDG 08: MEN’S LOCKER ROOM
- BLDG 09: KCSM LEVEL; ACROSS FROM ROOM 103
- BLDG 09: COURTESY PHONE IN HALLWAY
- BLDG 09: LOADING DOCK ON SOUTH SIDE*
- BLDG 09: MINI HALLWAY TO KCSM OFFICES ACROSS ELEVATOR
- BLDG 10 OUTSIDE WALL EAST ENTRANCE*
- BLDG 10 FIRST FLOOR LOADING DOCK*
- BLDG 10 SECOND FLOOR WEST ENTRANCE
- BLDG 10 3RD FLOOR NEAR RESTROOMS
- BLDG 10 4TH FLOOR NEAR RESTROOMS
- BLDG 12: HALLWAY NEAR ROOM 105
- BLDG 12: HALLWAY NEAR ROOM 181
- BLDG 14: NEAR ROOM 106 STUDENT LOUNGE
BLDG 14: 2ND FLOOR ACROSS FROM WOMEN'S RESTROOM
BLDG 15: 169; HALLWAY
BLDG 16: 1ST FLOOR
BLDG 16: 2ND FLOOR
BLDG 17: HALLWAY NEAR ROOM 110
BLDG 17: HALLWAY NEAR ROOM 150
BLDG 18: 1ST FLOOR; ACROSS FROM ROOM 110
BLDG 18: 2ND FLOOR; ACROSS FROM ROOM 206
BLDG 18: 3RD FLOOR; ACROSS FROM ROOM 308
BLDG 19: 113; NEXT TO BUSINESS AND TECHNOLOGY DIVISION OFFICE
BLDG 33: CHILD DEVELOPMENT CENTER*
BLDG 34: FRONT ENTRANCE BETWEEN ITS AND FIRE ACADEMY GARAGE*
BLDG 34: INSIDE REAR ENTRANCE
BLDG 35: FRONT ENTRANCE*
BLDG 36: 1ST FLOOR
BLDG 36: 1ST FLOOR; NEAR ROOM 109
BLDG 36: 1ST FLOOR; NEAR CHEMICAL STORAGE ROOM
BLDG 36: 2ND FLOOR MAIN ENTRY
BLDG 36: 2ND FLOOR NEAR 36-221
BLDG 36: 2ND FLOOR; NEAR 36-205
BLDG 36: 3RD FLOOR HALLWAY NEAR 36-305
BLDG 36: 3RD FLOOR; NEAR 36-311
BLDG 36: 3RD FLOOR; NEAR 36-321
BLDG 36: 400, 4TH FLOOR OBSERVATION DECK
* Indicates courtesy phones that are on the outside of buildings, not in hallways.

There are no payphones on campus.

**BULLDOG BOOKSTORE (2nd floor of College Center, Building 10)**

The Bulldog Bookstore staff looks forward to working with faculty to provide services for the campus community and stands ready to assist with inquiries and requests, big and small. Contact the Bookstore:

Phone: (650)574-6367
Fax: (650)574-6410
Email: csmbookstore@smccd.edu
Website: http://bookstore.collegeofsanmateo.edu

**Hours of Service**

Monday through Thursday .................................................. 7:45 a.m. to 7:00 p.m.
Friday (closed Fridays during summer session) ...................... 7:45 a.m. to 2:00 p.m.
Saturday and Sunday......................................................... closed

The bookstore offers extended hours during the first week of each term. Please visit the website for our “Rush” schedule.

**Full Refund Policy**

Full refunds are given for dropped or canceled courses only. Receipts are required, and books MUST be in original and unopened (if applicable) condition.

**Book Buyback**

The Bookstore will buy books back from students at approximately 50% of the purchase price during final exams every term if and only if the Bookstore has received an order from an instructor for that book for use in the following semester and the Bookstore is not overstocked. The bookstore must receive books...
orders by the due date for buyback to be an option. Single-use access codes and software may prohibit the Bookstore from buying books as well. If there have been no orders placed, the book will either be refused or bought back by a used book company, which may buy a book, depending on national demand. It is, therefore, very important for faculty members to submit book orders as early as possible.

Desk Copies
College of San Mateo Bookstore is unable to order desk copies. If requested, the Bookstore can provide the contact information for publishers so faculty can request copies. In the event that said copies will not arrive in time for the start of the semester, the Bookstore offers copies on an emergency basis by charging for the copy and refunding the money when the book is replaced with a new copy, provided the copy is not marked in any way other than the original and the book is returned in the same semester.

Classroom Materials
Classroom materials (non-text) may be requested by submitting a Supply Requisition Form or by contacting Melvin Sharma (“Sharma”) at (650) 574-6369. Instructors are asked to let the Bookstore staff know of specific items they would like made available to students.

Check and Charge Card Policies
1. Check Policy (Travelers checks and money orders included)
   a. The Bookstore does not accept checks for the purchase of computers or for an amount higher than $500. The Bookstore reserves the right to refuse any check for any reason.
   b. Checks must be imprinted with the account holder's name and address, and cannot be temporary checks issued to new account holders. Checks must also be dated with the purchase date.
   c. A student ID number and one of the following must be presented:
      i. Valid state issued ID or driver’s license or
      ii. Government issued ID (e.g., military ID).
   d. A service/handling charge will be assessed for any returned checks.

2. Charge Card Policy
   a. The card user should be the same as the name appearing in the authorized signature space on the back of the card, or
   b. A person wishing to make a purchase on another person's card (a parent or relative's card is most common) must present a letter of authorization bearing the signature of the cardholder. For this reason, the back of the card must be signed. (American Express Cards may be used only by the cardholder. No exceptions.)
   c. Identification must be presented for the use of any card. These include
      i. Valid state issued ID or driver’s license or
      ii. Government issued ID (e.g., military ID).
   d. Cards may be used only for the exact amount of purchase (Debit/ATM cards excluded).

How Do Textbook Rentals Work?
What do students get from renting?
   • Rental books cost 25% of the new book price (students can save up to $75 on a $100-book!).
   • Students are allowed to rent a book for one full semester and return it during finals week.

How do books qualify as rentals?
   • The Bookstore selects books that are new editions. The Bookstore needs to be able to replace copies not returned, and old editions are often not available from publishers.
   • Currently the Bookstore adds titles as its budget permits.
   • Workbooks are discouraged because students write in them.
   • Some books come with one-time access codes. These books are not available for rent.

How can the Bookstore add more books to its rental program?
   • The Bookstore needs you!
   • If you are willing to use the same book(s) for four (4) semesters, the Bookstore will target those books for its rental program!
Excellent additions to the rental program include core textbooks used in transferable and degree-fulfilling courses including, but not limited to, Accounting, Biology, Chemistry, Health Science, Math, Psychology, and Political Science.

Contact James Peacock at the bookstore: (650) 574-6367 or peacockj@smccd.edu.

Textbook Requisition Form
The textbook requisition form can be found on the CSM Bookstore website: http://www.smccd.edu/csmbookstore/csm-bookorder-rev.pdf. Instructions are on the form.

FOOD SERVICES
The Terrace Grill (2nd floor of College Center, Building 10) offers food, beverages, and lovely views. A diverse selection of freshly prepared cuisine from around the world and a large variety of grab n’ go items are available Monday through Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. to 2:00 p.m.

Event catering services are available daily. Contact Rick McMahon at Rick@Pacific-Dining.com or (650) 574-6582.

PAWS for Coffee and The Market (2nd floor of College Center, Building 10) are open Monday through Thursday from 7:00 a.m. to 8:15 p.m. and Friday from 7:00 a.m. to 2:00 p.m. Coffee and Pastry Catering is available through PAWS for Coffee. If interested, please contact Charles Cianos at cianosc@smccd.edu.

NOTE: During summer session, both The Market and PAWS for Coffee will be closed on Fridays.

Le Bulldog (in the Health and Wellness Center, Building 5) features Fair Trade Organic Coffees as well as freshly prepared salads, sandwiches, and a selection of healthy snacks and beverages. Hours are Monday through Thursday from 7:30 a.m. to 2:30 p.m. and Friday from 7:30 a.m. to 2:00 p.m.

Vending machines are available in a variety of locations on campus.

COMMUNITY RELATIONS AND MARKETING DEPARTMENT
College of San Mateo’s Community Relations and Marketing (CR&M) Department oversees the college’s marketing efforts including the web & print design, production, print management, and distribution of brochures, newsletters, direct mail pieces, and online and print advertising. It provides high school outreach through the student ambassador program and community outreach through its media relations, electronic marketing, electronic-board, college event calendar, and press releases. Working closely with the Office of Instruction staff, the CR&M Department manages the design, the print and online production, and the distribution of the Catalog and the Schedule of Classes. This department also assists faculty in developing and maintaining websites for academic departments, setting up a communication listserv, and using social media for approved college-related purposes.

If a faculty member needs to send a communication to all CSM students, they should submit the fillable and downloadable student email communication request form. Once completed, the CR&M Department will review and submit it to administration for approval. Once approved, the message will be sent and the requestor will receive a confirmation.

This department is responsible for the college website http://www.collegeofsanmateo.edu and as such any inquiries on usage, changes, and updates to web content should be communicated to the department. Any faculty who are identified as “content owners” for their discipline should contact the CSM Webmaster for training on the web content editor.

Faculty who are seeking assistance with their department’s website or with marketing their department should contact Beverley Madden at ext. 6538 or maddenb@smccd.edu. They may also find self-help information at the CR&M Department’s website: http://collegeofsanmateo.edu/marketing.

Any contact with the media on behalf of the college should be requested and/or directed to the department director, Beverley Madden.
STUDENT SERVICES

Student Services at College of San Mateo consists of the programs and services listed below.

**CalWORKs PROGRAM**

CalWORKs assists students receiving cash-aid (TANF) through CalWORKs County programs with a variety of coordinated support services. These services include academic and personal counseling, work-study, priority registration, assistance applying for financial aid and scholarships, parenting workshops, job and life skills training, and computer access. The CSM CalWORKs program also assists the Human Services Agency with providing CalWORKs students with textbooks, supplies, child care costs, and transportation assistance, as they pursue training to increase employment opportunities that lead to self-sufficiency. For more information or to make a referral, contact CalWORKS staff in College Center, room 120K, or call ext. 6155.

**CHILD DEVELOPMENT CENTER**

The Mary Meta Lazarus Child Development Center at College of San Mateo provides a high quality early care and education program for children 2½ to 5 years old in a warm, responsive, safe environment. The Child Development Center fosters children’s competence in all aspects of their development. Their social, emotional, physical, intellectual, and creative capacities are nurtured by a dedicated staff of early childhood professionals who have a commitment to developmentally appropriate practice. Rich, engaging learning experiences are offered in the areas of literacy, math, science, art, and music. The Child Development Center’s outdoor environment is filled with a variety of opportunities for learning through gross motor play, gardening, and sand and water play.

The staff believes family members are the most significant people in children’s lives, and they strive to respect and support the diverse values of the families enrolled for the benefit of each child.

The Center offers subsidized child care to eligible student-parents, and college staff and faculty may also enroll and pay a full tuition fee as space is available.

The Center is open Monday through Friday from 7:30 a.m. to 5:00 p.m. During fall and spring semesters, the Center operates on the College calendar and serves children on the days classes are in session. The Center is also open for a 6-week summer session. Breakfast, lunch, and an afternoon snack are provided. Meals meet the nutritional guidelines of the USDA and the California Department of Education Child Nutrition Services. For additional information, contact the Child Development Center at (650) 574-6279 and visit the Child Development Center website at [http://collegeofsanmateo.edu/childcenter/](http://collegeofsanmateo.edu/childcenter/).

**COUNSELING SERVICES**

Counseling services are designed to 1) assist students to make decisions about educational and career goals; 2) provide academic planning to complete certificate, associate degree, and/or university transfer programs; 3) help students evaluate academic readiness and plan coursework to build skills; 4) assist students to use campus services and resources; and 5) acquaint students with skills, strategies, and techniques to enhance academic success.

Career Counseling services are designed to assist students to develop career goals. Services provided include 1) counseling; 2) workshops that address career research; 3) career exploration and job-hunting resources detailing preparatory education and training and labor market trends for career areas; 4) EUREKA, a computer-based California career information system; and 5) career assessment measures available at a nominal cost to assess personal traits, interests, values, and strengths related to career paths.

University Transfer Counseling services are provided by all counselors and are designed to assist students to research colleges and universities, majors, academic requirements, college costs, and other issues related to transfer.

Personal Counseling services are designed to assist students to resolve personal and/or educational issues that may interfere with the ability to succeed and to achieve educational goals.
Frequently Asked Counseling and Counseling-Related Questions Addressing the Following:

- Enrollment Management: Classroom Enrollment, Wait Lists, Census, Positive Attendance, Incompletes, Grades, and additional areas
- Prerequisite Information
- CSM Placement Test Program
- Student Success, Student Service Programs, and the EARLY ALERT System
- Behavioral Problems or Disruptive Students
- WebSMART Glossary

Enrollment Management: A Faculty Responsibility

1. **Why do I have a student who does not appear on my official WebSMART class roster?**
   Students who do not appear on your WebSMART Official Class Roster are not officially enrolled in your class and **cannot remain in your class**. As faculty, it is your responsibility to make sure all students sitting in your classes are officially registered by the published deadline date. To assist you with this responsibility, take the following actions:
   - Print the official roll from WebSMART on the **first** day of your class. Since students can register for your class up to the day before the class begins, do not print your roll prior to the first day of class because it may not be accurate. The WebSMART roll lists students who are officially enrolled.
   - If, on the first day of class, you provide a student with an authorization code to register for your class, then list his/her name on your roll sheet so you can monitor his/her official enrollment. Remind students who have received authorization codes that they must officially register **before the published deadline date**.
   - For a semester-length course, a student must complete official registration by the published late registration deadline.
   - For a course that is not a semester-length course, the student must register no later than the next class meeting.

2. **A student says there is a problem with WebSMART or registration. Are there registration blocks for some situations? How can I help?**
   If a student tells you he/she cannot register, there is a problem. Or, if the student thinks he/she is registered but the name does not appear on the WebSMART Official Class Roster, there is a problem. Any of the following situations may be the cause:
   - The student is on academic dismissal and not approved to enroll in your class.
   - The student does not meet the prerequisites for the class and is not eligible to take the course (District and Title 5 regulations).
   - The student has already attempted the course the maximum number of times and is not eligible to enroll in the course again (District and Title 5 regulations).
   - The student has an incomplete in the course from a previous semester and cannot register for the course while the previous attempt is recorded as an incomplete (District and Title 5 regulations).
   - The student has reached the unit enrollment block and needs approval from a counselor to enroll in units over the maximum (fall/spring limit is 19 units, summer limit is 11 units).
   - The student has not attended for more than 1 year and is unable to register without updating the admission application.

   The student should immediately be referred to the Admissions and Records Office. Do not allow any student to remain in your class if the official enrollment has not been processed. **NO EXCEPTIONS.**

3. **How does the wait list process work at College of San Mateo?**
   For most class sections, if the section is full, the student is offered the chance to be placed on the section’s wait list. The wait list works in this way. If a registered student drops the course and a space becomes available, the first person on the wait list is notified of an opening by email (the student’s MY.SMCCD email). The student has 24 hours to register for the section. If the student does not respond in the time frame, his/her name is dropped from the wait list and the next student on the list receives the email notification and registration opportunity.
4. **What should I do with the wait list on the first day of classes?**
When you print your WebSMART Official Class Roster, print the wait list that has been developed for your section. On the first day of class, if you determine that you can add students, first use the wait list to fill spaces. If a name appears on the wait list but the student is not present in class, then go to the next student on the wait list and so forth. When you have exhausted the wait list, then accept other students who are present in the classroom to add.

5. **When is it appropriate to issue a student an incomplete grade? What professor and student obligations are part of awarding an incomplete as an end-of-semester evaluation?**
A professor should consider issuing an incomplete only if the student has successfully completed at least 80 percent of the course requirements and has only 1 or 2 outstanding assignments to complete and there are documentable extenuating circumstances that have come up (hospitalization, death in the family, work schedule change, or an unanticipated serious illness) that make it impossible for the student to complete the course within the 17-week semester (or 6- or 8-week summer session).

- It is solely up to the professor to determine whether he/she will award an incomplete. (A student may request an incomplete, but it is up to the professor to determine whether it is warranted or **whether the professor wants to take on the added responsibility of monitoring the incomplete process**.)
- If the incomplete is determined to be appropriate, the professor and student must develop a contract describing how the incomplete will be resolved. The contract should be very specific and include student expectations and timelines. This contract is sent to the Admissions and Records Office, the professor maintains a copy, and the student receives a copy.
- The contract includes a default grade. If the incomplete is not completed, then the default grade becomes the final grade after one year. If a student will successfully complete the course with a grade of C or higher regardless of the extenuating circumstances, in most cases, the student should receive the grade (A, B, or C) and the instructor should not issue an incomplete. Never issue an incomplete and list a default grade of A.
- A student may not enroll in the course while an incomplete is outstanding because the system sees the student as already enrolled in the course with an incomplete. The student must meet with the professor who issued the incomplete to resolve the incomplete.

6. **Why is it essential to submit census information on time?**
The college receives a portion of its State funding based on active student enrollment. Therefore, the college must abide by the California Code of Regulations, Title 5, which requires faculty to “clear the rolls of inactive enrollment.” Inactive enrollment in a course is defined as a student having been identified as a “no show,” one who has officially withdrawn from the course or one who has been dropped from the course. As further noted in Title 5, “a student shall be dropped if no longer participating in the course, except if there are extenuating circumstances.”

No longer participating includes, but is not limited to, excessive unexcused absences. (Title 5, 58004, Application of Census Procedures)

7. **Why is it essential to complete positive attendance reporting on time?**
Like census reporting, reporting positive attendance is required by Title 5. Submission of positive attendance hours on time is essential to capture FTES generated by students enrolled in these courses. If positive attendance hours are not submitted on time, the college may lose FTES funding.

8. **Why is it essential that final grades be submitted by the deadline date?**
Grades that are submitted late negatively affect students and college processes. Late grades delay the transfer process and may 1) cause a student to become ineligible for transfer because of incomplete transcripts, 2) delay student registration (students are not eligible to register if a required class has not been completed), and 3) affect academic standing since students on probationary status cannot register for future classes while all course evaluations are not in. Late grades affect student cumulative grade point averages, course completion rates, and the graduation evaluation process and can make students ineligible for re-enrollment, transfer, scholarship eligibility, graduation, and more. **Failure to submit all college records by published deadlines is not acceptable.**
Prerequisite Information

9. **What are prerequisites, corequisites, and recommended preparation notations that appear in the Catalog and the Schedule of Classes?**
   If the course description (found on the official course outline, in the Catalog, or in the Schedule of Classes) includes a prerequisite course or skill level, the prerequisite must be achieved and documented for the student to remain in the class. A corequisite course is one in which the student must maintain concurrent enrollment. Prerequisites and corequisites are mandatory. **A faculty member cannot ignore or waive a prerequisite.** Many course descriptions include a recommended preparation notation. This indicates that it is highly recommended that the student have a specific skill level or academic background to succeed in the class. Recommended notations are advisory only.

10. **Why do courses have prerequisites? Who determines whether a course has a prerequisite requirement?**
    A number of college courses require completion of prerequisite courses or require documentation of a specific skill level to ensure that all students have a common academic background to support the level of instruction and student success. District and Title 5 regulations require that, if a course has a prerequisite, it must be consistently enforced. As a result, if a student has not completed the prerequisite (course or skill level), he/she may not enroll or remain enrolled in the course for which the prerequisite is required. The Committee on Instruction, an Academic Senate committee, approves course prerequisites as part of the curriculum review and approval process.

11. **How do I know whether the course I am teaching has a prerequisite?**
    The official course outline and the current Catalog indicate enrollment limitations for courses. You will find information about prerequisites, corequisites, and recommended notations for courses in these documents.

12. **How does computerized prerequisite checking function in the San Mateo County Community College District?**
    Go to [www.collegeofsanmateo.edu/prerequisites/](http://www.collegeofsanmateo.edu/prerequisites/) for complete information about prerequisites, computerized prerequisite checking, and a list of course with computerized prerequisite checking in place. At this site, you can find forms that students use to apply for prerequisite equivalencies.

13. **How can I find out whether the class I am teaching uses computerized prerequisite checking?**
    Ask your Division Dean.

14. **What if, as the instructor of a course with a prerequisite, I want to waive the prerequisite for a student?**
    **Individual instructors cannot override or waive prerequisites.** A course prerequisite is approved by the Committee on Instruction and must be consistently enforced in all sections of the course. A student who does not meet the required prerequisite is not eligible to take the course or remain enrolled in the course.

15. **Will placement test results that are more than 2 years old meet prerequisite requirements?**
    For Mathematics or Mathematics prerequisites, no. For the purpose of meeting prerequisite skill level requirements, Math placement test results are valid for up to 2 years only.

    There are no limitations on English or ESL placement tests. Although we suggest students retest if test results are 2 or more years old, they are not required to do so.

16. **Does CSM accept high school coursework as completion of a prerequisite?**
    No. However, a student may be able to challenge a prerequisite based on high school work. See more about the prerequisite challenge process in question 20.

17. **What if a student completed the prerequisite course at a college other than CSM, Skyline, or Cañada?**
The student must go to the Prerequisites, Corequisites, and Recommended Preparation website at www.collegeofsanmateo.edu/prerequisites/ (or call 650-574-6187). This site provides comprehensive information about prerequisites, corequisites, and recommended preparation. The site explains how students who have completed coursework outside of SMCCCD can have their coursework reviewed for the purpose of meeting CSM course prerequisites. It also includes the Prerequisite Equivalency Form, the Prerequisite Challenge Petition, and other related forms.

18. **What if the request for prerequisite equivalency is denied?**
   If the request for prerequisite equivalency is denied and the course is determined not to be equivalent to the CSM prerequisite course, the student is notified by email. College of San Mateo placement tests can be used to determine prerequisite equivalency for certain English, Reading, and Mathematics courses. Or the student can investigate the prerequisite challenge process. See question 20 for information about the challenge process.

19. **What if the student says he/she has the knowledge or ability to succeed in the course based on work experience or other life experience?**
   Advise the student to challenge the prerequisite. See question 20 for more information.

20. **When and how can a student challenge a prerequisite?**
   The student must go to the Prerequisites, Corequisites, and Recommended Preparation website at www.collegeofsanmateo.edu/prerequisites/ for the prerequisite challenge petition. There are deadlines related to this petition that are viewable on the website.
   
   A student can challenge a prerequisite only on one or more of four grounds listed below:
   - The student has the knowledge or ability to succeed in the course without completing the prerequisite.
   - The prerequisite was established in violation of Title 5 regulations or the SMCCCD Prerequisite Policy.
   - The prerequisite course has not been made reasonably available.
   - The prerequisite is discriminatory or is being applied in a discriminatory manner.
   
   To challenge a prerequisite, a student must file a Prerequisite Challenge Petition with required documentation in the Assessment Center, College Center, 10-370, at least 5 working days prior to the late registration deadline date published in the class schedule. If the course is a late-start class, the petition must be submitted at least 5 working days prior to the first day of the course. The Assessment Center sends the challenge packet to assigned faculty for review, receives the results from faculty, and communicates the challenge results to the student. There is a deadline of 5 working days to resolve the challenge.

**Placement Testing Program**

21. **What is the CSM Placement Testing Program?**
   Placement testing is required for:
   - All matriculating students who intend to complete a vocational certificate, and/or associate degree, and/or university transfer, or
   - Any student who intends to enroll in an English, ESL, Reading, or Mathematics course, or
   - Any student who intends to enroll in a class that has an English or Mathematics prerequisite.
   
   The Assessment Center, College Center, 10-370, administers computerized placement tests year round by appointment. Test results place the student in the appropriate level course. Students retrieve test results on WebSMART and are encouraged to discuss test results and course placement with a counselor.

22. **How does placement testing affect enrollment?**
   Since CSM placement test results include additional assessment information referred to as “multiple measures,” the results are used to determine prerequisite skill level requirements for many courses.
23. **How do students select English, Reading, ESL, and Mathematics courses?**
   Placement test results provide students with a course placement in English, Reading, ESL, and Mathematics. Students are encouraged to discuss test results and subsequent course placement with a counselor.

24. **How long are the placement test results considered valid and useful?**
   Math placement test results are valid and can be used to meet prerequisite skill level requirements for 2 years. If a student does not take a Math course within the 2-year window, then tests “time out” and must be repeated. English and ESL tests do not “time out.”

25. **What is the Placement Testing Repeat Policy?**
   If a student feels the test results do not represent his/her current skills in an area (English, ESL, Reading, Math), then the student can **repeat** the test 1 time within a 2-year period.

### Helping Students Succeed/Student Services Support

26. **I want to provide my students with information about how to survive and thrive in my class. Can student services help me?**  
   Yes! Many students are unaware of how to be successful in college.

   **First, professors can help students by clearly outlining in a class syllabus information that describes course goals, learning outcomes, evaluation processes, student expectations, a course calendar of activities, a study schedule, and the like.** Encourage all students to meet with you during office hours at least once during the semester.

   Secondly, invite student services professionals to make presentations to your class. Presentations can be general in nature or can be tailored to your specific course. Some of the more general presentations include the following, but don’t hesitate to contact the Dean of Counseling, Advising, and Matriculation to discuss any special student support you want or need in your classroom.

   - a. Using student support programs to improve your college success (counseling services, transfer services, career services, basic skills services, and more)
   - b. Planning for college—the comprehensive student educational plan
   - c. Using study skills for college-level academics
   - d. Using time management for personal and academic success
   - e. Understanding the system-college planning
   - f. Understanding the system—university transfer process
   - g. Choosing a college major
   - h. Selecting courses to meet your educational goals

   For classroom presentations, contact the Dean of Counseling, Advising, and Matriculation.

27. **How can I find out how the course I teach fits into students’ educational goals? Is the course applicable to the associate degree general education? Associate degree majors? University transfer general education? University transfer majors?**
   It is very important for your students to understand how the course helps them achieve educational goals. We strongly recommend you include on your course syllabus exactly how the course is applied to the following educational goals:

   - Does the course apply to associate degree general education requirements? If so, in what area?
   - Does the course apply to associate degree major requirements? If so, what majors?
   - Does the course apply to California State University General Education Certification for transfer students? If so, in what area?
   - Does the course apply to Intersegmental General Education Transfer Curriculum Certification (IGETC) for transfer students? If so, in what area?
   - Is this course typically used in a transfer major? If so, what major and what universities?

   This information is easy to acquire. Simply contact the Dean of Counseling, Advising, and Matriculation. Also, faculty can request that CSM pursue articulation agreements with universities. Do
you have a course that you think should apply to transfer but it currently doesn’t? Do you have a course that you think should apply to associate degree general education or majors? Connect with Marsha Ramezane, Dean of Counseling, Advising, and Matriculation, Articulation Officer, at (650) 574-6440 for information and advice.

28. **What information do students need to be reminded of regularly?**

Regularly announce important information or include it on your course syllabus.

- **FIRST TWO WEEKS OF SCHOOL IS THE LATE REGISTRATION PROCESS.** All semester-length courses need to be added within this period.
- **STUDENTS MANAGE THEIR OWN ENROLLMENT ON WebSMART.** Students should check the schedule summary to make sure enrollment is complete, pay fees on WebSMART, and keep personal information (address, phone, email) up to date on WebSMART.
- **STUDENTS USE WebSMART to select the PASS/NO PASS option.**
- **STUDENTS SHOULD KNOW THE LAST DAY TO WITHDRAW FROM CLASSES.**
- **ALL STUDENTS WITH EDUCATIONAL GOALS SHOULD MEET WITH A COUNSELOR at least once a year to evaluate progress.**
- **WITH A COUNSELOR, STUDENTS CREATE A STUDENT EDUCATIONAL PLAN (SEP) that maps out, semester by semester, exactly what courses (and sequence of courses) are needed to meet the goal. Each semester the SEP should be reviewed with the counselor to make sure it remains accurate with a clear picture of what must be done.**
- **STUDENTS WITH EDUCATIONAL PLANS get the highest level of continuing student priority registration. This could mean getting the classes and times the student wants or not.**
- **STUDENTS SHOULD USE SUPPORT SERVICES that help them succeed.**

29. **Why is completing an associate degree or certificate important? How can I convince my students that they should pursue completion of a certificate or associate degree now?**

Many students are not aware of educational goals available at CSM and, as a result, do not think about completing a certificate and/or associate degree. There are lots of reasons that students should consider completing a certificate or associate degree at CSM. Consider discussing these reasons with your class(es).

- Students can get multiple certificates and associate degrees at CSM. Courses required for a certificate are listed in the Catalog and include courses that are related to the certificate career area. Completing a certificate is like completing the major requirements for an associate degree.

  An associate degree has 2 main components:
  1) general education and basic competencies, and
  2) major requirements.

  Courses used to meet general education and basic competency requirements can be used for multiple degrees. A student needs to complete only the courses that are required for the different degree majors.

- An associate degree requires a minimum of 60 units of degree-applicable coursework. Although 60 units may sound like a lot to students, if they think about it in terms of 3-unit classes, 60 units is about 20 classes.

- Students can use one course to meet requirements for multiple certificates and associate degree majors. If one course is found in several degrees, then the student can use the same course for several degree majors. This allows a student to earn more than one degree or certificate to enhance employment opportunities.

- University transfer students should leave CSM with an associate degree. CSM offers a number of associate degree majors that contain the same coursework that is required to transfer, so a student can meet transfer requirements and concurrently meet requirements for an associate degree.

- Sometimes life does not give a student a second opportunity at education. It is important for students to make the best use of time at CSM. Students should complete a certificate and/or degree now so that they can enjoy more career options and opportunities in the future.
30. How do counseling services work at College of San Mateo?
Counseling is an essential service for students who intend to complete a certificate, associate degree, or transfer to a university. New regulations (Student Success and Support Program – SSSP) require all students who identify an interest in achieving a certificate, associate degree, and/or transfer to use counseling services to confirm a major area of study, an educational goal, and to develop a comprehensive student educational plan (SEP). The SEP maps out, semester by semester, courses required to meet the identified educational goal. The SEP is a resource for students to use as they select courses for enrollment. The SEP is available to students in their WebSMART Degree Works.

Prior to being eligible for a one-on-one counseling appointment students must first attend a group advising session – the College Orientation. In the College Orientation students receive foundation information about registration, WebSMART, how to manage student records, placement test results, educational goal options, college services, college resources, and special programs. With this foundation information students can work with counselors to begin a process that teaches them how to engage in their own educational and career planning.

In addition to one-on-one counseling appointments, counseling faculty teach a number of courses as listed under COUNSELING & CAREER AND LIFE PLANNING in the College Catalog. Counseling services also provides a menu of workshops. Examples of workshop topics include, but are not limited to: how to prepare to transfer to a UC, how to prepare to transfer to a CSU, how to prepare to transfer to an independent or out of state college or university, how to complete a university application, how to prepare a personal statement for the UC admissions application or independent college application, how to choose a college major, how to maximize the use of WebSMART and Degree Works audits, how to communicate with your professors, how to identify college resources, and how to use services to support success, etc.

In short, counseling faculty help students to
- Clarify educational and career goals;
- Plan coursework to complete vocational certificates, associate degrees and university transfer;
- Develop student educational plans (SEP);
- Understand educational options and related decision making;
- Understand how academic and college readiness contribute to student success;
- Understand the challenges related to time management and academic skill development;
- Connect with support programs and services to support student success;
- Interpret assessment results;
- Understand college policies and procedures; and
- Focus on personal and educational growth and development.

31. What support services and programs do my students need to use?
- **Counseling Services** offers essential service for all students who plan to complete a vocational certificate, associate degree, or university transfer program. (College Center, 10-340)
- **Transfer Services** provides students with support and resources as they research and determine university transfer plans. (College Center, 10-340)
- **Career Services** helps undecided students research and determine college majors, educational goals, and career interests and goals. For students who have identified a college major, Career Services helps students look at what their education can yield in the world of work. (College Center, 10-340)
- **Financial Aid Services** provides students with information about how to fund a college education. (College Center, 10-360)
- **Health Services** provides students with a broad range of free medical and dental services and health education opportunities. (Building 1, room 145)
- **Veterans’ Services** assists veterans to apply for VA benefits and services. (Central Hall (Building 16), room 150)
- **Multicultural Counseling Center** provides bicultural and bilingual counselors to students upon request. (College Center, 10-112)
- **Extended Opportunity Program and Services (EOPS)** provides a broad range of services and support to students who qualify for this program. (College Center, 10-110)
• Disabled Students Programs and Services (DSPS) assists students with learning, physical, and psychological disabilities to use the community college to meet educational and career goals. DSPS also helps professors to understand how students with disabilities can get the most out of the classroom experience. View the DSPS Faculty Resource Book available online for a detailed summary of DSPS [http://www.collegeofsanmateo.edu/dspsc](http://www.collegeofsanmateo.edu/dspsc). (College Center, 10-120)

32. I have a student who is having problems in my class. What can I do, and where can I go for help?
First, speak to the student before or after class or schedule a student appointment during your office hours. Remember, there are many students who are unaware of study skills, behaviors, and habits that are essential for college success.

Secondly, use the electronic Early Alert Program that is on faculty WebSMART. This quick and easy-to-use system allows you to send an email to any student in your class who is experiencing difficulty.

• Do you think that the student may have a learning disability that is affecting class performance?
  Contact the DSPS (Disabled Student Program and Services) Office and discuss the situation.
  DSPS works with both faculty and students to review learning issues.
• Contact the Counseling Department. Consider how Instruction and Student Services can work together with the student to improve personal and academic performance.

33. What is Early Alert, available on faculty WebSMART, and how do I use it?
• Early Alert is a computerized program that allows faculty to alert students enrolled in their classes of any deficiencies that are affecting their progress and success in the class.
• Early Alert is designed to provide a consistent and efficient method to alert students.
• Early Alert is available in faculty WebSMART on the class roll page and is easy to use.
• Early Alert can be used from the beginning of the semester but is not available on or after the last day to withdraw.
• Early Alert can be one method to communicate with your students and let them know how they are doing in your class.
• A number of alerts can be sent to one student.

How can this tool be most effective and produce the best results?
1. On your class syllabus, consider including the following information:
  • How does this class help the student meet his/her educational goal? (Include how your course applies to an associate degree, to CSU transfer, to UC transfer.) You can get this information from the Articulation Office. (College Center, 10-320)
  • Include information about Early Alert. Tell students up front about this system and how you will use it as a tool for communication. Let them know you will communicate with them via Early Alert email.

2. Consider talking to the whole class about how you will use the Early Alert tool to help them become aware of class deficiencies.
  • Use the Early Alert program early so the student may improve his/her classroom behavior and performance. Send out your first Early Alert within the first 4 weeks of your class. Begin to communicate early with a student if you see behaviors or performance that may affect the student’s academic performance. Send one after the student has missed 1 to 2 classes or has missed the first assignment or has done poorly on the first test.

3. At about 6 to 8 weeks into the semester, consider asking one of our Student Services representatives to come into your class to talk about success tools and how to use campus resources.

4. Before sending an Early Alert notice, talk individually to a student. This allows you to approach the student in a manner that may encourage the student to open up about difficulty in the class.

5. Send out the Early Alert message. You can simply check off the items of concern, or you can add more personal information. The alert the student receives contains a message from you that asks the student to schedule an appointment to meet with you. You can also send, to a counselor, a message that the student will not see. We have seen messages that ask the counselor to “please encourage this student to drop since I don’t think he can be successful without ....”
34. What are other important resources that students should know about?

   The Counseling Division offers a number of courses to help students learn what they need to know to be successful at College of San Mateo. Some of these courses are semester-length courses, but many are short courses offered throughout the semester. Consider talking to your classes about these course offerings and suggest students take advantage of these important and empowering learning opportunities. All of these courses are university transferable.

   • COUN 114 - short course - .5 unit – TRANSFER PLANNING ESSENTIALS Students learn all they need to know about how to transfer to a university successfully.
   • COUN 111 – short course - .5 unit – COLLEGE SUCCESS AND PLANNING Great class for the student who needs to learn about how to be a successful college student and/or who is undecided about educational goals.
   • COUN 112 – short course - .5 unit – CHOOSING A COLLEGE MAJOR For students who have not yet identified a major. Students learn how to research interests and apply this information to selecting the college major that is right for them.
   • COUN 120 – semester-long course – 3 units – COLLEGE AND CAREER SUCCESS A comprehensive course that emphasizes self-assessment, decision making, educational planning, college success, study skills, learning styles, and personal growth and development.
   • COUN 121 – short course – 1 unit – PLANNING FOR STUDENT SUCCESS Students learn tools for maximizing college success.
   • COUN 122 – short course – 1 unit – STUDY SKILLS Students learn a variety of techniques to increase confidence and develop college-level study skills.
   • CRER 126 - short course - .5 unit – CAREER ASSESSMENT Students use a variety of assessment tools to explore personal interests, skills, abilities, values, and motivations and to relate the results to college majors and career fields.
   • CRER 127 - short course - .5 unit – JOB SEARCH STRATEGIES Students learn how to conduct a job search and apply for employment efficiently and effectively.

Classroom Behavior Problems and Dealing with Disruptive Students

35. I have a student or a group of students that are disruptive and interfere with the teaching and learning in my class. Can you help me?

   Yes. Act immediately when you first encounter an individual or individuals whose behavior is not compatible with your classroom ambiance or behavior that is disruptive (mild to aggressive) in or around your class. Ideally, speak with the student(s) directly and clarify your expectations in relationship to classroom behavior. For more detail about what is considered disruptive behavior and for college procedures, look in the Catalog under Student Rights and Responsibilities, Student Conduct, Disciplinary Actions, and Student Grievances and Appeals.

   Psychological Services is a resource for you. The college psychologist can either work with you to assist with the situation and/or work directly with the student(s). If these efforts do not improve the situation, official disciplinary action may be pursued.

WebSMART GLOSSARY

   You are sent no paper enrollment information but must retrieve information for each class you teach on Faculty WebSMART.

   • Go to WebSMART and log in.
   • User ID is your G#; your PIN code is your 6-digit birth date. June 6, 1950, would be 060650.
   • Find the tab that says faculty.
   • Find faculty WebSMART FAQs to assist you as needed. Follow the steps on this page to identify the semester and the course.
• Find Class List/Wait List/Attendance. Print this list to verify students registered in your class and waitlisted in your class. This form may also be used to record attendance throughout the term.

• Find List Authorization Codes.
  1. Print this list on the first day of your class.
  2. If you want to add students to your class, a student will need an authorization code to use with the section CRN (course reference number) to register for the class officially.
  3. See Enrollment Management (pages 26 to 27) for more information.

• Find Detailed Class List and Early Alert.

• Find Census/Enrollment Verification.
  1. Drop students who have not attended your class before the census deadline.
  2. See the Enrollment Management FAQs for more information about census reporting (page 27).
  3. View this screen prior to the first day of class.
  4. Every faculty member is responsible for submitting census reports by the course census deadline.
  5. There is a census deadline date for semester length courses.
  6. For census deadlines for courses that are not semester length, contact your Division Office.
  7. Census reporting must be done by the deadline date. Census reporting results in state funding.

• Find Final Grades and Positive Attendance.
  1. Report final grades by the deadline.
  2. Report positive attendance by the deadline.

CRISIS INTERVENTION ASSISTANCE
See Appendix M.

DISABLED STUDENTS PROGRAMS & SERVICES (DSPS)
Special services are provided to students with verified disabilities. These services may include disability management counseling, liaison with faculty, registration assistance, campus orientation, special parking, reader services, note takers, and test accommodations. The Learning Disabilities Assessment Center is located in College Center, room 120, ext. 6438, [http://www.collegeofsanmateo.edu/dspss/](http://www.collegeofsanmateo.edu/dspss/).

The Learning Disabilities Assessment Center offers students with learning disabilities individual educational assessment, support services, test accommodations, and assistance with educational planning. Contact DSPS staff in College Center, room 120, ext. 6438, for assistance.

The Assistive Technology Center offers specialized training in the use of hardware and software adaptations for students with disabilities. Students served include those with learning disabilities; acquired brain injuries; and physical, psychological, visual, and hearing impairments. Assistance is available in providing access to all computers on campus. The Assistive Technology Center is located in the Learning Disabilities Assessment Center, College Center, room 120, ext. 6438.

Adapted Physical Education classes are designed to help improve a student’s level of physical fitness. Based on an individual assessment, a program is developed to fit the student’s special needs. Contact staff in the Health and Wellness Center, room 170; 378-7219.

The Transition to College Program sponsored by Caminar for Mental Health, San Mateo County, offers individualized assessment of functional limitations for Caminar clients and serves as a bridge program for students with mental health needs that are transitioning into a college environment. Specialized instruction consists of a re-entry-like class designed to provide college orientation, career exploration, and academic and social skills development. Contact DSPS staff in College Center, room 120, ext. 6438.

EOPS/CARE
Extended Opportunity Programs and Services (EOPS) is a comprehensive support program that aims to provide eligible students with “above and beyond” services. Eligible students receive individualized counseling, priority registration, tutoring, study skills workshops, transfer services, assistance with textbook and transportation costs, assistance with the financial aid/scholarship process, and access to the EOPS computer lab. Students must meet financial, educational, and unit requirements to qualify. Cooperative
Agencies Resources for Education (CARE) provides services to single parents receiving cash-aid for their children. In addition to EOPS services, CARE students receive meal cards, child care assistance, and parenting workshops. Contact EOPS staff in College Center, room 110, ext. 6154.

FACULTY REFERRAL AND COUNSELING INTERVENTION
The classroom instructor is often the first to become aware of a student in need. In order to facilitate direct communication between instructors and counselors to assist students who have problems and/ or assist students at the onset of a problem, faculty may contact the Office of Counseling, Advising, and Matriculation at 574-6413 for assistance.

FINANCIAL AID
The Financial Aid program provides assistance and advice to students who would be unable to attend CSM without such help. Grants, loans, and part-time employment are available to meet the difference between what the student and his/her family would reasonably be expected to provide and the expected cost of attending CSM. Additional information may be obtained at the Financial Aid Office, College Center, room 360, or by calling ext. 6146.

HEALTH SERVICES CENTER
The Health Services Center is located in Building 1, room 145, ext. 6396, and is open Mondays through Thursdays from 8:30-6:00 during fall and spring semesters. Summer hours may vary. Among the services provided are the following: confidential consultation; information and counseling on health questions; nurse or physician evaluation of symptoms; first aid; referrals to health or social agencies when needed or requested; screening procedures available on request, including hearing test, vision test, reading tuberculin skin tests, and blood pressure determination; birth control; blood work; physicals; and prescription medications.

Accidents on campus should be reported to the Health Services Center in Building 1, room 145, ext. 6396 and to Business Services, located in College Center, room 439, ext. 6220. Student injuries on campus or on a college-sponsored trip are covered by the current student group insurance policy.

INTERNATIONAL STUDENT CENTER
The International Student Center (ISC) at College of San Mateo provides services catered to international (F-1 visa) students from over 40 countries seeking Associate degrees and/or transfer programs. Students served include prospective, current and former students, as well as concurrently enrolled students and recent immigrants. The International Student Center provides and performs a multitude of admissions tasks, issuance of immigration documents and recordkeeping, visa advisement, and petitions processing.

In addition, the ISC also provides personal, social and academic support services to enhance the international student experience. These services include coordinating a new international student orientation, monitoring the academic progress of students on probation, supporting the International Student Club and their activities, arranging visits from university representatives, and working with CSM faculty and staff to support student success. An annual international student survey is administered each year to assess existing program services and ensure the program is aligned with meeting student needs. For further information, call ext. 6525. The International Student Center is located in College Center, room 310.

STUDENT SUCCESS & SUPPORT PROGRAM (SSSP) ENROLLMENT PROCESS
Each new student who intends to complete a certificate or associate degree, intends to transfer to a university, or is undecided but considering one of the aforementioned goals is required to comply with Student Success & Support Program (SSSP) regulations. In this regard, students must complete an admissions application and then participate in:
1. Assessment/College placement tests in English or ESL and mathematics
2. Attend a College Orientation
3. Meet with a counselor to develop a student educational plan
4. Participate in follow up activities to support their ongoing educational planning (additional counseling, workshops, use of college resources, etc.)

Students whose educational goal is to take courses for personal enrichment only or to upgrade job skills are not required to comply with the SSSP requirements.

MULTICULTURAL CENTER

The Multicultural Center (MCC) is open to serve all students. The program’s emphasis is the recruitment and retention of students who are improving language skills and/or overcoming social, economic, or educational disadvantages. Academic, career, transfer, and personal counseling are offered by bicultural and/or bilingual counselors in a supportive and culturally enriching environment. The MCC is located in College Center, room 112, ext. 6154.

PLACEMENT TEST INFORMATION

Placement tests are designed to assess students’ current academic skills and used to determine course placement in English, ESL, Reading, Mathematics, and other courses with English or Math prerequisites. Placement test information is available on the College website, http://collegeofsanmateo.edu/testing/, in the Assessment Office, College Center, 10-370, or at ext. 6175.

Upon request, CSM provides modified assessment services for students who have verifiable disabilities. Such students are advised to call the Learning Disabilities Assessment Center at ext. 6438 for more information about accommodations.

Placement Test Repeat Policy

Math Placement Test results are considered current and valid for 2 years. English and ESL test results do not expire. Students may repeat English, Reading, and Mathematics tests only once within 2 years. For Mathematics, or courses with Mathematics prerequisites, once the 2 years have expired, the score may no longer be used to meet course prerequisites, and, if a student has not successfully completed courses in Mathematics, he/she will be required to take the placement tests again.

PSYCHOLOGICAL SERVICES

Students with personal problems should be referred to the psychological services coordinator. The coordinator’s responsibilities are to: 1) maintain a liaison between the college and community psychological resources and the college’s Health Services Center, 2) assist with the referral process, 3) consult with counselors/teaching faculty and other staff, 4) work with students individually, 5) add a dimension of therapeutic skills to student personnel services, and 6) assist and participate in in-service training programs. The coordinator provides workshops and consultations regarding disruptive students and strategies for intervening with students in need of help. For further information, contact the Health Services Center, located in the Public Safety and Medical Services Building (Building 1), room 145, or call ext. 6396.

SCHOLARSHIPS

The Scholarship Office is located in College Center, the Financial Aid Office (room 360), ext. 6146. Through the San Mateo County Community Colleges Foundation, many thousands of dollars in scholarships are awarded each year to assist hundreds of students who are beginning or continuing their education at CSM or who are transferring from CSM to four-year colleges and universities. A limited number of scholarships are available to incoming students.

STUDENT LIFE AND GOVERNMENT

An important aspect of college life is student participation in out-of-class activities such as Associated Students (Student Senate) and other student government committees and related functions. The Associated
Students serve as the official representatives of the students in shared governance matters. In addition, the college has a broad selection of clubs and organizations in which students can participate. A list of these, along with the faculty advisors associated with them, may be obtained in the Center for Student Life and Leadership Development, located in Building 17, room 112, or by calling ext. 6141. Any faculty member interested in serving as an advisor to a student group can also contact the Office of Student Life for additional information.

TRANSFER SERVICES

Transfer Services assists students in planning for transfer to a four-year college or university. Information and workshops are offered on choosing a college, completing transfer application forms, writing essays, and learning about college costs and financial aid. CSM has special transfer admission agreements that can guarantee transfer admission in a specific major with a number of four-year institutions. For further information, call ext. 6662.
PART III • INITIATIVES AND SPECIAL PROGRAMS

STUDENT LEARNING OUTCOMES (SLOs)

What is student outcomes assessment and why do it?
Assessment is the process of measuring the performance of an outcome and evaluating the resulting actionable data. In an educational setting, it is used for the improvement of teaching and learning or the delivery of services by stimulating meaningful dialogue among key stakeholders of the outcome being assessed.

The College of San Mateo is committed to the mission of teaching and learning. The Student Learning Outcomes (SLOs) Assessment Cycle is a process that requires self-examination and reflection, leading to productive dialogue and curricular improvement. This collection and analysis of quantitative and qualitative data inform planning, revising, developing, and budgeting for curriculum and services. [http://www.collegeofsanmateo.edu/sloac/](http://www.collegeofsanmateo.edu/sloac/)

The development, assessment, and analysis of course, certificate, degree, and GE SLOs are curricular matters and thus under the jurisdiction of the Academic Senate. While assessment and analysis of results for SLOs in these areas are a responsibility of the faculty, decisions based on analysis of assessment results for college planning are shared among all constituencies. Interpretation and implementation of SLO assessment shall remain within the purview of discipline faculty and the Academic Senate.

The development, assessment, and analysis of SLOs for Learning Support Services and Student Support Services are under the jurisdiction of the faculty, staff, and administrators of each service area.

TracDat now provides a means for documenting and archiving the development and implementation of SLOs and for recording ongoing assessment efforts.

On April 23, 2013, the Governing Council of the Academic Senate approved the following revised Institutional (General Education) Student Learning Outcomes.

General Education Student Learning Outcomes
The General Education SLOs are the expected outcomes for students who complete a GE sequence at the College of San Mateo by either receiving an Associate degree or completing a GE pattern for transfer.

Effective Communication
The ability of students to write, read, speak, and listen in order to communicate effectively.
Students will be able to:
- Comprehend, interpret, and analyze written and oral information;
- Express ideas and provide supporting evidence effectively in writing and in speaking;
- Communicate effectively in a group or team situation.

Quantitative Skills
The ability of students to perform quantitative analysis, using appropriate resources.
Students will be able to:
- Solve a variety of problems that require quantitative reasoning;
- Interpret graphical representations of quantitative information.

Critical Thinking
The ability of students to analyze information, reason critically and creatively, and formulate ideas/concepts carefully and logically from multiple perspectives and across disciplines.
Students will be able to:
- Develop and evaluate arguments;
- Assess the validity of both qualitative and quantitative evidence;
- Apply diverse disciplinary approaches and perspectives;
- Employ the scientific method.
Social Awareness and Diversity

The ability of students to recognize cultural traditions and to understand and appreciate the diversity of the human experience, past and present.

Students will be able to:
• Identify the benefits of diversity and respect the range of diversity;
• Work effectively with others of diverse backgrounds;
• Recognize the importance and analyze the interconnectedness of global and local concerns, both past and present.

Ethical Responsibility/Effective Citizenship

The ability of students to make judgments with respect to individual conduct, based on systems of values.

Students will be able to:
• Recognize ethical principles;
• Identify possible courses of action in response to ethical dilemmas and evaluate their consequences;
• Behave ethically and respectfully when working with students, instructors, and the campus community.

BASIC SKILLS INITIATIVE

What is the Basic Skills Initiative?

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.

Basic Skills Initiative at CSM

The mission of CSM’s BSI committee is to “honor College of San Mateo’s developmental students by providing comprehensive instruction and services integrated throughout the institution to nurture the whole student and bridge basic skills with college competencies while they achieve their educational and career goals.” In support of this mission, BSI funds are directly supporting coordination, counseling, faculty and staff professional development activities and training, new student orientations, and a Summer Bridge and First-Year Experience—all of which support the specific needs of College of San Mateo’s basic skills students.

CENTER FOR ACADEMIC EXCELLENCE

The Center for Academic Excellence (CAE) is an Academic Senate professional development initiative that strives to enhance pedagogy and student support through innovation and collaboration to increase student success, both inside and outside the classroom. CAE professional development activities, workshops, and forums are open to all CSM faculty, staff, and administrators. If you have any questions about the center, please contact the Professional Development Coordinator, Theresa Martin (martin@smccd.edu) or visit the CAE website http://collegeofsanmateo.edu/cae/.

In addition, the CAE is used for Academic Senate, committee, and department meetings. To reserve the center, please contact Annie Theodos (theodosa@smccd.edu).

Flex credit will be given for presenters and attendees following established guidelines: 2015-2016 Flex Obligation Form at http://www.smccd.edu/accounts/smccd/committees/academicsenate/flexform.php.

CSM iTUNES UNIVERSITY

Apple provides CSM web space on their iTunes server to host instructor educational content in podcast or PDF format. Based on the same easy-to-use technology of the iTunes Store, iTunesU allows students to download, listen to, and view content on their Macs, PCs, or iPods, for listening or viewing on the go, regardless of location.
Start Posting to CSM’s iTunesU

You must request an iTunesU account via the ITS Request Form: http://www.smccd.edu/portal.

If you already have an account, then you can access the iTunesU admin interface here:
http://www.smccd.edu/cgi-bin/itunesu/youremailusername.pl (replace the text in bold with your own email user name).

Username: your email address including @smccd.edu
Password: your email password

DISTANCE EDUCATION

SMCCCD Requirements for Teaching Online

- The course has gone through the appropriate Committee on Instruction approval process.
- To ensure that course delivery is consistent, student-centered, and integrated, a faculty member should have received appropriate training before he/she designs, adopts, or teaches an online course. (Note: Courses with less than 51% contact hours offered via distance education are considered web-assisted courses, not fully online or hybrid courses, and these guidelines do not necessarily all apply.)
- Faculty electing to teach online classes should have training in both Moodle/WebAccess, and pedagogy/andragogy. To teach a course in the Distance Education program or design a new course, the faculty member should receive training/certification in online teaching, either through the District Structured Training for Online Teaching (STOT) program, or through another approved or accredited program, and/or work in consultation with the college’s local distance education professionals to develop and implement distance courses and to ensure that courses stay current with state and federal regulations. DE Professionals could include instructional designers, technologists, and distance education coordinators. Faculty may then seek approval from the Division Dean to teach an online course.
- The faculty member seeking to teach online has had experience teaching online or has obtained training through SMCCCD’s Structured Training for Online Teaching or an equivalent program.
- The faculty member agrees to use SMCCCD email as his/her primary student contact email.
- The faculty member posts the URL to his/her online courses on WebSMART by logging in and clicking on Faculty Services > Faculty website and Syllabus. The URL can be the login page for the course or a District-hosted web page describing the course and giving general pre-semester information (time and place of orientation, contact information for the faculty, book lists, etc.).

Modified 7/12/10 from: San Mateo County Community College District
Distance Education Status & Guidelines
Draft DEAC 4/30/2008

College of San Mateo provides faculty with an instructional designer to assist with creating:

- Online enhancements for face-to-face courses,
- Online components for hybrid courses, and
- Fully online classes.

The instructional designer can also assist instructors in creating online materials that meet accessibility requirements.

CSM’s Distance Education Resource Center is located in the Center for Academic Excellence (CAE), North Hall (Building 18), room 206. Information about distance education courses, programs, and resources (including the Distance Education Handbook for faculty) can be found at
http://www.collegeofsanmateo.edu/distanceeducation.
LEARNING COMMUNITIES

Learning Communities are cohort-based programs that link instructors across disciplines and connect people who share common academic goals and attitudes. CSM’s learning communities offer an innovative and exciting approach to learning designed for student success. While each program is unique, common features include:

- Two or more classes working together with common themes, content, and materials
- A group of students and faculty working collaboratively in a friendly, supportive atmosphere
- An exploration of the connections between disciplines
- Specialized counseling and transfer support, free tutoring, mentoring, and academic support
- Enrichment activities like university field trips, cultural events, and guest speakers
- Community involvement and internships

We offer Cultural Communities (MANA, Puente Project and Umoja), Interest Communities (Honors Project and Writing in the End Zone) and Transitional Communities (Pathway to College and Project Change). For more information, please visit the Learning Communities website http://collegeofsanmateo.edu/learningcommunities/.
PART IV • ACADEMIC PERSONNEL

DUTIES AND RESPONSIBILITIES OF FACULTY

All instructors, counselors, librarians, and other non-management academic personnel shall abide by the duties and responsibilities as listed in the appropriate appendix of the academic employees contract. Any service and/or participation on the part of hourly instructors beyond the first four duties specified in the academic employees contract will be strictly voluntary and shall be done at no cost or obligation on the part of the District.

Faculty Schedules

Faculty are to complete the online Faculty Door Card for each semester by using the District portal page. Each faculty member will post an office door card showing scheduled lecture and laboratory hours, scheduled office hours, and reassigned hours, if any. Counselors are to include counseling hours and reassigned hours, if any. An instructor absent from his/her office for a major portion of a scheduled office or counseling hour will notify the Division Office of his/her whereabouts and time of return and will post this information on the office door.

Regular faculty on reduced load for any given semester will adjust the minimum required hours proportionally.

Faculty with class assignments plus counseling assignments (or other non-teaching assignments, such as reassigned time) will adjust the minimum required hours proportionally.

Academic Integrity of Courses

The Board of Trustees—on the recommendation of the Chancellor, President, and Vice President of Instruction and the advice of the Academic Senate’s Committee on Instruction—approves all courses.

The administration, through the Division Deans and the Office of the Vice President of Instruction, is responsible for the scheduling, staffing, and operation of all courses. The instructor is responsible for teaching, at a minimum, the material as specified in the course outline of record within the general outline of content and format approved by the Board of Trustees. Subject to consideration of course prerequisites and approved course outlines, instructors remain free to select specific material as they deem appropriate.

Responsibility for the academic integrity of each individual course must be assumed by the instructor teaching it. This responsibility cannot be compromised by allowing the structure or content of the course to be altered by extra-academic pressures of a political or social nature.

Freedom of inquiry and the right to express differing opinions are fundamental to the integrity and dignity of the academic community. (See Appendix P.) Physical disruption of the classroom is antithetical to academic freedom and dignity. Should such physical disruption occur, it is the obligation of the instructor to report it to the administration as soon as it is feasible.

In sum, institutional academic integrity is dependent on individual professional integrity. Any compromise leads to a decline in the academic standard to which CSM has long been committed.

Class Meetings

Instructors are expected to meet classes at the assigned time and place. Any change of time or place requires prior approval by the appropriate Division Dean. If an instructor is late to a class meeting, students are required to wait ten minutes before leaving the classroom. An instructor who knows he/she will be late should contact the Division Office as soon as possible.

Each class hour consists of 50 minutes’ instruction time (e.g., 8:10 to 9:00 a.m. = 50 minutes or 1.0 instruction hour). For classes that meet for more than one hour but less than two hours, there is no break (e.g., 8:10 to 9:25 a.m. = 75 minutes or 1.5 instruction hours). For classes that meet for more than two hours, there is a ten-minute break for each full hour (e.g., 7:00 to 10:05 p.m. = 165 minutes, or 3.3 instruction hours, and 20 minutes’ break time). Instructors must take breaks for classes of more than 2 hours and must not dismiss class early in place of taking breaks.
Contact your Division Dean for specific information about reporting absences and other procedural expectations.

Final Examinations
A final examination or activity must be held in each class. Final examinations/activities for classes may not be scheduled prior to dates listed in the Final Examination Schedule published in the Schedule of Classes. Exceptions must be approved in writing in advance by the Vice President of Instruction.

Substitute Instructors
The responsibility of securing adequate substitutes is a joint responsibility of the Division Dean and the Office of the Vice President of Instruction. Substitutes must meet minimum qualifications. Arrangements for substitutes may be made only by the Division Dean or the Vice President of Instruction.

A. Sources of Substitutes
   1. Part-time day or evening faculty who are available
   2. Full-time faculty
   3. Retired faculty members

B. Faculty will either substitute at a time other than a regularly scheduled office hour or scheduled reassigned time or provide additional office hours to compensate for those missed due to the substitution.

C. Faculty members should notify the Division Dean as soon as possible so that necessary arrangements for a substitute can be made by the Division Dean. This includes absence from one or more classes as well as absence for a full day. If not present in class, the assigned instructor is presumed to be either absent or on leave. Absences not reported to Division Offices can lead to disciplinary actions.

The Division Office must record an absence and charge it to one of the types of absence or leave listed in the academic employees’ contract.

Syllabus
All instructors should distribute their syllabi to students during the first week of the semester or summer session and submit copies of their syllabi to their Dean or Division Assistant by the end of the first week of the semester or summer session. The syllabi will be kept on file in the Division Office. Each syllabus should include the following information:

- Instructor’s name
- Instructor’s contact information (Contact your Division Dean to get an office, phone number, and District e-mail account.)
   1. CSM office location and office hours
   2. CSM phone number
   3. SMCCD e-mail address
- Course description (See the official Course Outline on file in the Division Office.)
- Official course Student Learning Outcomes (SLOs) (as listed on the official course outline in CurricUNET)
- Assignments
- Grading policy including specific information about how the final grade will be determined
- Required textbooks
- Information about how to fulfill to-be-arranged hours, if appropriate, and the campus location (e.g., specific learning support center or lab, building, and room number) where the TBA requirement is met

Examples:
In TBA hours, students complete exercises in groups or individually that reinforce the lecture content of the current week. These exercises may involve problem solving, mini-labs, and short answer questions. Students are required to complete 16 hours by arrangement in the supervised environment of the Integrated Science center (36-110). TBA assignments prepare students for completing their homework assignments and for taking exams.
This English class has a TBA [To Be Arranged Hours] requirement. All students are required to complete 16 hours by arrangement in 18-102 or 18-104 under the supervision of a qualified instructor. These TBA hours are instructional activities designed to help improve students’ reading and writing skills. Students log in and out on the attendance system to log their TBA hours. Instructor-directed activities will include orientations, one-on-one conferences with English instructors, tutorials on specific writing and critical thinking skills, and group workshops.

- Language concerning accommodations for students with disabilities

Examples:
If you have a documented disability and need accommodations for this class, please see me as soon as possible or contact the Learning Disability Assessment Center for assistance. The Learning Disability Assessment Center is located in College Center, room 120; 650-574-6438.

-or-
Students requiring accommodations for a verified disability that may affect learning performance are requested to schedule an appointment during the first week of the semester with a staff member at the Learning Disability Assessment Center so that appropriate arrangements can be made. The Learning Disability Assessment Center is located in College Center, room 120; 650-574-6438.

Audit Policy
The colleges of the District allow auditing of courses with the exception of courses in programs that require special preparation and/or program admissions on a limited basis. A student may audit a course only under the following circumstances.

1. The student must have previously enrolled for credit for the maximum number of times allowed for the particular course.

2. The instructor of record for the course must approve the enrollment as an auditor.

3. The student must be in good academic standing.

4. If the course is a variable unit class, the student must enroll for the maximum number of units available.

5. The student must enroll as an auditor immediately following the published late registration period and pay the auditing fee.

A student may enroll as an auditor the week after the late registration period is concluded because those students taking the course for credit have first priority for all classroom space. Enrollment as an auditor is a manual process, and the student should obtain a Permit to Enroll as an Auditor form from the Office of Admissions and Records. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee as established by California Education Code is payable at the time of enrollment as an auditor, with the exception of students enrolled in ten (10) or more semester units.


See the next page for the Permit to Enroll as an Auditor form.
Audit Policy

The San Mateo County Community College District allows auditing of courses with the exception of courses in programs that require special preparation and/or programs where admissions is on a limited basis. A student may audit a course only under the following circumstances.

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A student enrolls as an auditor the week after the late registration period is concluded because those students taking the course for credit have first priority for all classroom space. Enrollment as an AUDITOR is a manual process and must be completed at the Office of Admissions and Records within the week after the close of the late registration period. No student auditing a course shall be permitted to change his or her enrollment to receive credit for the course. An auditing fee, as established by California Educational Code, is payable at the time of enrollment as an auditor, with the exception of student enrolled in ten (10) or more semester units in the San Mateo County Community College District.

Submit this completed form to the CSM Office of Admissions and Records. Please print one form for each course.

Audit Request & Enrollment Verification

Student's Name: ____________________________  Semester/Year ______________________

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<th>Last</th>
<th>First</th>
<th>Middle</th>
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Student ID: G00________________________ Contact Phone: __________________________

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<tr>
<th>CRN NUMBER</th>
<th>SUBJECT ABBREVIATION</th>
<th>COURSE NUMBER</th>
<th>COURSE TITLE</th>
<th># OF UNITS</th>
</tr>
</thead>
</table>

Student's Signature: __________________________________ Date: __________________

* * * * * * *

NOTE TO INSTRUCTOR: The student must present to you proof of enrollment as an auditor at the next class meeting. Any student who is not officially enrolled as a regular student or as an auditor cannot be sitting in the classroom.

Faculty Print Name: __________________________________

Faculty Signature: __________________________________ Date: __________________

* * * * * * *

Office Use Below

Received by Staff: ______________________ Date: __________________

Audit Course Request.docx: 03/18/10
INSTRUCTIONAL AIDES

Instructional aides are used for a wide range of services. Assignments range from semi-clerical duties to special, license-required instructional positions. All work is supervised by an academic person. The exact assignment of responsibilities of instructional aides will vary with the field of instruction but, within the duties specified in the generic job description, will be determined by the academic personnel to whom the instructional aide is assigned. The duties of instructional aides shall not include the assignment of grades to students.

RESOURCE PERSONS FOR INSTRUCTIONAL PROGRAM AND CONSULTANTS TO FACULTY

There are many occasions when persons from the community or persons from other agencies or institutions are desired as speakers or consultants and are invited to the campus to share their knowledge and experience with students and/or faculty in order to enhance the instructional program and to provide for the in-service training of faculty. It is often necessary to provide an honorarium to compensate for their loss of time and/or travel expenses.

I. Resource Persons for the Instructional Program

Compensation for guest lecturers, performers, facilitators/moderators, panelists, or discussion leaders shall be as established by the Board of Trustees.

II. Consultants to Faculty

The President may approve payment of an honorarium which is based on professional reputation, anticipated contribution, travel requirements, and expenses involved in such attendance on campus.

III. Procedure

A. Requests for resource persons to the instructional program and for consultants to the faculty shall be submitted to the Vice President of Instruction by the Division Dean and will include the following:

1. Name of instructor making the request, the class, and the session and date for which the request is made;
2. The anticipated educational benefits to be derived from this resource person;
3. The name of the resource person and a statement concerning the area of expertise; and
4. A completed Independent Contractor Agreement form, an I-9 form, a W-9 form, and supporting documents. (For directions and to download the forms, go to http://www.smccd.edu/accounts/portal/ and type “IC Process” in the downloads search, or click on Purchasing/General Services under downloads, then click on “Independent Contracts,” “IC Forms.”)

B. Requests must be submitted at least 2 weeks in advance of the suggested date of the presentation because all agreements for independent contractors are made on the part of the San Mateo County Community College District and must be submitted for the Chancellor’s or designee’s approval prior to date of service.

C. The Vice President of Instruction notifies the Division Dean regarding disposition of the request; the Division Dean, in turn, notifies the instructor.

D. If the request is approved, the Division Dean will initiate the form, IC Payment Authorization form (also found on the website indicated above in A), and submit it to the Vice President of Instruction for approval.

E. Payments will be made to the independent contractor by the District Accounts Payable Department upon receipt of the IC Payment Authorization form, appropriately signed by the college administrator and the originator of the agreement.

F. Payments to anyone on the District payroll who performs additional services of any type for any part of the District must be processed through the District payroll system.

* Independent Contractor: an individual, not otherwise employed by the District, retained on a contractual basis for an agreed upon fee, stipend, or honorarium for providing services as consultant, lecturer, presenter, discussion leader, program facilitator, official, or advisor.
FIELD TRIPS AND TEMPORARY OFF-CAMPUS ACTIVITIES

Temporary off-campus activities which augment and enrich the on-campus educational program are strongly encouraged. No student shall be prevented from participating in such activities due to lack of sufficient funds.

At the present time, these activities are handled in one of 2 ways:

Type A: A college vehicle or chartered vehicle is used to transport the class to and from the off-campus location. Contact the Division Dean if you are interested.

Type B: The class meets at an off-campus location with each student providing the necessary transportation. In this case, the class begins and ends at a specific time at the off-campus location.

The link to District Policies and Procedures 6.45 Field Trips and Excursions can be found here: https://smccd-public.sharepoint.com/BoardPoliciesandProcedures/6_45.pdf

A temporary off-campus activity must be approved in advance. The Division Dean must be notified sufficiently far in advance to complete the approval process before the trip is taken. Approval of the off-campus activity involves decisions on the part of the Division Dean and the respective Vice President regarding the appropriateness of the activity, the legal implications, and budgetary or financial restrictions.

Procedure

For single, planned field trips during the semester:

1) Complete a Request for Field Trip/Excursion Approval form for each field trip and attach the class roster to each form, indicating students who are not participating in the field trip.

2) Students need to fill out a Medical Authorization form and a Student Voluntary Transportation Agreement form and return both forms to the faculty member.

3) Send the Request for Field Trip/Excursion Approval forms (with attached rosters), along with all of the student-signed Medical Authorization forms and Student Voluntary Transportation forms to your division dean for signature. See following pages of all sample Field Trip Forms.

For faculty who have multiple, planned field trips per class each semester:

1) Complete a separate Request for Field Trip/Excursion Approval form for each field trip and attach the class roster to each form, indicating students who are not participating in the field trip.

2) Send the Request for Field Trip/Excursion Approval forms (with attached rosters) to your division dean for signature.

3) Prepare 1 field trip packet for each student in your class. The packet includes the following 3 stapled forms:

   1) a Field Trip Memo which needs to be completed by you, the faculty member (listing all of the information for the multiple field trips—see example of Field Trip Memo),
   2) a Field Trip/Excursion Waiver and Medical Authorization form, and
   3) a Student Voluntary Transportation Agreement form.

4) Print out as many packets as needed for the students in your class.

5) Distribute packets to the students in your class. Please have your students sign both items 2 and 3 of the packet. Collect the signed packets and return them to the division office. See following pages of all sample Field Trip Forms.
Field Trip/Excursion Guidelines

Guidelines for Field Trips and Excursions (which does not include Study/Travel Tours or Student Activities) shall include the following:

1) It is required that field trips/excursions be approved by college administration before the field trip/excursion takes place for insurance reasons. A Request for Field Trip/Excursion Approval form should be submitted for approval to the appropriate Division Dean and Vice President of Instruction at least two weeks prior to the date of departure. Attached to the form should be a roster of the class, which indicates any student(s) who will not be participating in the trip.

2) Approval of a field trip/excursion does not authorize any expenditures. Anticipated expenditures should be submitted to the department chair before approval of the field trip/excursion.

3) Field trip/excursion participation shall be restricted to only allow students that are officially enrolled in the course and have completed the required release forms.

4) Each student participating in the field trip/excursion shall be required to complete a district-approved Field Trip/Excursion Waiver and Medical Authorization form before being allowed to participate on a field trip. Students under 18 years of age must obtain written approval from their parent/legal guardian as noted on form.

5) Students, faculty and staff shall adhere to the standards of conduct applicable to conduct on campus, at all times during the field trip/excursion. Neither the college nor the instructor has any responsibility for student conduct outside the official field trip/excursion hours.

6) Instructors supervising field trips must be familiar with procedures dealing with transportation (Rule and Regulations 8.45).

7) If the college is not sponsoring transportation to the field trip/excursion venue, each student shall be required to complete a Student Voluntary Transportation Agreement form if they will be providing their own transportation.

8) All completed forms shall be submitted to the appropriate Division Office and be maintained on file for one year from the date of the event.

Reference:

Title 5 Section 55220
Rules and Regulations 6.45, Field Trips and Excursions
Rules and Regulations 8.45, Transportation on District-Sponsored Activities
FIELD TRIP MEMO
(FOR MULTIPLE PLANNED FIELD TRIPS PER CLASS EACH SEMESTER)

DATE: [Today's Date]

TO: Students in [COURSE and SECTION NUMBER]

FROM: [Faculty Name]

SUBJECT: Field Trip Packet

COURSE NAME AND NUMBER:
DEPARTMENT:
INSTRUCTOR:

[COURSE, SECTION] will have the following [#] field trips throughout the semester:

Field Trip #1: Description of Activity:
Destination:
Start Date and Time:
Return Date and Time:

Field Trip #2: Description of Activity:
Destination:
Start Date and Time:
Return Date and Time:

Field Trip #3: Description of Activity:
Destination:
Start Date and Time:
Return Date and Time:

In order to attend any or all of the field trips listed above, you need to complete the 2 attached forms: 1) Field Trip/Excursion Waiver and Medical Authorization and 2) Student Voluntary Transportation Agreement. By completing the information and signing both forms, you are confirming that the information is applicable to all of the field trips listed above.
San Mateo County Community College District
Request for Field Trip/Excursion Approval

Cañada College ☐ College of San Mateo ☐ Skyline College ☐

This request must be filed with the Instruction Office in order to establish recognition of the proposed field trip/excursion as an official college activity. This is essential to assure student/staff protection under liability and student accident insurance.

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<th>Instructor</th>
<th>Ext.</th>
<th>Date of Request</th>
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<tbody>
<tr>
<td>Course Name and #</td>
<td>Destination</td>
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<tr>
<td>Purpose</td>
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<tr>
<th>Date of Departure</th>
<th>Time</th>
<th>Date of Return</th>
<th>Time</th>
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</table>

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<tr>
<th>Individual in Charge (If different from Instructor)</th>
<th>Number of Students</th>
<th>Departure Point</th>
</tr>
</thead>
</table>

Check Pertinent Point: ☐ One Day (School Day) ☐ One Day (Non-school day) ☐ Overnight Trip _____ Nights ☐ Out-of-State Trip

Type of Transportation: ☐ District Sponsored ☐ Individual Arrangement

I have read and abide by the Board Policies and guidelines pertaining to Field Trips.

Instructor Signature Date

Signature of Individual in Charge (If applicable) Date

Approved by:

Division Dean Date

Vice President of Instruction Date

NOTE: Please complete and submit to Division Dean at least **two** weeks prior to date of departure. Division Office will forward a signed copy to Instruction Office for final approval.

03/14
San Mateo County Community College District
Field Trip/Excursion Waiver and Medical Authorization

Cañada College ☐ College of San Mateo ☐ Skyline College ☐

(Description of Activity)

(Course Name and #) (Department) (Instructor)

(Destination) (Start Date/Time) (Return Date/Time)

I agree to abide by all rules and regulations governing my conduct during the trip. Any violation of these rules and regulations may result in my being sent home at my expense.

In the event of illness or injury, I hereby consent to whatever x-ray, examination, anesthetic, medical, surgical, or dental diagnosis or treatment and hospital care from a licensed physician and/or surgeon as deemed necessary for my safety and welfare. I understand that the resulting expenses will be my responsibility.

The undersigned hereby agrees to save and hold harmless SAN MATEO COUNTY COMMUNITY COLLEGE DISTRICT, its officers, agents, or employees from any and all costs, liability, damage or expenses (including costs of suit and expense of legal services) or, by reason of any illness, or any injury or death to persons or damage to property of any kind whatsoever, arising as a result of the activities involved in this field trip/excursion.

Student Signature ____________________________ Printed Name ____________________________ Date ____________

Parent/Legal Guardian Name & Signature (Required if student is less than 18 years of age)

Address ____________________________ Phone Number ____________________________

Medical Insurance Carrier ____________________________ Policy No. ____________________________ Subscriber ID No. ____________________________

In the event of an illness or accident, please notify:

Name ____________________________ Address ____________________________ Phone No. ____________________________

(This signed FIELD TRIP/EXCURSION WAIVER AND MEDICAL AUTHORIZATION FORM must be on file with the appropriate College Division Office before a student will be allowed to participate in the above activity)

03/14
San Mateo County Community College District

Student Voluntary Transportation Agreement

Cañada College ☐ College of San Mateo ☐ Skyline College ☐

(Student Name)

(Description of Activity)

(Course Name and #) (Department) (Instructor)

(Destination) (Start Date/Time) (Return Date/Time)

I understand the off-site District-sponsored program begins when the faculty convenes the program on the location and ends when the program is terminated on location.

It is fully understood that the District is in no way responsible, nor does the District assume liability, for any injuries or losses resulting from any non-District-sponsored transportation.

I also understand that by providing for my own transportation to the District-sponsored program the transportation provider is not acting as an agent of or on behalf of the District.

Student Signature ______________________________ Date __________

Parent/Legal Guardian ______________________________ Date __________
(Required if student is less than 18 years of age)

(This signed STUDENT VOLUNTARY TRANSPORTATION AGREEMENT must be on file with the appropriate College Division Office before a student will be allowed to participate in above activity)
CONFERENCES AND TRAVEL

Allowances for conference attendance are an important component of a healthy instructional environment. The college recognizes that attendance at meetings, conferences, and conventions makes a significant contribution to professional renewal. It exposes faculty, staff, and administration to scholarly research and discussion in a specific discipline, to new classroom strategies, to current research in community college education, and to stimulating interaction with other educators.

Travel requests must be approved by the respective Vice President and, in the case of out-of-state travel, by the President and Chancellor as well.

All requests must include the following:

1. Inclusive dates of travel;
2. Purpose of travel (e.g., conference attendance);
3. Estimated total expenses, the amount to be paid from college funds; and
4. Arrangements which have been made to cover teaching assignments and/or other duties during the absence.

Below is the District’s policy on Domestic Conference and Travel Expenses. This administrative procedure document is an integral part of the District’s Board Policies Section 8.55 and is subject to change at the discretion of the District. https://smccd-public.sharepoint.com/BoardProcedures/8_55_1.pdf

1. Purpose and Scope

The purpose of these procedures is to clarify the obligations of employees and students traveling on domestic business trips authorized by the colleges or the District. Individuals traveling on behalf of the college or the District are reminded that, while traveling on behalf of the District, you are a representative of the District and your expenses should be reflective of such representation.

a. International Travel
   Travel outside of the 50 United States and U.S. possessions is considered international travel and is subject to the International Conference and Travel Expense Procedures.

b. Travel of Less Than 30 Days
   For domestic travel assignments of less than 30 days, the reimbursement shall be based on the actual reasonable amounts incurred for lodging.

c. Travel of 30 Days or More
   This long-term traveling expense will be approved only on a case by case basis.

2. Approval of Conference Attendance and Advance Check Request

a. All business related travel should be pre-approved by the employee’s immediate supervisor, the Business Officer and, if applicable, by the President. For Vice-Chancellors and College Presidents, the business related travel should be pre-approved by the Chancellor.

b. If an advance check is requested, the Conference Advance Form should be filled out, approved, and sent to Accounts Payable at the District office with supporting documentation (such registration must include the registration and agenda information) for processing 30 days prior to the conference. Only one advance check per conference per employee will be processed—the check will be either payable to the organization for the conference fees or to the employee, and it is the employee’s responsibility to pay directly any necessary conference expenses covered by the advance check. The return of any unused cash advances to the District must be completed within 30 days of completing the trip.

3. Payment for travel expenses

a. Savings on expenses in general—lodging and transportation tickets should be purchased in advance in order to obtain any discounts offered by the providers. The employees should take advantage of any possible discounts available through the conference event or through corporate/government rates and always book the lowest rate, single occupancy rooms. A reasonable effort must be made
to find an appropriate low airfare. Transportation expenses will be reimbursed based on the most economical mode of transportation and the most commonly traveled route consistent with the authorized purpose of the trip.

b. If the employee possesses a District procurement card, he or she should use it to pay for event registration, lodging, and transportation expenses related to the official business travel. A Statement of Conference Expense form covering all event-related expenses must be prepared after the event regardless of the payment method. All reimbursements should include the detailed, itemized receipts and not just the credit card charge receipts. Even if no reimbursement is needed, the Statement of Conference Expense form must be attached to the procurement card back-up package for supervisor’s review and approval.

c. If expenses are incurred due to employee’s negligence when making travel reservations they should be reimbursed to the District promptly.

d. Any travel vouchers/credits earned due to changes in reservations remain the property of the District and should be used for future business travel within the same fiscal year whenever possible.

4. Payment of Overtime for Conference Attendance and Travel To/From Conferences

a. If an employee attends a conference during the regular workday, the employee shall receive his/her regular compensation.

b. If a non-exempt employee attends a conference outside of his/her regular workday, the employee is eligible to receive overtime only if attendance at the conference has been made mandatory by the employee’s manager. Note, however, that even if attendance at a conference is mandatory, travel time to/from the conference shall not be eligible for overtime. In this case, a manager may, in his/her discretion, offer the employee equivalent time off to account for part of the travel time if the roundtrip travel time exceeds eight hours. For travel by car, travel time shall be calculated using Google Maps. For travel by plane, travel time shall be calculated from one hour prior to the scheduled departure time to one hour after the scheduled arrival time.

c. Exempt employees are not eligible to be paid overtime for time spent at a conference or for travel time to/from a conference.

5. Transportation

a. Air Travel

   Economy class or any discounted class airfare shall be used for all reservations. Upgrading to a more expensive class of service is allowed but only at the employee’s expense. Any special accommodations require pre-approval by the supervisor in order to be reimbursed by the District. A supervisor may decide to pay a higher fare only if it is in the best interests of the District.

   If a trip is canceled, every effort must be made to recover the credit. The following situations describe the factors to consider when reimbursing for cancellations:

   1) When the cancellation of the trip was within the traveler’s control and:
      i. No credit is issued – the traveler must reimburse the District for the cost of the ticket.
      ii. A credit is issued – the credit must be used for SMCCCD business travel or the traveler must reimburse the District.

   2) When the cancellation of the trip was outside of the traveler’s control and:
      i. No credit is issued – the District will cover the cost of the ticket.
      ii. A credit is issued – the credit must be used for SMCCCD business travel or the traveler can “buy” the credit from the District for personal use. If the credit can’t be used, the District will absorb the cost of the ticket.

b. Automobile Travel

   1) Mileage Calculation

      Under usual conditions, mileage shall be computed between the traveler’s office and the common carrier or destination. However, mileage expenses may be allowed between the
traveler’s residence and the common carrier or destination if the business travel originates or terminates before or after the traveler’s working hours, or during a regularly scheduled day off. Under all circumstances, the shortest route should be chosen for mileage reimbursement purpose.

Employees receiving mileage stipend should not claim mileage expenses reimbursements for business travel, unless the business travel is outside the county.

The maximum mileage reimbursement should not exceed the equivalent of market airfare cost (reference to other attendees’ flight cost, if available).

2) Mileage Reimbursement Rate
Mileage reimbursement will be approved per current mileage reimbursement rate published by the Internal Revenue Service.

3) Types of Vehicles
Travelers may use their private vehicle for business purposes if it is less expensive than renting a car, taking a taxi, or using alternative transportation.

A vehicle may be rented when renting would be more advantageous to the District than other means of commercial transportation, such as using a taxi. Advance reservations should be made whenever possible and a compact or economy model should be requested. The traveler is responsible for obtaining the best available rate commensurate with the requirements of the trip.

The vehicle rental contract should include Supplemental Liability Insurance (SLI) and Loss Damage Waiver (LDW).

4) Miscellaneous Automobile-Related Expenses
Charges for ferries, bridges, tunnels, or toll roads may be claimed by the traveler. Reasonable charges for parking while an employee is on travel status or on business away from regular duties will be allowed.

6. Lodging
   a. Local Travel
      An overnight stay is not allowed if the destination is within a 100 mile radius from the traveler’s work address. An exception to the overnight stay requirement will be allowed if the need of the overnight stay was preapproved by supervising administrator.

   b. Lodging Expenses
      All lodging expenses must be supported by original itemized receipts and the lodging should only cover the period of the conference. Employees must always book at the lowest, single occupancy room rate available. Any extra days prior to or after the conference will be at employee’s expense.

      Charges for failure to cancel hotel reservations in a timely manner should not be reimbursed to the employee, or if paid on a procurement card should be reimbursed promptly by the employee.

7. Meals and Incidentals
   a. Meals
      1) A per-diem is allowed for meals during approved travel. The current per-diem rate is up to $60.00 at the maximum (with or without receipts) for each day of the trip – please note that tax and tips are included in the per-diem calculation. A maximum of 18% tip is allowed on the total food costs before taxes. As noted above, this amount is included in the per diem rate. Room service should be avoided whenever possible due to the extra charges it incurs. For partial per-diem reimbursements please use the following breakdown as reference.

         Per-diem meal allowance:
         Breakfast  $10.00
         Lunch     $20.00
         Dinner    $30.00
Depending on the travel start and end times, the employees may be entitled to the whole per-diem or just part of it—breakfast, lunch, or dinner. For local conferences, the event start and end time will be used to determine the meal per-diem reimbursement.

<table>
<thead>
<tr>
<th>Event or flight time starts...employee can claim</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 12 noon</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Between 12 noon and 6 pm</td>
<td>X</td>
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<td></td>
</tr>
<tr>
<td>After 6 pm</td>
<td></td>
<td></td>
<td>X</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Event or return flight time ends...employee can claim</th>
<th>Breakfast</th>
<th>Lunch</th>
<th>Dinner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before 12 noon</td>
<td></td>
<td>X</td>
<td></td>
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<tr>
<td>Between 12 noon and 6 pm</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>After 6 pm</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

2) Meals included as part of conference registration fees should be noted on the Statement of Conference Expense Form and should be deducted from the per-diem. The employee will not be reimbursed a per diem for any meals that are included in the cost of registration regardless of whether or not the employee eats the meal. In rare cases when the employee requires special meals due to health conditions, the employee will be reimbursed only if adequate receipts are provided for any extra meals purchased in lieu of the meals included in the registration fee. When dining with another District employee or agent who receives reimbursement for his/her expenses, if one of the employees covers the cost of the other, the employee who did not pay will have his/her reimbursement adjusted by the per diem portion of that meal.

b. Incidents

All other reasonable miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Miscellaneous expenses may include: parking, tolls and other miscellaneous charges. The Statement of Conference Expense Form must include an explanation of why such expenditures are being claimed.

8. Insurance for travelers

a. Employees

District employees eligible for benefits are routinely covered 24 hours a day, worldwide, against accidental death or dismemberment and other accidents and incidents while on an official business trip. District provided medical insurance covers international traveling, therefore check with Human Resources prior to purchasing any additional medical travel insurance. If coverage is provide through the District medical insurance, purchase of any additional travel and medical insurance coverage is considered an out-of-pocket, un-reimbursable expense. If a procurement card is used for these expenses, the employee should reimburse the District promptly.

b. Vehicles

When private vehicles are used on District business, the employees are responsible for maintaining adequate liability insurance coverage. Travelers using rental cars should include Supplemental Liability Insurance (SLI) and Loss Damage Waiver (LDW) when renting.

9. Reporting procedures and forms

a. Compliance with IRS Rules:

Regulations issued by the Internal Revenue Service and various other governmental agencies require that the District maintain a policy under which employees must account for all advances, allowances and other prepayment of expenses. Payments made in accordance with an accountable plan are not reported as taxable wages on the employee Form W-2. Adherence to these policies and procedures ensures that business travel reimbursement will remain income tax free. Failure to follow these procedures may result in amounts being reported as taxable income to the traveler. Under the accountable plan, travel advances and prepayment of expenses must meet three requirements:
1) Advances may only be made for approved business expenses, and provided to an employee within 30 days prior to the trip.
2) Travelers must provide an adequate accounting or substantiation of their actual travel related expenses within 30 days following the trip.
3) Employees must return any advance amounts in excess of substantiated expenses as soon as possible after the travel is completed.


b. Required Documentation
Employees must keep a record of and substantiate their travel expenses by submitting a completed Statement of Conference Expense Form (along with all required documentation) to the Accounts Payable office within 30 days of completing their travel. The Statement of Conference Expense Form should be supported by sufficient information to establish the business purpose of the travel, the dates and location of the travel as well as detailed, itemized, original receipts for all reimbursable expenses as well as any expenses charged to the purchasing card. The following documentation should be provided along with the Statement of Conference Expense form:

- Itemized receipts for all travel related expenses (meals, hotels, transportation, etc.)
- Conference/event agenda/schedule
- Hotel and flight reservations

Hotel, restaurant and other vendor invoices must contain itemized details. Proof of payments, receipts or statements without a detailed breakdown of expense are not considered proper supporting documents and will not be reimbursed.

Whenever personal credit cards are used for purchases, sufficient proof of payment such as credit card receipt/statement showing the type of credit card and last four digits of the credit card number should be presented. For check payments, a copy of the cashed check or the bank statement showing the posted charge should be provided as proof of payment.

When advance reservations are made with procurement cards (registration, travel and lodging) for events happening in the following fiscal year, the information must be forwarded to Accounts Payable prior to June 30, so it can be set as a prepayment for the following fiscal year.

The complete Statement of Conference Expense Form with all required approvals should be forwarded to Accounts Payable for review and processing. In case of any discrepancies or departures from the District Travel and Conference Expense Procedures, the Accounts Payable staff is required to complete an Audit Findings form. The Audit Findings form requires the acknowledgment and approval of the employee and their supervisor prior to processing any reimbursement and may require the employee to reimburse the District for unallowable costs.

c. Forms and Deadlines:
The conference expense related forms can be found online at the District forms download site.
Conference Advance Form - must be completed 30 days prior to conference date
Statement of Conference Expense Form - must be submitted within 30 days after the conference date
Transient Tax Form - must be used to claim sales tax exemption from hotel, whenever applicable
Procurement card user’s guide (use of Procurement card for business trip expense payments must be strictly followed)

10. Un-reimbursable expenses
The following are examples of personal expenses that are not eligible for reimbursement as business expenses:

- Amenities such as movies, in-room bars, saunas, massages, etc.
- Internet connection charges for personal use
- With the exception of religious or dietary needs, meals purchased in lieu of those included in the conference package are considered personal expenses
- Alcohol consumption during business travel
• Child care costs, babysitting, or house sitting costs
• Any personal clothing or accessories
• Laundry for trips of less than 5 days
• Grooming expenses such as haircuts, toiletries, etc.
• Prescriptions, over-the-counter medication, supplements, or other medical expenses
• Fees for boarding pets or other animal care
• Magazines, books, newspapers, or other personal reading material
• Outlays for personal recreation or entertainment such as golf course green fees, sightseeing fares, theater tickets, entry fees, lift tickets, etc.
• Expenses related to non-College activities or personal time off taken before, during, or after a business trip, such as extended stays before or after the event dates
• Travel expenses incurred by others than District employee
• Loss of cash advances, airline tickets, or personal funds or property
• Airline travel insurance and medical insurance costs
• Incremental costs for first, business class or upgraded tickets to obtain frequent flyer credits or tickets
• Fines for automobile or parking violations
• Charges for failure to cancel hotel reservations in a timely manner
• Credit card interest or delinquency fees
• Fees for personal credit cards
• Passports or Passport Renewal
• Tips for concierge, maid service, valet parking, and other personal preference services
PART V • FACULTY BUSINESS MATTERS

FACULTY SALARIES

Newly employed full-time instructors are given the option of receiving monthly pay checks on either an August-May or September-June calendar. The District Office of Human Resources can provide information to help in making this choice.

Disposition of paychecks is coordinated through the college Payroll Office (College Center, room 447). Direct deposit of paychecks is available for all faculty, and faculty are encouraged to use this option. Contact the District Payroll Office at 358-6747 for more information. Checks may be mailed or held on campus for pickup at a variety of offices. Most checks for faculty will be picked up by the Division Assistant and will be available in the Division Office. For information on this process, call ext. 6216.

Deductions will be made from gross salary for federal and state withholding tax, Medicare, pension plan, social security if you are a member of the California Public Employees’ Retirement System (CalPERS), and union dues. In addition, upon authorization by the faculty member, deductions will be made for any or all of the following purposes:
1. Insurance plans,
2. Dues for membership in professional organizations,
3. Tax-sheltered annuities, and
4. Credit Unions.

VOLUNTARY TEACHER DEDUCTIONS

Various insurance plans and other services are available through the District. Detailed information on these plans can be obtained from the District Office of Human Resources.

EMPLOYEE PERSONNEL RECORDS

Full-time employee personnel records are maintained at both the campus and at the District Office of Human Resources and are available for inspection by the employee involved in accordance with Section 2.12, “Employee Rights and Protection, Domestic Partner Rights and Whistleblower Protection” of the Board-approved District Policies and Procedures. The official Personnel Records for all full-time employees are those maintained at the District Office of Human Resources.

At least two major files are maintained for each academic employee, and the information contained therein (with the exception of confidential and pre-employment information) may be reviewed in the appropriate personnel office at any time an employee is not required to be in class, hold office consultation, or otherwise provide service to the District.

To inspect personnel records, an employee may set up an appointment with a designee of the appropriate Vice President (at the college) or the Vice Chancellor, Human Resources and Employee Relations.

If desired, arrangements may be made to have the review of materials conducted under the supervision of an administrator of the employee’s choice; the files, however, may not leave the personnel office. An employee may also designate a representative to accompany him/her when making the inspection.

The following list and chart indicates the major personnel files, their contents, and the office where records are maintained for full-time faculty. Files for part-time faculty are maintained only in Division Offices.
# Employee Personnel Records

<table>
<thead>
<tr>
<th>Contents</th>
<th>District Human Resources</th>
<th>College Business Services</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Salary Data</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Initial Placement</td>
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<tr>
<td>2. Annual Statement</td>
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</tr>
<tr>
<td>3. Reductions for Leave Without Pay</td>
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<td></td>
</tr>
<tr>
<td>4. Voluntary Deductions</td>
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<td></td>
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<tr>
<td><strong>II. Employment Information</strong></td>
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<tr>
<td>1. Applications*</td>
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<tr>
<td>2. Leaves</td>
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<td>X</td>
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<tr>
<td>3. Personal Data</td>
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<tr>
<td>4. Seniority Number and Date</td>
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<td></td>
</tr>
<tr>
<td>5. Documents of Employment</td>
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<tr>
<td><strong>III. Sick Leave Accounting Records</strong></td>
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<tr>
<td><strong>IV. Board Action</strong></td>
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<tr>
<td>1. Appointment</td>
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<tr>
<td>2. Change in Status</td>
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</tr>
<tr>
<td><strong>V. Miscellaneous</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Loyalty Oath</td>
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<tr>
<td>2. Freedom from Tuberculosis Information</td>
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<tr>
<td>3. Fringe Benefit Insurance Information</td>
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<tr>
<td>4. Retirement Information</td>
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<tr>
<td>5. Fingerprint Information</td>
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<tr>
<td>6. Dependent Adult Abuse Form</td>
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<tr>
<td><strong>VI. Performance Evaluations</strong></td>
<td>X</td>
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</tbody>
</table>

* Confidential information is not available for employee inspection.

** Duplicate and/or additional information may also be available in the Division Office.
ADMINISTRATIVE POLICIES AND PROCEDURES

Academic Employee Reassignment Criteria

In the event that educational program requirements within the San Mateo County Community College District make it necessary to make changes in the assignments of academic employees, a member of the unit may be assigned to perform a specified service in an area other than the area of his/her principal current assignment if the employee meets minimum qualifications as determined by the Board of Governors, State of California, in the discipline to which he/she is assigned.

Academic Employee Personnel Information

Below is a listing of subject matter pertaining to academic personnel that can be found in either Chapter 2 or 3 of District Policies and Procedures or in the academic employees contract. Copies of these documents are on file in each Division Office, the Library, administrative offices, or online.

<table>
<thead>
<tr>
<th>Policies and Procedures</th>
<th>Faculty Contract</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.05</td>
<td>Art. 8</td>
<td>Academic Senate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pay and Allowances</td>
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<tr>
<td>3.05</td>
<td></td>
<td>Designation of Faculty</td>
</tr>
<tr>
<td>3.50</td>
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<td>Suspension and Dismissal</td>
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<tr>
<td>2.13</td>
<td>Art. 9</td>
<td>Dissemination of Employee Information</td>
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<td>Health and Welfare Benefits</td>
</tr>
<tr>
<td>2.12</td>
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<td>Employee Rights and Protection,</td>
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<td></td>
<td>Domestic Partner Rights and</td>
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<td>Whistleblower Protection</td>
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<tr>
<td>2.15</td>
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<td>Collective Bargaining</td>
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<tr>
<td>3.15</td>
<td></td>
<td>Employment Requirements</td>
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<td>3.20</td>
<td>Art. 15</td>
<td>Performance Evaluation Procedures</td>
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<td>Art. 10</td>
<td>Retirement</td>
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<td>Art. 7</td>
<td>Hours of Employment</td>
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<td>Art. 6</td>
<td>Workload</td>
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<td>Art. 11</td>
<td>Leaves of Absence</td>
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<td>2.14</td>
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<td>Outside Employment</td>
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<td>3.30</td>
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<td>Pay Period for Faculty</td>
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<td>3.35</td>
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<td>Payroll Deductions</td>
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<td>3.90</td>
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<td>Post-Retirement Contract</td>
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<td>2.60</td>
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<td>Resignations</td>
</tr>
<tr>
<td>3.80</td>
<td>Art. 18</td>
<td>Summer Session Employment</td>
</tr>
</tbody>
</table>
PART VI • STUDENT CLASS RECORD INFORMATION

STUDENT CLASS RECORD

Below is a listing of subject matter pertaining to student class records that can be found in the CSM Catalog. Page numbers refer to the 2015-2016 edition of the Catalog:

<table>
<thead>
<tr>
<th>2015-2016 Catalog page(s)</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>14</td>
<td>Absence (Extended)</td>
</tr>
<tr>
<td>14</td>
<td>Academic Renewal Policy</td>
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<tr>
<td>14</td>
<td>Academic Standards Policy</td>
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<td>14</td>
<td>Attendance Regulations</td>
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<tr>
<td>15-18</td>
<td>Course Repetition</td>
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<td>14</td>
<td>Dismissal</td>
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<tr>
<td>12</td>
<td>Grades and Grade Points</td>
</tr>
<tr>
<td>8-9, 12</td>
<td>Withdrawal Procedures from Classes</td>
</tr>
</tbody>
</table>

REPORTS REQUIRED OF FACULTY

1. Enrollment verification, final grades, and positive attendance reports are submitted online via WebSMART for faculty. To guarantee accuracy, faculty must keep meticulous positive attendance records. These reports are subject to audit, and faculty must have back-up documentation.

2. Enrollment verification report indicating withdrawals effective before last day to withdraw (75% of meetings for short courses, 13th or 14th week of term for semester-long classes).

3. Final grade for each student.

4. Submission of a copy of the class syllabus to the appropriate Division Office at the beginning of the semester and a copy of the grade sheet for each class and positive attendance reports for each class using this attendance method to the Division Office at the end of each term.

Instructions and dates pertinent to reports are issued by the Office of Admissions and Records each semester and are available online via WebSMART for faculty.

As stated in the academic employees contract, it is each instructor’s responsibility to submit timely and accurate reports of attendance, grades, and other matters as required.

IMPORTANT 2015-16 DATES FOR FACULTY

**Fall 2015**
Flex Days August 13, 14, and November 25
Census Due September 7
Grades Due January 5, 2016

**Spring 2016**
Flex Days January 19, and March 3,4
Census Due February 7
Grades Due June 6

**Summer 2016***
Grades Due August 9

*Date based on tentative summer term schedule, which has not yet been finalized.
PART VII • PARKING REGULATIONS AND EMERGENCY PROCEDURES

PARKING REGULATIONS

Instructions to Faculty and Staff

Any staff parking permit is valid in any staff parking lot on a space available basis. Staff parking permits are also valid at all 3 colleges in the District in any student-designated parking lot. Permits must be displayed on the inside of the rearview mirror with the permit number visible.

Staff members may have only one vehicle parked in the staff-assigned lot at a time.

Violation of parking regulations may result in a citation or possible revocation of parking privileges. Short-term permits are available in the Public Safety Office when necessary (e.g., short-term use of a substitute vehicle). Short-term permits must be displayed on the dashboard. Notes left on vehicles are not honored since officers cannot verify the authenticity of a signature.

Parking is allowed only in spaces specifically marked for parking. Parking off the roadway and in non-paved areas is prohibited. The campus is open from 6:00 a.m. to 10:00 p.m. daily. No overnight parking is allowed.

Visitor permits are available at the Public Safety Office in the Public Safety and Medical Services Building (Building 1), room 100. It is the responsibility of the staff or faculty member to obtain permits for persons visiting them on campus; failure to do so will result in citations being valid. Notify the Public Safety Office immediately by telephone in the event prior parking arrangements have not been made. Do not wait until the person receives a citation. Visitor permits may be obtained for advance mailing by staff members by contacting the Public Safety Office.

The campus Public Safety Office solicits your suggestions in matters covering parking, traffic control, or security. If you have any questions, please contact the Public Safety Office, ext. 6415.

After business hours, in cases of actual emergency, dial 9-911 from a campus telephone or 911 from a public telephone. Campus Public Safety may be contacted by calling ext. 6415. An officer will return your call.

Note: During construction, regulations relating to specific parking lots may change. Always adhere to posted regulations.

USE OF VEHICLES ON CAMPUS

Driving on the Interior of Campus

An increased number of vehicles on the interior of the college campuses has created an increased risk to pedestrians and has damaged walkways and turf areas. Campus Administration and District Administration have met to discuss ways to control this problem and have developed the following guidelines. Because there are many campus organizations responsible for both off-campus and on-campus drivers, each group will be addressed separately following the general guidelines.

General Guidelines

• The interior of the campus is defined as the area bordered and enclosed by bollards, gates, chained-off areas, and any area that is not a roadway, excluding parking lots, loading docks, and loading dock access roads.
• The interior of the campus will be closed to ALL unauthorized vehicles 24 hours per day, 7 days a week. Facilities vehicles and carts are permitted on the interior of the campus for day-to-day operations. Public Safety vehicles are permitted on the interior of the campus for emergency response only. Supervisors will be responsible for enforcing driving regulations.
• Speed limit for vehicles and carts may not exceed 5 mph.
• Private and vendor vehicles are restricted at all times. Vehicles requiring access to the interior quads must obtain authorization from Campus Public Safety and obtain escorts.
• Student groups conducting events in the campus interior must first obtain approval from the Campus Administration.
• All private and vendor vehicles requiring access must be escorted by either Public Safety or an individual or group designated by Campus Public Safety if driving on the interior of the campus.
• Disciplinary action may be imposed on anyone violating Public Safety and College regulations.
• Private and vendor vehicles may be subject to California Vehicle Code citations.
• Vehicles may not be driven across campus turf/lawns or over campus curbs except at driveways.

Machine Vendors
• Loading dock parking only.

Associated Students Events or Other Campus Events
• Obtain escorts from Campus Public Safety or designee.
• Parking at the event is for setup only.
• Students or student groups violating this policy will be referred to the Associated Students for disciplinary action. Sanctions may include cancellation of the event and/or restriction of future space reservations on campus property.

Contractors
• Subject to general guidelines.
• Obtain authorization from Campus Public Safety, if necessary.
• Design and Construction and Project Management are responsible for informing contractors of the guidelines by means of the contract’s general conditions and job start meetings.

For any questions or concerns regarding the above procedure, contact the Public Safety Office.

College of San Mateo Chief Brian Tupper  650-574-6415
Skyline College Chief Rob Dean       650-738-4199
Canada College Chief Gary Hess       650-306-3420
District Office Director Mike Celeste 650-358-6840

Process to Request Use of College Vans

The college currently has six 12-passenger vans in its fleet (five in the fall). In order to request use of a van, the following procedures must occur:

• A request for the vehicle(s) must be reserved through the Kinesiology, Athletics, and Dance office by calling (650) 574-6420. Scheduled athletic events will have priority for use of the vehicles.
• A DMV pull-notice must be completed and returned prior to the requested date. This process may take up to three weeks, so please plan in advance. All drivers must complete a pull-notice. Contact the Kinesiology, Athletics, and Dance Division for the form.
• The pull-notice must be returned to the District Office and the driver(s) approved.
• The defensive driver training video must be viewed prior to operation of the vehicles. This can be viewed from a link on the District downloads.

Two Driver logs are included in each vehicle. Drivers are responsible for completion of both logs as appropriate:

• The first daily user must complete the Visual Vehicle Inspection Checklist prior to off-site operation of the equipment. Complete the inspection report in the Vehicle Safety Log Book in each District vehicle. Please note any deficiencies in the Vehicle Safety Log Book and complete a Vehicle Service Request Form to address non-hazardous issues that can be addressed at a later time. If you find a condition you consider unsafe, please do not use the vehicle until a proper inspection and sign off has been completed.
• Use the “Vehicle Service Request Form” located in the Log Book to report all vehicle problems immediately. Turn in the form along with vehicle keys to the Kinesiology, Athletics, and Dance Division Office.
EMERGENCY AND FIRE PROCEDURES

In case of an emergency such as fire, catastrophic accidents, etc., the individual instructor or staff member must make on-the-spot judgments and is authorized to call the police, fire department, or ambulance using 9-911 from a campus telephone or 911 from a public telephone. Further information about responding to various types of emergencies can be found on the District Department of Public Safety website at http://smccd.edu/publicsafety/.

In such matters as thefts, vandalism, student behavior problems, accidents, etc., faculty and staff members should report these incidents to the Public Safety Office, ext. 6415. In matters of student behavioral issues, faculty should report these to their Division Dean and the Vice President, Student Services, ext. 6118.

Fire alarm pull stations are located in all campus buildings. The fire alarm system’s control panels, which communicate an alarm event to the monitoring company, are located in the following buildings:

Building 1 — Public Safety and Medical Services
Building 3 — Theater (Includes Buildings 2 and 3)
Building 5 — Health and Wellness Center
Building 7 — Facilities Maintenance Center
Building 8 — Gymnasium
Building 9 — Library
Building 10 — College Center
Building 12 — East Hall
Building 16 — Central Hall (Includes Buildings 14 [South Hall], 15, and 17)
Building 18 — North Hall
Building 19 — Emerging Technologies
Building 30 — Team House (Includes Track/Football Press Box and Concession Building)
Building 33 — Child Care Center
Building 34 — Fire Technology, ITS, Shipping & Receiving
Building 35 — Regional Public Safety Center
Building 36 — Science Building

1. A fire alarm is relayed to the San Mateo Fire Department and CSM Public Safety Department, and the fire alarm station is identified so that fire equipment can proceed directly to the area of trouble. Alarms can be activated through either a pull box or automatically through smoke- and heat-sensing devices or water pressure gauges in the automatic sprinkler systems.

2. Horns and strobes will be activated in the corridors and restrooms of most buildings and inside certain large spaces such as the gymnasium and theatre. When the automatic sprinkler is activated, a continuous bell will also sound. When the fire alarm sounds, the buildings will be evacuated at once. CSM has building monitors who will assist in the evacuation. Permission to return to classes will be indicated by the Fire Department Officer in charge or the College Emergency Coordinator.

3. Faculty are responsible for the instruction of students in procedures to be followed in the event of an alarm. Procedures are as follows: In an orderly manner, proceed out the building by means of the nearest unblocked route. Check to ascertain that all persons have vacated the buildings. Once outside a building, all persons must remain at least 100 feet from a building. Each building has a designated evacuation zone which can be found on CSM’s website at http://collegeofsanmateo.edu/emergency/. If possible, students should be evacuated by faculty to these designated areas. It is important that students and staff be aware of alternate routes from any given place. There should be at least two ways to evacuate any area of the campus in which any large number of students congregate. Fire equipment will use the center mall for access to certain areas. Therefore, students should be directed to keep the mall clear.

4. In case of fire or other emergency, automobiles should not be moved unless it can be done safely and not interfere with the movement of emergency personnel.

5. The first responsibility of all staff is that of saving lives, best accomplished by
   a. Sounding the alarm, and
   b. Supervising the evacuation of the area endangered.
6. Procedures to be used in sounding an alarm are given below.
   a. Activate the nearest pull box.
   b. If time and circumstances permit, follow this action with a phone call to Public Safety by dialing next. 6415 to provide the staff with as much information as possible, e.g., the exact location and nature of the fire.
   c. Intercept fire personnel to advise them of the exact location and nature of the fire. Fire personnel should be met as they approach the fire.

7. Information should be relayed to the Public Safety Office, ext. 6415, or directly to the Fire Department by dialing 9-911 from a campus telephone or 911 from a public telephone.

8. All staff should be familiar with the location of fire extinguishers in areas which they frequent. In general, fire extinguishers contain water under pressure; there are some carbon dioxide extinguishers in laboratories and other special areas.

9. Do not activate a pull box in the event of an automobile fire in a parking lot. Phone the Public Safety Office, ext. 6415; Admissions Office, ext. 6165; or Fire Department direct, 9-911 from a campus telephone or 911 from a public telephone. Give the parking lot name and number.

**EARTHQUAKE PROCEDURES**

During an earthquake, remain calm and quickly follow these steps.

- If **indoors**, seek refuge in a doorway or under a desk or table; stay away from glass windows, shelves, and heavy equipment.
- If **outdoors**, move quickly away from buildings, utility poles, and other structures. **Caution:** always avoid power or utility lines because they may be energized.
- If in an **automobile**, stop in the safest place available and stay in the vehicle for the shelter it offers. **Do not** block fire lanes.
- After the earthquake has stopped, calmly evacuate the buildings and move to a clear area at least 500 feet away from the affected buildings. Each building has a designated evacuation zone which can be found on CSM’s website at [http://collegeofsanmateo.edu/emergency/](http://collegeofsanmateo.edu/emergency/). If possible, students should be evacuated by faculty to these designated areas. Keep streets and walkways clear for emergency vehicles and personnel.
- **Assist the disabled in exiting the buildings.** Some buildings on campus do not have ramps and the elevators are unsafe to use after an earthquake. Evacuation chairs are located in multistory buildings. The location of the evacuation chairs can be found on CSM’s website at [http://collegeofsanmateo.edu/emergency/](http://collegeofsanmateo.edu/emergency/). Don’t think someone else will come to the rescue. You take the initiative!
- **Do not return to an evacuated building** unless directed to do so by a Public Safety Officer or designated college official(s).
- After a severe earthquake, a command center will be set up and will be staffed by emergency personnel. Be sure to report any damage, injuries, trapped people, and/or leaks of any kind to the personnel at the command center. Updated disaster information will be available at the command center.
- **Do not leave** the campus until a Public Safety Officer has checked the roadways to assure that they are passable. Check at the command center for this information.
- Avoid the impulse to use the phones because this may tie up phone lines required for emergency services. In most instances, the phones will be inoperable after a major earthquake.

**CAMPUS MAP**

CSM’s campus map can be found at [http://collegeofsanmateo.edu/map/docs/CSMCampusMap.pdf](http://collegeofsanmateo.edu/map/docs/CSMCampusMap.pdf)
APPENDICES
### CHART OF ACADEMIC TITLES
#### REGULAR FACULTY

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<th>1 B.A.</th>
<th>2 M.A.</th>
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### ADJUNCT FACULTY

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**References:** Education Code Sections 87400 et seq., 87419.1, 87600 et seq., 87482.8 Title 5, Section 51025 (Revised 11/10)
A. Academic titles shall be assigned to teaching faculty members in a manner that reflects their education and years with the college as indicated in the Chart of Academic Titles.

B. Although assignment of academic titles is similar to placement on the salary schedule and incorporates the same degree equivalencies, salary shall not be determined by academic title.

C. Advancement in academic title is a faculty matter entirely, shall involve only the faculty, and shall be automatic.

D. There shall be no limit on the number of faculty members who hold any given title.

E. Faculty who are hired from other institutions shall receive titles based on the same criteria as applied to other College of San Mateo faculty.
Appendix B

BY-LAWS OF ACADEMIC SENATE OF THE COLLEGE OF SAN MATEO
Revised April 2015

Article I

NAME
The name of this body shall be the Academic Senate of College of San Mateo, hereinafter referred to as the Senate. The Senate shall elect Governing Council from its membership, hereinafter referred to as the Council.

SENATE MEMBERSHIP AND DUES
Consistent with Title 5 of the California Administrative Code, Section 53200, and in accordance with Section 53202.d, all full-time and part-time faculty in the College are members of the Senate with all rights and responsibilities thereunto. Administrators, classified staff, and students are not members of the Senate. Consistent with Title 5, Section 13532, the Senate may call upon its members for payment of professional dues; however, professional dues are not to be expended on items for which taxpayers’ dollars cannot be spent; dues may be used to support approved Senate projects and functions.

Article II

PURPOSE
The Academic Senate has been established in accordance with Education Code Section 70902(b)(7), which call 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 the primary responsibility for “making recommendations in the areas of curriculum and academic standards.”

The Council, as the representative of the Academic Senate, shall make recommendations regarding academic and professional matters to Cabinet, District Academic Senate, the College and District administration, the Board of Trustees, and to other appropriate individuals and bodies. The Board of Trustees shall ensure the right of the Senate to assume primary responsibility with respect to academic and professional matters, including exercise of the authority to appoint faculty to committees or groups dealing with academic and professional matters as specified in Title 5, Section 53203(f), and to participate in all other aspects of shared governance. The Council shall inform the Senate and the District Academic Senate of current issues and hold meetings for discussion and shall uphold all designated responsibilities pertaining to Senate rules and regulations as determined by State laws.

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

1. Curriculum, including establishing prerequisites.
2. Degree and certificate requirements.
3. Grading policies.
4. Educational program development.
5. Standards or policies regarding student preparation and success.
6. College governance structures, as related to faculty roles.
7. Faculty roles and involvements in accreditation processes.
8. Policies for faculty professional development activities.
9. Processes for program review.
11. Other academic and professional matters as mutually agreed upon.
The Senate has the **primary responsibility** for making recommendations in academic and professional matters, while Government Code Section 3540 (et seq. Rodda Act) establishes the right of exclusive bargaining agents to negotiate hours, wages, and working conditions. Title 5, Section 53204 states, “Nothing in this subchapter shall be construed to impinge upon the dues process rights of faculty, nor to detract from any negotiated agreements between collective bargaining representatives and district governing boards. It is the intent of the Board of Governors to respect agreements between academic senates and collective bargaining representatives as to how they will consult, collaborate, share or delegate among themselves the responsibilities that are or may be delegated to academic senates pursuant to these regulation.” The Senate recognizes the interests of both groups on issues with both academic and working conditions implications.

**Article III**

**MEMBERSHIP & QUORUM FOR MEETINGS**

Governing Council shall consist of Senate members, who may be either full- or part-time faculty members, elected from instructional, library, and Student Services faculty.

Instructional divisions with 16 or more members shall elect and be represented by two Council members. Instructional divisions with 15 or fewer members shall elect and be represented by one Council member. Library faculty shall elect and be represented by one Council member. Student Services faculty shall elect and be represented by two Council members.

One representative to the Council may be chosen by the Student Senate to represent students, according to the Student Senate’s own criteria for selection. This member shall not be considered a member of the faculty, as defined in Article I, but shall have an advisory vote on Council. It is the responsibility of the Senate to assure that students, staff, and administrators participate effectively in the development of recommendations on matters that affect them, as specified in Title 5, Section 51023.7 and Section 52023.5.

A quorum for a meeting of the Senate shall be 10% of all member of the Senate. A quorum for a meeting of the Council and all Senate committees shall consist of 6 of the Council’s or committee’s faculty members.

**Article IV**

**ELECTION AND TERMS OF COUNCIL MEMBERS**

The election of Council members shall be conducted each year within their divisions. The Election shall be completed at least four weeks before the end of the spring semester.

In each division, it is the responsibility of the senior Council member to see that elections are completed to replace outgoing Council members.

Council and Committee members shall serve for a two-year term beginning on the day of the last Council meeting of the semester in which the election was held. In cases of multiple representation from one Division, an attempt shall be made to stagger terms.

Vacancies on the Council shall be filled at the time of the regular election. To be elected to fill an unexpired term, a candidate must satisfy the provisions of Article I.
Article V

ELECTION, TERMS, & DUTIES OF OFFICERS
The officers of the Council shall be the following: President, Vice President, Secretary, Treasurer, and Immediate Past President. Officers, with the exception of the Immediate Past President, shall be elected by secret ballot from within and by the membership of the Senate. The election must be completed at least four weeks before the end of the semester. The term of the office shall be two years. These officers of the Council shall be officers of the Senate.

The President shall call all meetings of the Senate, the Council, and Executive Committee; prepare agendas for meetings of the Senate and Council; preside at all meetings of the Senate, Council, and Executive Committee; become familiar with the By-laws of the Senate and with parliamentary procedure as set forth in Robert’s Rules of Order, Revised; be an ex-officio member of all faculty committees herein specified; suggest policies and plans for faculty and special committees; appoint the Senate delegate to the Academic Senate for California Community Colleges if the Vice President is unable to attend, which delegate shall serve subject to the approval of Council; establish and maintain liaison with the Presidents of the Academic and Faculty Senates of the other colleges in the San Mateo County Community College District and with the collective bargaining agent; be held responsible for the work of the Senate; attend all regular and special meeting of college and district shared governance councils, college budget and planning committees, and the San Mateo County Community College District Board of Trustees.

The Vice President shall serve as assistant to the President in all duties of the President, and shall serve as President in the absence of the President. The Vice President (or the appointed designee) shall serve as the Senate delegate to the Academic Senate for California Community Colleges plenary sessions and shall attend all regular and special meetings of the college shared governance council and of college budget and planning committees. The Vice President shall serve as a member of the Executive Committee.

The Secretary shall keep a record of the proceedings of each Senate, Council, and Executive Committee meeting; maintain the files of the Senate; be responsible for carrying on the correspondence pertaining to the affairs of the Senate as directed by the President; prepare for distribution minutes of all actions taken by Council; publish at the beginning of the academic year a roster of all committees herein specified, including Council, indicating divisions represented and expiration of terms. The Secretary shall serve as a member of the Executive Committee.

The Treasurer shall receive all monies belonging to the Senate; sign orders and pay the monies of the Senate; keep an itemized list of receipts and expenditures; arrange for an audit of the books; make a written report at the last regular meeting of the Council in the academic year; and be responsible for preparing all documents required by the U.S. Internal Revenue Service. The Treasurer shall serve as a member of the Executive Committee and, if possessing the requisite expertise in institutional finances, shall serve on college and district budget and planning committees.

The Immediate Past President, who will assume office automatically after leaving the office of President unless there is an impediment to service, shall carry out such duties as are assigned by the President. In the case of impediment to service (such as no longer being a faculty member at the college) or resignation from the position, the Council may either name someone else to the position or leave it vacant. If the President is re-elected, the Immediate Past President will remain in office unless there is an impediment to service or resignation from the position.
The Nominating Committee shall consist of the past Academic Senate Presidents of terms immediately preceding the current one. Vacancies on the Nominating Committee may be filled by appointment of the President, subject to approval of Council. The report of the Nominating Committee shall be submitted to the Council at a regular meeting of the Council. This meeting shall be held at least two weeks prior to the spring election. Additional nominations may be made from the floor. The President shall be responsible for giving notice of the election to the members of the Academic Senate within ten instructional days of the meeting.

Elections shall be held by secret ballot. If paper ballots are used, these ballots will be returned to and tabulated by a three-person ad hoc Tellers Committee appointed by the President, subject to the approval of Council. Interested faculty are invited to witness the counting of the ballots. The ballots will be available for inspection for two weeks following the election. If electronic ballots are used, the three-person ad hoc Tellers Committee will review and tabulate election results from an election report furnished by SMCCD District Information Technology Services. This report will be available for inspection for two weeks following the election.

Article VI

MEETINGS
All meetings of the Council and of Senate Committees shall be open meetings consistent with the Brown Act, California Government Code, Sections 54950-54962.

Regular meetings of the Council shall be held at least once a month during the academic year. The time, date, and place of such meetings shall be published prior to each meeting; Brown Act regulations require 72 hour notice of regular meetings. Members of the Senate may attend any meeting of the Council.

Meetings shall be conducted in accordance with Robert’s Rules of Order, Revised.

The President must place an item on the agenda of the Council meeting (a) at the request of any Council member or (b) on receipt of a signed, written request to the President by at least 10 members of the Senate.

The agenda for each Council meeting shall be delivered for posting at each Division at least 2 instructional days prior to such a meeting, and mailed at the same time to all Council members and Senate committee chairpersons.

The Council may not take action on any matter not on the agenda unless by a two-thirds vote of members present it declares that matter to be an emergency matter. The minutes of the Council meetings shall be distributed to all members of the Senate, administrators, and classified staff as soon as possible after each meeting.

Special meetings of the Senate or Council may be called in the following ways: (a) by the President, (b) on petition of a majority of the Council, (c) on petition of 50 members of the Senate. No business other than that for which special meetings are called shall be transacted at such meetings.

Article VII

RECOMMENDATIONS
The Council is authorized to make recommendations on behalf of the Senate subject to the following provisions:
a. The Council may, on its own judgment and in its own initiative, refer to the Senate any matter affecting the welfare of the college community.

b. The Council may, on its own judgment and in its own initiative, forward recommendations to the Administration or the Board of Trustees, with respect to academic and professional matters.

c. If 50 member of the Senate so request in a petition delivered to the President of the Senate within three weeks of distribution of the official minutes in which any resolution has been passed by Council, that resolution shall be submitted to a referendum by secret ballot or to formal consideration at a meeting of the whole Senate.

d. On matters on which the Board of Trustees or the administration intend to act when the college is not in regular session, the Council, after a special meeting, may make recommendations to the Board of Trustees or the administration. The President of the Senate shall inform the Senate of all such recommendations. If the President of the Senate receives within three weeks of those recommendations a petition signed by 50 members of the Senate objecting to any recommendation made to the Board of Trustees, the Council shall be required to submit the disputed recommendation(s) to the Senate for ratification.

e. Nothing herein shall prohibit the President of the Senate from addressing the Board of Trustees as a representative of the Senate on any matter within the purview of the Senate so long as the President does not make unauthorized recommendations on behalf of the Senate.

f. Outside of the regular school calendar, the President may act on behalf of the Council, provided the President is following established Senate policies and reporting regularly to the Executive Committee.

Article VIII

AMENDMENTS
Amendments to the By-laws may be made by a simple majority affirmative vote of those Senate members voting, provided copies have been sent to members of the Senate at least two weeks preceding the balloting.

Article IX

COMMITTEES
Committees may be created at the discretion of the Council. The Council shall appoint the faculty members to any committee requiring Senate membership or representation as granted in Title 5 Section 53203(f).

Committees shall operate, consistent with established procedures, within the strictures indicated below:
The Executive Committee shall consist of the officers of the Council: the President, Vice President, Secretary, Treasurer, and Immediate Past President. It shall serve as a steering organization performing routine tasks for the Senate and shall give, in the absence of specific instructions from the Council, its advice and consent to proposed actions of the President of the Senate.

Elected Permanent Faculty Committees shall be elected from the same constituent bodies as representatives to Council and according to the same formula, as described in Article IV of these By-laws. Representatives shall serve two years. Each committee shall include appropriate members of the college administration, classified staff, and students as members; the charter of each committee shall specify whether non-faculty members have voting privileges. Each committee shall elect a chair from among its voting members at its last regular meeting of the academic year, such chair to serve for the following year. The chair of each committee, or the chair’s designee, shall keep the Council informed of the committee’s actions. There shall be the following elected, permanent committees:
Committee on Instruction (COI)
Committee on Instruction shall report and recommend to Council and advise the Vice President, Instruction, concerning curriculum, instructional courses and programs, and instructional procedures, including program review. Committee on Instruction provides for two student representatives with voting privileges. In addition, the Committee on Instruction may establish committees as needed on other instructional matters, as it deems necessary. All responsibilities of the Committee on Instruction shall be carried out in accordance with applicable State laws.

Duties and Responsibilities
a. Carry on a regular review of the college curriculum.
b. Inform faculty of and oversees adherence to curricular aspects of the Education Code.
c. Consider for recommendation proposals for new courses and programs.
d. Consider for recommendation all deletions, classifications, and changes in courses and programs.

Committee Structure
Committee on Instruction shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee; library faculty shall elect one representative. The committee elects a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Governing Council.

Learning Support Centers Coordination Committee (LSC)
The Learning Support Centers Coordination Committee shall report and recommend to Council and advise the Vice President of Instruction and Deans on matters related to the campus Learning Support Centers. The committee coordinates hours of operation, computer and technology resources, staffing, and scheduling of services to create a highly coordinated decentralized network of learning support services for all students. The committee fosters communication among the Library, Academic Senate, Associated Students, and the larger college community.

Duties and Responsibilities
a. Coordinate LSC services and hold regular meetings to allow faculty to participate in aligning resources and services to ensure that the CSM Learning Center and other centers do not duplicate existing programs.
b. Work cooperatively with instructional and student services faculty in developing learning strategies for the retention of under-represented, at-risk, ESL, and disabled students and developing intervention strategies for individual students across disciplines.
c. Assist with planning data collection and analysis to ensure continual program improvement.
d. Raise student awareness of LSC services and use websites as information portals for students, faculty, staff, and administrators.
e. Work to ensure that LSCs satisfy accreditation requirements and have the capacity to support student success in developmental education, transfer readiness, workforce development, and information competency.
f. Manage budget and resource allocations, development of new centers, and discontinuance of current centers.

Committee Structure
LSC shall consist of the lead faculty or support staff representative of each campus Learning Support Center. The committee is co-chaired by a faculty representative and the Director of the CSM Learning Center. Every two years, the committee shall elect a faculty chair from among its current or recent members.
Library Advisory Committee (LAC)
Library Advisory Committee shall report and recommend to Council, advise the Vice President, Instruction, Director of Library Services, and the Board concerning library policies. The committee fosters communication among the library, the Senate, and the larger college community.

Duties and Responsibilities
a. Work to ensure that the library satisfies accreditation requirements and has the capacity to support student success in developmental education, transfer readiness, workforce development, and information competency.
b. Work to ensure that the library receives adequate institutional funding to implement best practices for academic libraries in the areas of faculty and classified staffing, information resources and related technologies for on-campus and distance education access services, student learning outcomes, design and maintenance of the physical facility.
c. Raise visibility and facilitate communication about library and information resources to the greater college community.
d. Review regularly Library technology, facility, and resource issues that impact the campus community.

Committee Structure
Library Advisory Committee shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee; library faculty shall elect one additional representative. Faculty members serve two-year terms. Every two years, the committee shall elect a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Council.

College Assessment Committee (CAC)
College Assessment Committee shall report and recommend to Council, advise the Vice President, Instruction, and Accreditation Liaison Officer concerning student learning outcomes and assessment of courses, programs, and the institution. CAC will provide the student learning outcome (SLO) assessment cycle, a process fostering dialogue, and a vehicle for continuous education improvement.

Duties and Responsibilities
a. Develop, promote, and implement student learning outcomes and assessment at the course, program and college level.
b. Integrate Student Learning Outcomes and Assessment with other college initiatives.
c. Assist faculty, department heads, and deans to integrate assessment of student learning outcomes activities and data into the program planning and review process.
d. Document the progress of every year’s student learning outcomes assessment activities and accomplishments across the campus, including instructional and non-instructional areas.
e. Carry on regular review of SLOs and resource issues that impact the college.

Committee Structure
College Assessment Committee shall consist of representatives from the faculty and a committee chair. Each instructional division, including counseling, shall elect two representatives to the committee; library faculty shall elect one representative. Faculty members serve two-year terms. Every two years, the committee shall elect a chair from among its current or recent members. The chair will serve a 2-year term and will report monthly to Governing Council.
Center for Academic Excellence Committee (CAEC)
The Center for Academic Excellence Committee shall report and recommend to Council and advise the Dean of Academic Support and Learning Technologies regarding professional development activities. The primary focus and purview of the committee shall be faculty professional development and pedagogy, but the committee shall also oversee and facilitate professional development for staff, and other college employees. The CAEC may establish committees as needed on other professional development matters, as it deems necessary. All responsibilities of the CAEC shall be carried out in accordance with applicable State laws.

Duties and Responsibilities
a. Oversee, develop and facilitate professional development activities for faculty and staff.
b. Inform faculty of pertinent local and statewide opportunities for professional growth.
c. Collaborate with college administration and staff to insure support and innovation regarding professional development.
d. Collaborate with the Committee on Instruction, the College Assessment Committee, the division of Academic Support and Learning Technologies, and other relevant college programs and services to achieve high-quality instruction and student success.

Committee Structure
Center for Academic Excellence Committee shall consist of representatives from the faculty, as well as representatives from staff and administration. The faculty member serving as Professional Development Coordinator shall chair the committee. Each instructional division, including counseling, shall elect one representative to the committee; other committee members will include a library faculty representative, a staff representative, the Dean of Academic Support and Learning Technologies, and two student representatives. The chair will report at least monthly to Governing Council.

Article X
REMOVAL OF AN OFFICER
Any officer of the Council may be removed from office by a motion made by an officer of the Council, which is properly seconded and passed by a two-thirds vote of those officers of the Council casting votes in a secret ballot. A proposal to remove an officer must appear on the agenda established prior to the meeting in which it will be considered. Replacement of an officer will be made according to Article VI of this Constitution.

A vote to recall any officer of the Council may be initiated by a petition signed by 50 members of the faculty and presented to the Executive Council.

The recall vote will take place by secret ballot of the Senate within three weeks. A two-thirds vote of the valid ballots cast will be required to recall any officer of the Council. Replacement for a recalled officer of the Council will be made according to Article V, unless more than three vacancies are created, in which case a special election will be initiated within three weeks.
Appendix C

Guidelines For Copying Copyrighted Materials
For Classroom and Research Use

Use of Copyrighted Materials
It is the policy of the Board of Trustees that all District employees shall observe copyright laws, both codified and as interpreted by the courts, and shall maintain the highest ethical standards in the use of copyrighted materials.

This policy affirms District adherence to Title 17, United States Code. In order to comply fully with current copyright laws, District employees shall observe the guidelines published in Policies and Procedures, Section 6.33. Failure to comply with copyright regulations may result in District and/or personal liability.

It is each employee’s responsibility to comply with copyright regulations. No legal defense will be provided by the San Mateo County Community College District for alleged copyright infringements unless they are covered within the permissive use of Policies and Procedures, Section 6.33. The District will provide necessary legal review and resources to employees having questions about the use of copyrighted materials.

Copying That Is Completely Unrestricted
Anyone may reproduce without restriction works that were never copyrighted. If there is no indication a work has been copyrighted at the front of the book, periodical etc. (indicated by a letter “c” in a circle, the word “Copyright” or the abbreviation “copr.”), there are no restrictions as to the number of copies nor uses one may make of the work.

Anyone may reproduce without constraint published works whose copyrights have expired. All copyrights dated earlier than 1908 have expired. Copyrights dated 1908 or later may have expired because the initial period of copyright protection is for 28 years. It is safest to assume that material dated 1908 or later is still protected, and one is advised to seek permission form the publisher before copying these materials. U.S. Government Publications may be copied freely because they are not copyrighted.

Copying That Is Permitted
The copyright law basically states that an author or creator has the sole right to use and profit from his/her creations. In 1976, certain “fair use exceptions” to the copyright law were developed which allow educators, researchers and others to use copyrighted materials in a reasonable manner without the creator’s consent and without violating the copyright protections of the law. The following procedures give examples of the fair use exceptions which educators must follow.

These procedures cover both print and non-print materials. Non-print materials include sheet and recorded music, audio recordings, films, videotapes, filmstrips, overhead transparencies, slides, off-the-air taping and computer software. When copying does not fall within the “fair use” provisions in these procedures, it is the employee’s responsibility to obtain written permission to reproduce the materials from the copyright holder, using the District forms at the end of this section. The employee must retain copies of all such requests as well as the responses to those requests.

I. Printed Materials
   a. Single Copies:
      A District employee may make a single copy for purposes of research, instruction, class preparation, or instructional support. This single copy may be of:
      1) a chapter from a book;
      2) an article from a periodical or newspaper;
      3) a short story, short essay, or poem, whether or not they are from a collected work;
      4) a chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
b. Multiple Copies:
An instructor may make or request multiple copies for classroom use (not to exceed more than one copy per student in a course) provided that the copy meets the guidelines for brevity, spontaneity and cumulative effect, as defined below.

1) Brevity Guidelines:
   Poetry:
   a) a complete poem if less than 250 words and if printed on not more than two pages; or
   b) a portion of a longer poem, an excerpt of which is not to exceed 250 words.
   Prose:
   a) a complete article, story, or essay of less than 2,500 words; or
   b) an excerpt from any prose work of not more than 1,000 words or ten percent of the work, whichever is less, but in any event a minimum of 500 words.
   Illustrations:
   One chart, graph, diagram, drawing, cartoon or picture per book or per periodical publication issue.
   Combinations:
   Certain works in poetry and/or prose may combine language with illustrations and fall short of 2,500 words in their entirety. Prose brevity guidelines notwithstanding, “combination works” may not be reproduced in their entirety.

2) Spontaneity Guidelines:
   a) The duplication or reproduction must be at the instance and inspiration of the individual instructor; and
   b) The decision to use the work and the moment of its use of maximum instructional effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission to copy.

3) Cumulative Effect Guidelines:
   a) The copying of the material shall be for only one course at the college for which the copies are made.
   b) Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class semester or term.
   c) There shall not be more than nine instances of such multiple copying for one course during one class semester or term.
   [Note: Current news periodicals, current newspapers and current new sections of other periodicals are exempt from the Cumulative Effect Guidelines.]

c. Classroom Copy Prohibitions
A District employee performing instruction, instructional support or research support is expressly forbidden to:

1) Make copies to take the place of books, publishers’ reprints, periodicals, anthologies, compilations or collective works (i.e., substitute for purchase).
2) Copy from works intended to be consumable in the course of study or teaching, such as workbooks, exercises, standardized tests, test booklets and answer sheets.
3) Make copies of the same item from term to term.
4) Charge a student beyond the actual cost of copying, including materials and labor.
5) Make multiple copies of a work from the same author more than once in a class term or from a collective work more than three times a semester or term.

6) Make multiple copies of works more than nine times in a semester or term.

d. Copying by Libraries
The copyright law imposes extensive restrictions on the reproduction of works for school libraries. Systematic duplication of multiple copies is forbidden by law, with the exceptions noted below. A notice of copyright must be included on all reproduced material. A librarian may:

1) Arrange for interlibrary loans of photocopies of works requested by users, provided that copying is not done to substitute for subscriptions to or purchase of a work.

2) Within any calendar year, make for a requesting entity five copies of any article or articles published in a given periodical within the last five years prior to the date of the request for the material.

3) Make single copies of articles or excerpts of longer works for a student making a request, provided the material becomes the property of the student for private study, scholarship or research.

4) Make a copy of an unpublished work for purposes of preservation, of a published work to replace a damaged copy and of an out-of-print work that cannot be obtained at a fair price.

5) Selectively make a copy for purposes of preservation or security, in accordance with the provisions of fair use, of a musical work, pictorial, graphic, sculptural work, motion picture or other audiovisual work if the current copy owned by the library or media center is damaged, deteriorated, lost or stolen; and it has been determined that an unused copy cannot be obtained at a fair price.

6) Libraries, media centers and duplicating centers must display notices to the effect that making a copy may be subject to the U.S. Copyright Act. The Register of Copyrights has prescribed the requirements for such warnings as follows:

WARNING CONCERNING COPYRIGHT RESTRICTIONS
The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or other reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for and later uses a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law. On the other hand, an employee with responsibilities for duplication who carries out a copying request form another employee which is later found to be an infringement of copyright law will not be held responsible for that infringement.

II. Non-Print Materials
Sheet and Recorded Music

a. An individual educator may duplicate:

1) Emergency copies for an imminent performance, provided that copies of the sheet music or recorded music are purchased in a timely manner to replace the emergency copies.

2) For academic purposes other than performances, single or multiple copies (one per student) of excerpts not constituting an entire performance unit or more than ten percent of the total work.
3) Edited or simplified purchased sheet music, provided that the fundamental character of the work is not distorted and that lyrics, if any, are not altered or added.

4) A single copy of a recorded performance by students that is to be retained by the institution or individual instructor for evaluation or rehearsal purposes.

5) A single copy of recordings of copyrighted music owned by the institution or an instructor for constructing aural exercises or examinations and retained for that purpose.

b. An individual educator may not duplicate:

1) In order to replace or substitute for anthologies, compilations, or collective works.

2) From works intended to be “consumable,” such as workbooks, exercises, standardized tests, and answer sheets.

3) For purposes of performance, except, as noted above, in an emergency.

4) In order to substitute for the purchase of music.

5) Without inclusion of the copyright notice on the copy.

Audio Recordings

a. An individual educator may make a single copy:

1) For academic purposes other than performance a portion of a sound recording for a student, provided that the portion does not comprise a part of the whole which would constitute a performable unit and in no case more than ten percent of the whole work. This copy can be used only in the educational context in which it was made and may not be sold or performed for profit.

2) If recordings of performances by students for evaluation or rehearsal purposes, which may be retained by the institution or such purposes.

3) Of the sound recording of copyright music or a portion thereof from sound recordings owned by an educational institution or an individual instructor for the purposes of constructing aural exercises or examinations and which may be retained by the institution for such purposes.

b. An individual educator may not:

1) Duplicate audio recordings unless reproduction rights were given at the time of purchase.

2) Reproduce music works or convert to another format (e.g., record to tape) unless prior written permission is secured.

Films Videotapes, Filmstrips, Overhead Transparencies, Slide Programs

a. An individual educator may:

1) Allow a student to make a single copy of a small portion of a copyrights film, videotape or filmstrip for legitimate scholarly or research purposes if the material is owned by the institution.

2) Duplicate a single copy of a small portion of a film or filmstrip for scholarly or teaching purposes.

3) Create a slide or overhead transparency series from multiple sources as long as creation does not exceed ten percent of the photographs from one source (book, magazine, filmstrip, etc.) unless the source forbids photographic reproduction.

4) Create a single overhead transparency from a single page of a “consumable” workbook.

5) Excerpt sections of a film for a local videotape (not to be shown over cable), if the excerpting does not exceed ten percent of the total nor excerpt “the essence” of the original work.

6) Reproduce selected slides from a series if reproduction does not exceed ten percent of the total work and does not excerpt “the essence” of the original work.
7) Use a rented or purchased video tape in the classroom for instructional purposes only, provided the following guidelines are followed:
   
a) The use of the tape is an essential part of the curriculum;

b) No fee is charged to students;

c) The tape is used in a self-contained classroom and is not broadcast or transmitted in any way outside the classroom; and

d) The tape is only shared with students registered in the class.

   These guidelines apply even when the videotape is labeled “For Home Use Only,” provided that the purchaser or renter of the tape did not enter into a formal rental agreement (contract) which specifically prohibits such use.

b. An individual educator may not:

1) Reproduce an audiovisual work in its entirety.

2) Convert one media format to another (e.g., film to videotape) unless prior written permission is secured.

3) Copy any portion of a film, videotape or filmstrip sent to the institution for preview or rent, or owned by another institution, without the express written permission of the copyright holder.

Off-the-Air Taping

a. An individual educator may:

1) Record a broadcast program off-air simultaneously with broadcast transmission and retain the recording for a period not to exceed the first 45 consecutive calendar days after the date of the broadcast. At the conclusion of the retention period, all off-air recordings shall be erased or destroyed. Individuals who wish to retain programs beyond the 45-day period need to obtain written approval of appropriate copyright holders. (Note: broadcast programs are programs transmitted for reception by the general public without charge. Copying or use of subscription programs transmitted via subscription cable or satellite services (e.g., HBO or Showtime) is illegal.

2) Use off-air recordings once for each class in the course of relevant teaching activities during the first ten consecutive school days in the 45-day retention period and repeat once only when instructional reinforcement is necessary.

3) After the first ten consecutive school days, use off-air recordings to the end of the 45-calendar-day retention period for evaluation purposes only (i.e., to determine whether the program should be purchased for the curriculum). The program may not be used for any non-evaluation purpose without written authorization.

4) Use copies of off-air recordings, as stipulated in these guidelines, only if the copies include the copyright notice on the broadcast program.

5) Request that off-air recording be made for fair use. A limited number of additional copies may be reproduced to meet the legitimate needs of instructors under these guidelines. Additional copies are subject to all the provisions governing the original copy. No broadcast program may be recorded off-air more than once at the request of the same instructor.

6) Request that a library or media center record and retain for research purposes commercial television news programs from local, regional or national networks; interviews concerning current events; and on-the-spot coverage of news events. However, documentary, magazine-format and public affairs broadcasts are not included in the definition of daily newscasts of major events of the day.
Computer Software

a. In general the use of computer software is made possible by virtue of licensing agreements set forth by the manufacturer or distributor of the software. Such licensing agreements cover specific types of uses including, but not limited to, the following:
   1) Use on a single computer at one time;
   2) Use on multiple computers at the same time, the maximum number of which is stated in the specific licensing agreement;
   3) Use on one or more networks of computers as specified in the licensing agreement;
   4) Unlimited uses of the software as set forth in the licensing agreement;
   5) A combination of 2 and 3 above;
   6) Other uses specifically allowed by a particular licensing agreement.

b. The individual licensing agreements also set forth the condition for making archival copies of the software. Individual educators in the San Mateo County Community College District must abide by the appropriate licensing agreements for all software used in the District. In addition, individual educators, staff and managers may not grant permission to students or others to copy software unless such copying is specifically allowed by an appropriate licensing agreement.

Copyright Permissions Services

There are a number of copyright permissions services which, for a fee, will assist faculty members in securing permission to duplicate copyrighted works for use in the classroom, preparing a packet of materials, and producing the finished products. In addition to these services, the Bookstore Manager at each College has volunteered to assist faculty members who want to secure the copyright permissions themselves. You may contact the Bookstore Manager at your College directly to discuss your needs; please allow eight to ten weeks processing time for this service.

The two services mentioned below will research and seek permission to copy any copyrighted materials (magazine, newspaper, book, etc.) submitted by a faculty member and prepare and produce an individualized anthology for sale through the College bookstore.

CAPCo (College Academic Publishing, a division of the Follett Corporation)
1-800-364-0010. Will give an estimate of costs based on number of pages and course enrollment. Needs 6 to 10 weeks processing time.

Academic Permissions Service (APS), Copyright Clearance Center
(508) 750-8400. Will secure copyright permissions only; does not produce anthology.

The following three services, which are offered by major academic publishers, will assist faculty members in securing copyright permissions and developing a “customized textbook” using chapters or excerpts from books published by that publisher supplemented by lecture notes, handouts, and worksheets developed by individual faculty members.

Adaptable Courseware, Wadsworth Publishing, 1-800-223-0030
Custom Publishing, Addison-Wesley Publishing, 1-800-322-1377

The District does not endorse these services; information on the fees charged for these services is available from the individual companies.
Use of Videos in the Classroom

Under certain circumstances, faculty members may use a purchased or rented video (not a video copied off air or from another video) without seeking copyright permission. The reason for this is that Section 110 (1) of the Copyright Law allows educators to “publicly perform or display” copyrighted material for the purpose of face-to-face instruction. This section has been interpreted to include the use of video and audio tapes that have been either rented or purchased. The performance of the work must be for educational purposes only (not motivation, filler, entertainment) and the following guidelines should be followed in order for the public performance of the work to fall within the “fair use” exceptions to the copyright law which have been developed for educators:

1. The use of the tape is an essential part of the curriculum;
2. No fee is charged to students;
3. The tape is used in a self-contained classroom and is not broadcast or transmitted in any way outside the classroom; and
4. The tape is only shared with students registered in the class.

These guidelines, developed by the Motion Picture Association, apply even when a videotape is labeled “For Home Use only,” provided that the purchaser or renter of the tape did not enter into a formal rental agreement (contract) which specifically prohibits such use. Guidelines for using off-the-air recordings are contained in District Policies and Procedures, Section 6.33, Use of Copyrighted Materials.

Use of Copyrighted Music

Under certain limited circumstances, the performance of music in an academic setting is exempt from copyright restrictions. These circumstances include:

1. Performances by teachers or students in the course of face-to-face teaching in the classroom of a nonprofit educational institution.
2. Concert performances if the performers, promoters, and organizers (exclusive of teachers) are not paid, if there is no direct or indirect commercial purpose, and if no admission is charged. If admission is charged, the use may still be exempt from copyright restrictions if all proceeds, less reasonable costs, are exclusively used for educational, religious or charitable purposes.

If your use does not fit into these two parameters, it may be covered by public performance agreements which the District has secured with the three major representatives of composers, lyricists and publishers: The American Society of Composers, Authors and Publishers (ASCAP), Broadcast Music, Inc. (BMI), and SESAC. These licenses generally allow the College District and our faculty, staff, students and alumni to publicly perform by live or mechanical means (tape, record, disc player, etc.) nondramatic musical compositions on our College campuses. (The term “campus” includes any off-campus space that faculty, staff or students have contracted to use for a College-sponsored performance.) The licenses do not extend to the performance of music which will be broadcast in any way, whether over-the-air, cable, or satellite (closed circuit on campus is permissible).

These license agreements cover performance rights only; faculty and staff are still responsible to assure that the sheet music or recording being performed is a “legal” copy—either purchased, rented, or copied with appropriate copyright permission. (Please see the District policy on Use of Copyrighted Materials for more details.)

These performance licenses do not cover either of the two following uses:

1. Re-recording or compilation of music from one or more sources to be used, for example, in a dance or fitness class.
2. Use of background music on a videotape produced by a faculty member or student.
In both these cases, appropriate permission for the specific use must be obtained from the holder of the copyright. Forms which can be used to secure this permission are included in District Policies and Procedures, Section 6.33.

Each of the performance music agreements contains different provisions; if you have a question about a particular use, please contact your Division Dean for further information.

The copyright law is very complex and, although there are some exceptions for non-profit educational uses, all educational uses do not have blanket protection. The guidelines contained in District Policies and Procedures, Section 6.33, offer assistance in interpreting your obligations under the law.

Copyright tips for faculty and students can be found on the CSM Library website at http://collegeofsanmateo.edu/library/copyright.php
Request for Permission to Reproduce Copyrighted Materials

Date: __________________________

Dear Permissions Department:

I respectfully request permission to copy and use:

Title: ______________________________

Author/Editor: __________________________  Year Published: ______________

Number of Copies: __________  Copies will/will not be sold.  Proposed selling price $: _______

Description of materials to be copied (photocopy enclosed)

________________________________________________________________________________________

________________________________________________________________________________________

Intended Use of Materials:

________________________________________________________________________________________

________________________________________________________________________________________

Type of Reproduction:

________________________________________________________________________________________

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request, please forward this letter to the appropriate person or agency.

Sincerely,

(For Permissions Department Use Only)

Permission Granted: __________________________  Date: __________________

(signature)

Conditions (if any):

________________________________________________________________________________________
Request for Information from Agency Holding Rights to a TV Broadcast and Request for Permission to Retain Program If It Is Not for Sale, Rental, or Lease

Date: ______________________

Permissions Department
Network (see below for addresses)

Dear Permissions Department:

I respectfully request information on the availability and retention of the following program:

Title: ____________________________________________ Air date: ________________

May a copy of this program be retained for classroom instructional use? Yes___ No___

Is this program available for sale? Yes___ No___

If yes, please specify the agency distributing the program:

________________________________________________________________________

Format: ________________________ Cost (if known): _____________________________

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. Should you be unable to authorize this request or provide the above information, please forward this letter to the appropriate person or agency.

Sincerely,

(for Permissions Department Use Only)

Permission granted: ________________________ Date: ________________________

(signature)

Conditions (if any):

________________________________________________________________________

________________________________________________________________________

MAJOR NETWORK ADDRESSES

NBC: 30 Rockefeller Center
    New York, NY 10112

CBS: 51 West 52nd Street
    New York, NY 10019

PBS: WNET
    356 W. 58th Street
    New York, NY 10019

ABC: 77 W. 66th Street
    New York, NY
Request for Use of Off-the-Air Videotaping

Date: ______________________

Permissions Department Network

Dear Permissions Department:

I, the undersigned, have videotaped the following program and need to use the program more extensively than the “fair use” guidelines adopted by the San Mateo County Community College District (see reverse) permit. Therefore, I respectfully request permission to use the videotaped materials in the following manner:

Title of Program: ______________________________________________________

Date of Program: ________________ Time: ________________________________

Station or Channel: ____________________ Length: _________________________

Intended Use of Program:
_______________________________________________________________
_______________________________________________________________

A self-addressed, stamped envelope is enclosed for your convenience in replying to this request. If you are unable to authorize this request, please forward this letter to the appropriate person or agency.

Sincerely,

(For Permissions Department Use Only)

Permission Granted: ___________________________ Date: ____________________

(signature)

Conditions (if any):
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________
_______________________________________________________________

__________________________
Appendix D

Printing of Faculty-Prepared Syllabi and Workbooks

If a large quantity of material is to be printed for a class, the Bookstore will have it printed for sale to students. Faculty interested in having materials printed through the Bookstore must submit the syllabus or workbook materials to the Bookstore (not Central Duplicating) with a textbook requisition form 60 days prior to the beginning of the semester. Books of 300 pages or more should be submitted 80 days prior to the beginning of the semester. Such materials should be neat, clean, 8 1/2 x 11 copy, and ready for duplication.

Quantities will be run for one semester at a time unless prior approval is obtained. If a syllabus is revised, the old syllabus shall be disposed of and the cost of those discarded will be added to the new syllabus price. Any questions or changes regarding these materials should be directed to the Bookstore.

The number of desk copies must be indicated at the time of the order. Instructors should be aware of copyright restrictions and are responsible for obtaining copyright releases when necessary and assume liability for any copyright infringements (see Appendix C).
Appendix E

Procedures for Action on Program and Course Changes

CurricUNET is the software program faculty use to submit new or revised courses and programs, the Committee on Instruction (COI) reviews all submissions and advises the Vice President, Instruction and makes recommendations to the Board of Trustees concerning curriculum and instructional matters. Training for CurricUNET and other information can be found on the COI website at http://collegeofsanmateo.edu/committeeoninstruction/resources.asp

Course submission instructions and deadlines can be found at http://collegeofsanmateo.edu/committeeoninstruction/
Appendix F

College’s Policy on Unlawful Discrimination

2.19 Nondiscrimination (from District Policies and Procedures)

1. The District is committed to equal opportunity in educational programs, employment, and all access to institutional programs and activities.

2. The District, and each person who represents the District, shall provide access to its services, classes, and programs without discrimination on the basis of the Federal and State protected classes including, but not limited to, race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics.

3. The Chancellor shall establish administrative procedures that ensure all members of the college community can present complaints regarding alleged violations of this policy and have their complaints heard in accordance with the Title 5 regulations and those of other agencies that administer state and federal laws regarding nondiscrimination. For represented employees, any action taken in response to a complaint under this policy is subject to the provisions of collective bargaining agreements. Upon request by the collective bargaining units, the District will negotiate any issues related to the complaints or investigations under this policy that are mandatory subjects for bargaining.

4. No District funds shall ever be used for membership in, or for any participation involving financial payment or contribution on behalf of the District or any individual employed by or associated with it, to any private organization whose membership practices are discriminatory on the basis of national origin, religion, age, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, military and veteran status, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. (Rev. 6/15)

2.19.1 Nondiscrimination (from District Policies and Procedures)

1. Education Program
   a. The District shall provide access to its services, classes and programs without regard to national origin, religion, age, gender, gender identity, gender expression, race or ethnicity, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy or because he/she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.
   
   b. All courses, including noncredit classes, shall be conducted without regard to the gender of the student enrolled in the classes. As defined in the Penal Code, “gender” means sex, and includes a person’s gender identity and gender expression. “Gender expression” means a person’s gender-related appearance and behavior whether or not stereotypically associated with the person’s assigned sex at birth.
   
   c. The District shall not prohibit any student from enrolling in any class or course on the basis of gender.
   
   d. Academic staff, including but not limited to counselors, instructors and administrators shall not offer program guidance to students which differs on the basis of gender.
e. Insofar as practicable, the District shall offer opportunities for participation in athletics equally to male and female students.

2. Employment

a. The District shall provide equal employment opportunities to all applicants and employees regardless of national origin, religious creed, age, sex, gender, gender identity, gender expression, race, color, medical condition, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, military and veteran status, or on any basis prohibited by law.

b. All employment decisions, including but not limited to hiring, retention, assignment, transfer, evaluation, dismissal, compensation, and advancement for all position classifications shall be based on job-related criteria as well as be responsive to the District’s needs.

c. The District shall from time to time as necessary provide professional and staff development activities and training to promote understanding of diversity. (Rev. 8/14)

Further information can be found at:
Appendix G

Student Grievances and Appeals

Students are encouraged to pursue their academic studies and become involved in other college sponsored activities that promote their intellectual growth and personal development. The college is committed to the concept that, in the pursuit of these ends, students should be free of unfair and improper actions on the part of any member of the academic community. If, at any time, a student feels that he or she has been subject to unjust actions or denied his or her rights, redress can be sought through the filing of a grievance, or an appeal of the decision/action taken in response to a grievance, within the framework of policy and procedure set forth below.

Informal Resolution: Initial College Review
Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to pursuing a formal grievance which includes a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person’s immediate supervisor, or the local college administration. The student may also seek the assistance of a friend in attempting to resolve a grievance informally.

The chart on the next page summarizes the appropriate college channels to be utilized by any student wishing to seek redress. For further information concerning any aspect of student grievances or rights of appeal, students should contact the Office of the Vice President, Student Services. Students may elect to grieve any decisions or actions taken. All grievances, or appeals of the decision/action taken in response to a grievance, will be dealt with in a timely manner.
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<tr>
<th>Area</th>
<th>First Level of action</th>
<th>Second Level of action</th>
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<tbody>
<tr>
<td><strong>Academic Matters:</strong></td>
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<tr>
<td>Grades¹, Testing, Class Content,</td>
<td>Instructor</td>
<td>Division Dean</td>
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<tr>
<td>Assignments, Attendance, Prerequisite</td>
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<td>Challenge</td>
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<td>Admissions/Late Withdrawal</td>
<td>Dean, Enrollment Services</td>
<td>Vice President, Student Services</td>
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<tr>
<td>Discrimination Matters</td>
<td>Vice Chancellor, Human Resources</td>
<td>Chancellor</td>
</tr>
<tr>
<td>Fee Payments or Refunds</td>
<td>Lead Cashier</td>
<td>Vice President, Administrative Services</td>
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<td>Director of Financial Aid</td>
<td>Dean, Enrollment Services</td>
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<td>Academic or Progress Dismissal</td>
<td>Dean, Enrollment Services</td>
<td>Vice President, Student Services</td>
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<td>Registrar</td>
<td>Dean, Enrollment Services</td>
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<td>Residency Determination</td>
<td>Registrar</td>
<td>Dean, Enrollment Services</td>
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<tr>
<td>Public Safety and Parking</td>
<td>Supervisor, Public Safety</td>
<td>Director, District Safety</td>
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<td>Sexual Harassment</td>
<td>Vice Chancellor, Human Resources</td>
<td>Chancellor</td>
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<td>Registrar</td>
<td>Dean, Enrollment Services</td>
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<td>Time, Place and Manner</td>
<td>Student Life Manager</td>
<td>Vice President, Student Services</td>
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<tr>
<td>Waiver of Academic Requirements</td>
<td>DSPS Director</td>
<td>Vice President, Student Services</td>
</tr>
</tbody>
</table>

¹ Grades can only be grieved according the criteria outlined in Education Code 76224
Section A: Formal Process for Academic and Non-Academic Grievances (excluding grade grievances and parking citation appeals)

Note: For grade grievances, see Section B, Process for Grade Grievances.
   For parking citation appeals, see Section C, Process for Parking Citation Appeals.

Step 1. Filing a Grievance

a. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance available on the college website or from the Office of the Vice President, Student Services or Vice President, Instruction. The form shall be filed with the Grievance Officer (Vice President, Student Services for all matters except academic and grade grievances or Vice President, Instruction for academic and grade grievances) within one year of the incident on which the grievance is based. In presenting a grievance, the student shall submit a written statement to include, where appropriate, the following information:

1. A statement describing the nature of the problem and the action which the student desires taken.
2. A statement of the steps initiated by the student to resolve the problem by informal means.
3. A description of the general and specific grounds on which the grievance is based.
4. A listing, if relevant, of the names of all persons involved in the matter at issue and the times, places, and events in which each person so named was involved.

b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

Step 2. Review of Grievance

Within five days following receipt of the Statement of Grievance Form, the Vice President, Student Services (Vice President, Instruction for academic and grade grievances) shall advise the student of his or her rights and responsibilities under these procedures. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:

- The statement contains facts which, if true, would constitute a grievance under these procedures.
- The grievant is a student who includes applicants and former students.
- The grievant is personally and directly affected by the alleged grievance.
- The grievance was filed in a timely manner. The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.
- For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President, Instruction will assist in determining if the student’s grievance meets the criteria established by the Education Code. For the specific steps for filing grade grievances, see Section B, Grade Grievances.

If at the end of 10 days following the student’s first formal meeting, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing. The hearing will be scheduled within 14 days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than 4 days notice of the date, time and place of the hearing.

Step 3. Grievance Hearing Process

Grievance Committee

Membership: The Grievance Committee shall consist of one faculty member, one staff member and one student. Faculty members for the pool will be identified by the Academic Senate, students will be identified by the Associated Students and staff members will be identified by CSEA and the Management Group. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or
could otherwise not act in a neutral manner. Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Student Services.

Grievance Officer: The Vice President, Student Services (Vice President, Instruction for academic and grade grievances) shall appoint a staff member to serve as the Grievance Officer for the Grievance Committee. This individual shall not serve as a member nor vote. The Grievance Officer shall serve to assist all parties and the Grievance Committee to facilitate a full, fair and efficient resolution of the grievance.

**Hearing Process**

a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.

b. The grievant, respondent, and members of the Grievance Committee shall be provided with a copy of the grievance, any written response provided by the respondent, and any other pertinent materials or documents before the hearing begins.

c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.

e. Participants: Each party to the grievance represents himself or herself, and may also be accompanied by a person of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.

f. Parties are not allowed to be represented by legal counsel. Faculty or staff may request to be accompanied by a union representative.

g. Hearings shall be closed and confidential.

h. Witnesses: In a closed hearing, witnesses shall be present at the hearing only when testifying.

i. Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.

j. Attendance: If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

k. Committee Recommendation: Within 5 days* following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Student Services (Vice President, Instruction for academic and grade grievances) a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

l. Within 10 days following receipt of the Grievance Committee’s decision and recommendation(s), the Vice President, Student Services (Vice President, Instruction for academic and grade grievances) shall send to all parties his or her written decision.

m. The student may choose to appeal if he/she meets the criteria in Step 4.

**Step 4. Appeal to the President**

a. The student may appeal to the College President within five days after receipt of the decision by the Vice President, Student Services/Vice President, Instruction.

b. The College President shall provide the student with a hearing, if requested, and shall review the appeal. The appeal shall be limited to a review of supporting documents and based only on the following:
• Due Process: To determine whether the Grievance Committee was conducted fairly in light of the charges and information presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and to present information and that all parties were given a reasonable opportunity to prepare and to present a response to those allegations. Deviations from designated procedures will not be a basis for sustaining an appeal unless significant prejudice results.

• New Information: To consider new information, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such information and/or facts were not known to the person appealing at the time of the original Grievance Committee.

c. A written notice of the College President’s decision shall be provided to the student within ten days of the hearing.

**Step 5. Appeal to the Chancellor**

The student may appeal, in writing, to the Chancellor within five days after receipt of the decision of the College President. The Chancellor, or his/her designee, shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Chancellor shall be provided to the student within five days of the review of the student’s written appeal.

**Step 6. Appeal to the Board of Trustees**

The student may appeal, in writing, to the Board of Trustees, or its designee, within five days after receipt of the decision of the Chancellor. The Board of Trustees shall provide the student with a hearing, if requested, and shall review the appeal. A written notice of the decision of the Board of Trustees shall be mailed to the student and to appropriate staff members, within twenty days following the review. The decision of the Board of Trustees is final.

**Definitions:**

Party—The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” shall not include the Grievance Hearing Committee or the College Grievance Officer.

Student—A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent—Any person claimed by a grievant to be responsible for the alleged grievance.

Day—Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

**Section B: Process for Grade Grievances**

In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. There is a deadline of year from the date that the grade is posted for a student to initiate a grade grievance.

**Informal Resolution**

a. Any student who has a grievance shall make reasonable effort to try to resolve the matter on an informal basis prior to pursuing a formal grievance, which includes a hearing, and shall attempt to solve the problem directly with the instructor. The student may bring a person of his/her choosing who is an observer only to meet with the instructor.

b. If the grade grievance is not resolved informally with the instructor, the appropriate division dean will review the student’s grievance and obtain information from the instructor.
c. In attempting to resolve the grade grievance at the informal level, the student should be prepared to provide a written statement to the division dean to include the following information:
   1. A statement describing the nature of the problem and the action which the student desires taken.
   2. A statement of the steps initiated by the student to resolve the problem by informal means.
   3. A description of the general and specific grounds on which the grievance is based. The student must be able to demonstrate mistake, fraud, bad faith or incompetency in accordance with Education Code 76224. In the absence of mistake, fraud, bad faith or incompetency, the grade issued by the instructor may not be changed.

d. A written notice of the division dean’s decision shall be provided to the student within 20 days of the student’s meeting with the division dean or as soon as the division dean has completed his/her investigation.

**Formal Process for Grade Grievances**

**Step 1. Filing a Grievance**

a. Any student who believes, after the informal process, that he or she continues to have a grievance shall file a Statement of Grievance Form available on the college website or from the division dean. The form shall be filed with the Vice President, Instruction within one year from the date the grade was issued. The student should attach to the Grievance Form any documentation to support the grievance.

b. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official.

**Step 2. Review of Grievance**

a. Within five days following receipt of the Statement of Grievance Form, the Vice President, Instruction shall advise the student of his or her rights and responsibilities under these procedures.

b. In general, the requirements for the Statement of Grievance to present sufficient grounds for a hearing shall be based on the following:
   - The grievance shall allege specific facts, which, if true, show that the grade was issued based on mistake, fraud, bad faith, incompetency;
   - The grievant is a student which includes applicants and former students;
   - The grievant is personally and directly affected by the alleged grievance;
   - The grievance was filed in a timely manner;
   - The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

For a grade grievance, the grade given to a student shall be the grade determined by the instructor. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed. The appropriate Division Dean and Vice President, Instruction will assist in determining if the student’s grievance meets the criteria established by the Education Code.

c. The Vice President, Instruction will schedule a Hearing with the Grievance Committee within 14 days following receipt of the Statement of Grievance Form. All parties shall be given not less than 4 days notice of the date, time and place of the hearing.

**Step 3. Grievance Hearing Process**

**Grievance Committee**

Membership: The Grievance Committee shall consist of three faculty members and two students. Faculty members for the pool will be identified by the Academic Senate and students will be identified by the Associated Students. No person shall serve as a member of a Grievance Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may challenge
for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Vice President, Instruction.

Grievance Officer: The Vice President, Instruction shall appoint a staff member to serve as the Grievance Officer for the Grievance Committee. This individual shall not serve as a member nor vote. The Grievance Officer shall serve to assist all parties and the Grievance Committee to facilitate a full, fair and efficient resolution of the grievance.

Prior to scheduling the Grievance Hearing, the Vice President, Instruction shall collect the following information:
1. The Statement of Grievance Form filed by the student
2. A written response to the grievance by the instructor who issued the grade. The instructor will provide this to the Vice President, Instruction, within five days of the request.
3. Any materials relating to the division dean’s review and decision.

Copies of these materials will be provided to the student, the instructor and members of the Grievance Committee.

Heating Process
a. Prior to the scheduled Grievance Hearing, the Grievance Committee shall meet in private and without the parties present to select a chair and review the grounds for a hearing.
b. The members of the Grievance Committee shall be provided with a copy of the grievance filed by the student, the written responses provided by the instructor and the division dean’s review and decision before the hearing begins.
c. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.
d. Any relevant information shall be admitted. Formal rules of evidence shall not apply.
e. Participants: Each party to the grievance represents himself or herself, and may also be accompanied by a friend of his or her choice who is an observer only. Each person present will be asked to identify themselves by name.
f. Parties are not allowed to be represented by legal counsel. The instructor may request to be accompanied by a union representative.
g. Hearings shall be closed and confidential.
h. Witnesses: In a closed hearing, witnesses shall be present at the hearing only when testifying.
i. Recording: The hearing may be recorded by the college and shall be the only recording made. If recorded, no witness who refuses to be recorded may be permitted to give testimony.
j. Attendance: If the individual filing the grievance fails to appear at the hearing, only the written information will be used to make a recommendation.

Step 4. Decision
a. Committee Recommendation: Within 5 days following the close of the hearing, the Grievance Committee shall prepare and send to the Vice President, Instruction a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall be based only on the record of the hearing, and not on matters outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing. In the absence of mistake, fraud, bad faith or incompetency (according to Education Code 76224) the grade issued by the instructor may not be changed.
b. A written notice of the Vice President, Instruction’s decision shall be provided to the student within ten days of receipt of the Grievance Committee’s recommendation. The decision of the Vice President, Instruction, is final.
Definitions:

Party – The student or any persons claimed to have been responsible for the student’s alleged grievance, together with their representatives. “Party” shall not include the Grievance Hearing Committee or the College Grievance Officer.

Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

Section C: Parking Citation Appeals

Parking citations may be contested by completing a request online by visiting [http://www.pticket.com/csm/](http://www.pticket.com/csm/). Anyone may contest a citation within 21 calendar days of the issue date of your citation. Once on the site, select where the citation was issued (Canada, CSM or Skyline). The appeal will start with a “1st Level Initial Review”. There is no fee to contest the citation at this level.

Request a “1st Level Initial Review” by following the instructions below:

- a. Enter the citation # and press SEARCH. If the citation qualifies for an appeal, a CONTEST ONLINE link to the contesting form will appear to the right of the citation number.
- b. Indicate the reason(s) why the citation was issued in error.
- c. Include any documentation to support the claim.
- d. Include the citation or reminder notice.
- e. Include full name
- f. Include mailing address
- g. Make copies of all documents for your records (documents will not be returned).
- h. Mail all information to: Office of Parking Violations SMCCD College of San Mateo PO BOX 9003, Redwood City, CA 94065-9003.

The student, staff, or person will receive a written response from the citation processing agency reflecting the results of the appeal.

If the individual is dissatisfied with the results of the appeal, the individual may obtain an administrative hearing. The directions for obtaining an administrative hearing are included on the written response to the citation appeal. A written response from the citation reflecting the results of the administrative hearing will be provided by the processing agency.

If dissatisfied with the outcome of the administrative hearing the individual a hearing before a judge can be obtained. The directions for obtaining a judicial hearing are included on the written response to the administrative hearing.

Definitions:

Student – A currently enrolled student or a former student. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.
Appendix H

Guidelines for Dealing with Cheating and Plagiarism
College of San Mateo

Introduction

As the Student Handbook in the College of San Mateo Catalog states, “The principle of personal honor is the basis for student conduct. The honor system rests on the sincere belief that College of San Mateo students are mature and self-respecting, and can be relied upon to act as responsible and ethical members of society.”

Although instructors may hope that students will act responsibly and ethically at all times, situations will arise in which it is clear, beyond a reasonable doubt, that a student cheated or plagiarized. The following sections provide guidelines for such situations by providing specific definitions of cheating and plagiarizing, and addressing the related instructor responsibilities, student responsibilities and sanctions.

Definitions

“Cheating” refers to unauthorized help on an assignment, quiz, or examination as follows: (1) a student must not receive from any other student or give to any other student any information, answers, or help during an exam; (2) a student must not use unauthorized sources for answers during an exam, must not take notes or books to the exam when such aids are forbidden, and must not refer to any book or notes while taking the exam unless the instructor indicates it is an “open book” exam; and (3) a student must not obtain exam questions illegally before an exam or tamper with an exam after it has been corrected.

“Plagiarism” means submitting work that is someone else’s as one’s own. For example, copying material from a book or other source without acknowledging that the words or ideas are someone else’s, and not one’s own, is plagiarism. If a student copies an author’s words exactly, he or she should treat the passage as a direct quotation and supply the appropriate citation. If someone else’s ideas are used, even if it is paraphrased, appropriate credit should be given. Lastly, a student commits plagiarism when a term paper is purchased and/or submitted which he or she did not write.

(Note: the above two definitions are adapted from Tools for Teaching, by Barbara Gross Davis, Jossey-Bass, Inc., 1993, pp. 300).

Instructor Responsibilities

1. At the beginning of every semester, the instructor shall [should] ensure that students understand the above-stated definitions of cheating and plagiarism. Instructors should focus on those aspects of these definitions which will probably be most relevant in their particular courses. Issues of plagiarism will clearly be more relevant in classes which require students to write papers. Issues of cheating will probably be most relevant in classes which use multiple-choice and true-false type questions. Instructors are encouraged to make reference to these guidelines in their course syllabi.

2. The instructor should minimize opportunities for cheating and plagiarizing (e.g., see Tools for Teaching, pp. 300 – 310, or other appropriate sources for specific examples.)

3. Before applying sanctions, the instructor must be able to establish, beyond a reasonable doubt, that the alleged incident actually occurred. For example, a student may admit to cheating or plagiarism, eyewitnesses may corroborate the instructor’s account, or an original source of ideas may prove that a student’s ideas and/or words are not original. Additionally, instructors shall [should] document the details of the alleged incident and forward a report to the Division Dean and Vice President, Student Services.

4. Once the instructor is certain that cheating or plagiarism occurred, sanctions should be applied in a timely manner. Further, the instructor shall [should] notify the student, in writing, in those cases where the violation is being reported to the Vice President, Student Services.
Student Responsibilities

Students are expected to complete assignments to the best of their ability without resorting to cheating or plagiarizing, as defined above.

Sanctions

Among academic sanctions an instructor may choose to utilize are the following:

1. Warn the student, if the infraction is not intentional or flagrant, that any future violation will be dealt with in a more severe manner.

2. Assign the student an “F” grade (no credit) on that exam or assignment. Students should also be warned that a more serious sanction will be applied should another violation occur in the future.

The instructor shall report the violation to the Vice President, Student Services, whose office maintains such information. The instructor should include the following: 1) name and identification number of the student, 2) the specific nature of the violation, 3) the date of its occurrence, 4) how the violation was determined, 5) the specific sanction imposed by the instructor, and 6) any additional comments that the instructor wishes to include. A copy of the report should be provided to the Division Dean.

Utilizing such reports, the Vice President may determine that College-level discipline is appropriate based on the magnitude and severity of other documented reports related to the same student. The Vice President shall document any college-level sanction (e.g., suspension or expulsion) that is taken. Note that disciplinary actions are not part of the academic record, and disciplinary actions are not recorded on student transcripts. All disciplinary information is maintained only in the Office of the Vice President, Student Services, and is confidential in nature.

Nothing in these guidelines shall be construed to restrict a student’s right to appeal through the appropriate process described in the “Student Grievance and Appeals” section of the College Catalog.
Notice of Student Violation
of Guidelines Addressing Cheating and Dishonesty

☐ For possible College discipline

Name of student

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
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Student I.D. No. (G#)______________________________

Course Title _____________________________________ CRN# ______________

Specific nature of violation

____________________________________________________________________

____________________________________________________________________

Date of occurrence ________________

How the violation was determined

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Sanction imposed by instructor _________________________________________

Additional instructor comments

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

____________________________________________________________________

Instructor Name ________________________________________________

Signature __________________________ Date_________________________

Please attach supporting documentation, e.g. copy of test, assignment, source of plagiarism, etc.

cc: Vice President of Student Services
Division Dean
Appendix I

Guideline On “Excused Absences”

Attendance regulations are set forth in the College catalog or at http://collegeofsanmateo.edu/schedule. However, the Academic Senate has been made aware of situations in which certain students are disadvantaged due to occasional schedule conflicts which necessitate missing one class in order to meet scheduled requirements for another class. Such instances usually occur in cases involving class field trips and occasional post-conference athletic competition. Both of these constitute scheduled curricular requirements which are not optional for the student. In such cases, the student may be placed in academic jeopardy. This is especially true in cases of a missed examination or in courses in which attendance is taken into account in determining the student’s final grade.

It is the request of the Academic Senate that faculty members take these factors into account in assigning grades. It is the feeling of the Senate that the following guideline should be utilized: A student’s grade should not be negatively affected when the student’s absence is due to a documented course-related scheduled and required activity.
Appendix J

Smoking Policy and Guidelines

Smoking Policy

It is the policy of San Mateo County Community College District to provide a safe learning and working environment for both students and employees. It is recognized that smoke from cigarettes, pipes and/or cigars is hazardous to health; therefore, it is the intent of the District to provide a smoke-free environment to the greatest extent possible. To achieve this goal, smoking will be limited to parking lots only.

1. Smoking is prohibited in all indoor locations within the District.

2. District managers are responsible for publicizing the policy to students, employees and visitors, and are responsible for the posting of signs. International no smoking signs will be posted as appropriate. Notification about the policy on smoking will be included in employee and student publications, newsletters and in other written materials as appropriate. In addition, materials which are used to publicize District public events will include policy notification to the general public.

3. To assist in the implementation of this policy, the District will provide education and training in the areas of smoking dangers and smoking cessation. Contact CSM Health Center at 574-6396 for more information.

4. It is the responsibility of all students and employees to observe the policy and guidelines on smoking. Failure to comply with the policy on smoking will be treated in the same manner as other violations of District Policies and Procedures and may result in disciplinary action.

5. It is the responsibility of College and District Office managers to enforce the policy on smoking. Disputes over the interpretation of the policy or complaints about individuals violating the policy should be brought to the attention of the person’s supervisor, the Vice-President of Student Services at the College level, or the Vice-Chancellor of Human Resources and Employee Relations in the District Office. When the evidence is non-persuasive on either side, such disputes will be settled in favor of the non-smoker(s) in recognition of the policy of the District to provide a smoke-free environment. Such disputes shall be settled at the lowest management level.

6. This policy does not supersede more restrictive policies which may be in force in compliance with State or Federal regulations.

7. College of San Mateo has restricted smoking to parking lots only. No student smoking is allowed in the Socrates lot (Lot 4). Please refer to the CSM Web site for a map of all parking lots. E-cigarettes and other vapor products are also restricted to the parking lots.
Appendix K

Policy on Sexual Harassment

Sexual Harassment Policy Summary
The policy of San Mateo County Community College District is to provide an educational and employment environment free from unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communications constituting sexual harassment. Employees, students, or other persons acting on behalf of the District who engage in sexual harassment as defined in this policy or by state or federal law shall be subject to discipline, up to and including discharge, expulsion, or termination of contract. The comprehensive District policy on Sexual Harassment is printed below and may also be found in District Policies and Procedures, Section 2.25. Copies of this policy and procedures may be obtained from the District Intranet, from the Complaint Investigation Officers, and from the Office of Human Resources.

The officer designated by the District to receive and investigate student complaints of sexual harassment is the Vice-President of Student Services at each College.

Jennifer Hughes, College of San Mateo
1700 W. Hillsdale Blvd.
San Mateo, CA 94402
(650) 574-6118

For District Employees, the Complaint Investigation Officer is:
Eugene Whitlock, Vice Chancellor
Human Resources and Employee Relations
San Mateo County Community College District
3401 CSM Drive
San Mateo, CA 94402
(650) 358-6883

2.25 Prohibition of Harassment
1. All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation, including acts of sexual violence. It shall also be free of other unlawful harassment and bullying including, but not limited to, that which is based on any of the following federal and state protected classes: race; color; national origin, ancestry or citizenship status; religion or creed; age; marital status; sex and gender (including sexual orientation and identity; gender identity and gender expression); physical or mental disability; genetic information; medical condition; political activities or affiliations; military or veteran status; status as a victim of domestic violence, assault or stalking; or because one is perceived to have one or more of the foregoing characteristics or associates with a person or group with one or more of these characteristics. This policy shall apply to all employees, students and any other individuals who come onto District property.

2. The District seeks to foster an environment in which all employees and students feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of harassment or for participating in a harassment investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct.
Individuals who engage in retaliatory conduct may be subject to disciplinary action, up to and including termination or expulsion. Engaging in intimidating conduct or bullying against another employee through words or actions, including direct physical contact; verbal assaults, such as teasing or name-calling; social isolation or manipulation; and cyber bullying are strictly forbidden.

3. Any individual who believes that he or she has been harassed, bullied or retaliated against in violation of this policy and wishes to report such incidents should report the incident to his/her supervisor or the office of the Vice President of Student Services or the Vice Chancellor of Human Resources and Employee Relations. Individuals to whom incidents of harassment, retaliation or bullying are reported are required to report all such incidents to the Vice Chancellor of Human Resources and Employee Relations. If an incident involves the Vice Chancellor of Human Resources, it shall be reported directly to the Chancellor.

4. This policy applies to all aspects of the academic and work environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any District activity. In addition, this policy applies to minors as well as adults, and to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, reemployment, transfer, leave of absence, training opportunities, assignment of work hours and projects, and compensation.

5. The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and to prevent, minimize and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

6. The Chancellor shall establish procedures that define harassment throughout the District. The Chancellor shall further establish procedures for employees, students and other members of the District community that provide for the investigation and resolution of complaints regarding harassment and discrimination. All participants are protected from retaliatory acts by the District, its employees, students and agents.

7. The District shall promptly investigate and resolve complaints of harassment and will assure that any harm resulting from the harassment will be promptly redressed by restoring any lost benefit or opportunity. All participants are protected from retaliatory acts by the District, its employees, students, and agents.

8. This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, and students, particularly when they are new to the institution. They shall be available for students and employees on the District’s public website.

9. It is the responsibility of each individual to maintain a level of conduct that is compliant with this policy. Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. (Rev. 6/15)

2.25.1 Prohibition of Harassment

1. The District is committed to providing an academic and work environment free of unlawful harassment. This procedure defines sexual harassment and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of harassment by or against any staff or faculty member or student within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District’s facilities, a District bus, or at a class or training program sponsored by the District at another location. Further information can be found at:

2. Definitions

a. General Harassment: Harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, or military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment. For example, repeated derogatory comments about a person’s competency to do the job, when based on that person’s gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct:

i. Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person’s race gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual’s body, physical appearance, attire, sexual prowess, marital status or sexual orientation; unwelcome flirting or propositions; demands for sexual favors; verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race nationality, sexual orientation or other protected status.

ii. Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to, kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person’s gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

iii. Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics or electronic media transmissions.

iv. Environmental: A hostile academic or work environment exists where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at others. The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonably interferes with an individual’s learning or work.

b. Sexual Harassment: In addition to the above, sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other conduct of a sexual nature when:

- submission to the conduct is made a term or condition of an individual’s employment, academic status, or progress;
- submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decisions affecting the individual;
• the conduct has the purpose or effect of having a negative impact upon the individual’s work or academic performance, or of creating an intimidating, hostile or offensive work or educational environment; or
• submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

This definition encompasses two kinds of sexual harassment:

i. "Quid pro quo" sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual’s willingness to engage in or tolerate unwanted sexual conduct.

ii. "Hostile environment" sexual harassment occurs when unwelcome conduct based on a person’s gender is sufficiently severe or pervasive so as to alter the conditions of an individual’s learning or work environment, unreasonably interfere with an individual’s academic or work performance, or create an intimidating, hostile, or abusive learning or work environment. The victim must subjectively perceive the environment as hostile, and the harassment must be such that a reasonable person of the same gender would perceive the environment as hostile. A single or isolated incident of sexual harassment may be sufficient to create a hostile environment if it is severe, i.e. a sexual assault.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

3. Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student’s or employee’s work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee. (Rev. 8/14)

2.19.2 Discrimination and Harassment Investigations

1. Since failure to report harassment, discrimination and bullying impedes the District’s ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed, discriminated against or bullied to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District’s ability to investigate and remediate.

2. All supervisors and managers have a mandatory duty to report incidents of harassment, discrimination and bullying; the existence of a hostile, offensive or intimidating work environment; and acts of retaliation.

3. The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity. (Rev. 4/15)

For other District policies regarding sexual assault, harassment, reporting requirements, and definitions, please refer to the District website under Board Policies and Procedures (Chapter 2 Administration).
Appendix L

Development Grants Available to Faculty

PRESIDENT’S INNOVATION FUND
Funds have been allotted for innovation grants. The President’s Innovation Committee has been charged by the President with soliciting and reviewing proposals for innovative grant funding.

Eligibility
Full-time and part-time (co-sponsored by full-time) faculty.

Applications
Please send an electronic copy of your completed proposal to Laura Demsetz (demsetz@smccd.edu) and cc your Division Dean.
Please include a cover sheet with the following information:
• Project Title
• Abstract (200-300 words)
• Primary contact, phone number, and smccd.edu email address
• Co-applicants, phone number, and smccd.edu email address
• Note if your proposal is in conjunction with a Professional Development application (e.g., “In conjunction with Professional Development” or “Not in conjunction with Professional Development”)
• Narrative Section (approximately 2-3 pages). Project Description, Project Objectives, Proposed Time Line, Specific Outcomes or Deliverables, Evaluation. Sections may vary based on your specific project.
• Proposed Budget

Expenditures beyond the limits of the grant will not be allowed.
Application deadlines are the fourth Friday of October and the fourth Friday of February.

PROFESSIONAL DEVELOPMENT
Eligibility
All faculty for short-term projects; tenured faculty and Contract III and IV faculty for long-term projects.

Activities
Short Term: Participation in workshops, colloquia, seminars, or training sessions lasting up to three weeks. Provides workshop/seminar registration fee and the cost of a substitute.
Long Term: Provides semester-long reassigned time at full pay to pursue retraining; advanced study; and research in one’s field.
Extended Long Term (sabbatical): Full release from regular academic duties for a semester, or academic year, to pursue projects, retraining, advanced study and research. Participants receive full pay and benefits for semester-long sabbaticals and 80% compensation for a year-long extended leave.

Applications: Go to http://collegeofsanmateo.edu/professionaldevelopment/faculty.asp
Appendix M

Addressing Disruptive Behavior of Students on Campus Guidelines for Faculty and Staff

What is Disruptive Behavior?

Disruptive and inappropriate behavior are actions that interfere with the instructional, administrative or service functions of the college. Assessing disruptive behavior can be a highly subjective process. For example, some behavior patterns, such as student talking in class, can be experienced as disruptive in some situations and simply irritating and frustrating in others.

Each CSM faculty or staff member has his or her own level of tolerance and special strategies for handling potentially disruptive situations. It is important to remember that the occurrence of disruptive behavior is rare and should not be confused with a student's right to express differing opinions, a right that is fundamental to a free and open academic community.

It is good practice for you to clearly define behavioral expectations in the syllabus and discuss this with students during the first class meeting. It may also be helpful to attend one of the disruptive behavior workshops which are offered throughout the year.

There may be times when you are uncertain if a particular behavior is disruptive. Rather than not acting, hoping that the situation will go away, or waiting to see if the situation worsens, consult with your Division Dean and Makiko Ueda in Student Services. These individuals have considerable experience with students and can help assess the situation and suggest options congruent with your way of working with students. Your colleagues have reported that such coaching has frequently helped achieve a resolution that avoids formal disciplinary action.

Fortunately, disruptive situations are almost always resolved by your use of personal strategies and/or dialogue with the student. When the usual strategies you have employed have been ineffective and you have assessed the behavior as disruptive, the following guidelines may be helpful.

RESPONDING TO TYPES OF DISRUPTIVE BEHAVIOR

There are many kinds of disruptive behavior. Some behaviors are inappropriate; others are prohibited by College policy; and still others are clearly prohibited by the California Penal Code and are punishable by criminal sanctions. For additional information about disruptive behavior, refer to the Student Handbook section of the College Catalog.

DISRUPTIVE OR INAPPROPRIATE BEHAVIOR

When the behavior of a student is identified as disruptive or inappropriate, you are expected to take the following steps:
1. Inform the student that the behavior is disruptive, inappropriate and unacceptable.
2. Attempt to elicit the cooperation of the students to resolve the situation.
3. Warn the student that if the behavior continues a likely consequence is disciplinary action by the College.

If such dialogue with the student proves to be ineffective and you feel you have exhausted the methods you normally employ to resolve such situations, College policy allows for the following response:

1. A faculty or staff member may temporarily exclude (i.e. remove) student who is in violation of the guidelines for student conduct for the duration of the class period or activity during which the violation took place and, if necessary, for the day following. If the student refuses to comply with your instructions to leave, call CSM Public Safety, (650) 374-6415. If you choose to exercise this option of temporarily excluding the student, you must immediately report this action to and your Division Dean. You are also encouraged to send this information to Makiko Ueda in Psychological Services.
2. In all cases of disruptive behavior involving removal from class you must provide written documentation of the behavior, the initial warning and any subsequent inappropriate or disruptive behavior. This documentation must be forwarded to Makiko Ueda and your Division Dean. You are also encouraged to send this information to Makiko Ueda in Psychological Services and Jennifer Hughes, Vice President, Student Services.

Makiko Ueda and/or your Division Dean will then work with you to determine the next steps in response to the situation.

It is important to note that a student cannot be temporarily excluded from attending a class for more than two sessions without further formal College disciplinary action. In all cases involving potential College disciplinary action, students must be afforded procedural due process. The essential elements of due process are: notice, the opportunity to be heard, and the right to defend oneself in the context of a hearing. If you have questions about the Student Conduct Code and disciplinary process, contact Jennifer Hughes, Vice President, Student Services.

**COLLEGE POLICY VIOLATIONS AND ILLEGAL BEHAVIOR**

For disruptive behavior which is in violation of the College Code of Conduct and also illegal, please call CSM Public Safety (650) 574-6415 and/or dial 9-911 for an immediate response. You should also alert the Vice President of Student Services, Jennifer Hughes, at 650-574-6118. Examples of these kinds of behaviors include: use of prohibited drugs or alcohol on College property, willful damage to College property, threats, assaults, theft and possession of fire arms.

**ADDRESSING DISRUPTIVE BEHAVIOR ON CAMPUS**  
**CSM CONTACT PERSONS**

<table>
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<tr>
<th>STUDENT SERVICES:</th>
<th>Phone ext.</th>
<th>Location</th>
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<tbody>
<tr>
<td>Jennifer Hughes</td>
<td>x 6118</td>
<td>10-482</td>
</tr>
<tr>
<td>Makiko Ueda</td>
<td>x 6125</td>
<td>1-125</td>
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<th>DIVISION DEANS:</th>
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<tbody>
<tr>
<td>Jennifer Taylor-Mendoza, Academic</td>
<td>x 6496</td>
<td>10-411A</td>
</tr>
<tr>
<td>Kathleen Ross</td>
<td>x 6228</td>
<td>19-113</td>
</tr>
<tr>
<td>Laura Demsetz (Interim)</td>
<td>x 6494</td>
<td>10-413</td>
</tr>
<tr>
<td>Andreas Wolf</td>
<td>x 6461</td>
<td>5-343</td>
</tr>
<tr>
<td>James Carranza</td>
<td>x 6314</td>
<td>15-168</td>
</tr>
<tr>
<td>Charlene Frontiera</td>
<td>x 6268</td>
<td>36-311</td>
</tr>
<tr>
<td>Marsha Ramezane</td>
<td>x 6413</td>
<td>10-320</td>
</tr>
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<th>PUBLIC SAFETY:</th>
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<tr>
<td>Main Office</td>
<td>x 6415</td>
<td>1-100</td>
</tr>
<tr>
<td>Brian Tupper</td>
<td>x 6200</td>
<td>1-100</td>
</tr>
</tbody>
</table>

The prefix for all phone numbers listed above is 574, and the area code is (650).
Appendix N

Policy on Drug-Free Workplace and Educational Environment

1. It is the policy of the San Mateo County Community College District to maintain a drug-free workplace and educational environment for its employees and students in accordance with the requirements of the Federal Drug-Free Workplace Act of 1988 and Drug-Free Schools and Communities Act Amendments of 1989. In addition to this policy, the District continues to maintain its employee and student policies pertaining to the possession and use of alcohol and drugs on District property. Employees and students who are under the influence of an intoxicant while on District property are subject to disciplinary action, pursuant to current policies which regulate employee and student conduct.

2. The manufacture, distribution, dispensation, possession, or use of alcohol in the workplace or educational facilities and on any District property is strictly prohibited except as permitted by law and included in District procedures. The possession, sale or furnishing of alcohol on District property is governed by California state law and is controlled by the Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on District property is the primary responsibility of the Public Safety Department in conjunction with local law enforcement. It is unlawful to sell, furnish or provide alcohol to anyone under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal.

3. As appropriate and permitted by law, the Chancellor is authorized to enact procedures regarding serving alcoholic beverages on campus. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

4. The manufacture, distribution, dispensation, possession or use of controlled substances in the workplace or educational facilities or on any District property is strictly prohibited except as permitted by law. The Public Safety Department, in conjunction with local law enforcement, strictly enforces federal and state laws regarding the illegal possession, sale, manufacture or distribution of any controlled substance as defined by law.

5. It is the responsibility of each District student to adhere to the requirements of this drug-free policy. Students found to be in violation of this policy by the illegal manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance on District property will be subject to disciplinary measures up to and including expulsion, pursuant to District policy.

6. It is the responsibility of each District employee to adhere to the requirements of this drug-free policy and to notify the Office of Human Resources within five (5) days of any criminal drug statute conviction for violations occurring in the workplace or educational setting. Employees found to be in violation of this policy by the illegal manufacturing, distributing, dispensing, possessing or using alcohol or a controlled substance in the workplace, educational facility or on any District property, or by failing to notify the District criminal drug statute convictions as required, will be subject to disciplinary measures up to and including dismissal, pursuant to established District and collective-bargained policies and procedures.

7. Within ten (10) days after receiving notice from an employee of any criminal drug statute conviction, the Office of Human Resources will notify all Federal agencies from which Federal grants are received, pursuant to requirement of the Act.

8. Within thirty (30) days of receiving notice of such conviction, the Chancellor or designee shall initiate the appropriate personnel action or require the employee to participate in a drug-abuse assistance or rehabilitation program.

9. Notice of the District Drug-Free Workplace and Education Environment policy will be included in regular student publications and will be made available to employees annually.
10. The District maintains a program of random alcohol and controlled substances testing for all persons who perform safety-sensitive functions such as driving passenger vehicles or operating a vehicle with a weight that is subject to this policy, as defined by the Omnibus Transportation Employee Testing Act of 1991 (hereinafter referred to as "the Omnibus Act"). This policy applies only to those District employees who are directly identified by the Vice Chancellor, Human Resources and appropriate administrator as holding and performing functions which have been identified as safety-sensitive and who are considered to be covered by the Federal regulations. These employees include all District employees who hold a commercial driver’s license which is necessary to perform job-related duties such as operating a commercial motor vehicle or carrying fifteen (15) or more passengers, including the driver.

11. Employees who are covered by the Omnibus Act will be so notified and receive written information pertaining to it, its testing requirements, and their rights therein.

12. Pursuant to the Omnibus Act, District employees who are affected by this Act are subject to alcohol and controlled substance testing. The presence in the body, possession, use, distribution, dispensing and/or illegal manufacture or sale of prohibited drugs is not condoned while conducting District business, or while in work areas, or in District vehicles on or off District property. Driving and/or otherwise performing safety-sensitive work while under the influence of alcohol, a controlled substance, or impaired as the result of a legally prescribed medication, are considered “prohibited conduct” for the purpose of this Act.

13. Each driver who has engaged in prohibited conduct (found to be operating under the influence of alcohol or a controlled substance) shall be advised of resources available in evaluating and resolving problems associated with the misuse of alcohol and use of controlled substances, including the names and locations of substance abuse professionals and counseling and treatment programs. Those employees who are found to be impaired as the result of using a prescription drug will not be permitted to perform safety-sensitive job duties and will be directed to their treating physician to regulate use of their medication.

14. The referral of a driver to an assistance program or substance abuse professional shall not preclude the imposition of disciplinary action. The employee will be accorded all rights and benefits as specified in the Americans with Disabilities Act and other applicable medical and leave laws as appropriate. Disciplinary procedures which may be imposed on the employee will adhere to District and collectively-bargained policies and procedures.

15. The Chancellor shall assure that the District distributes the information required by the Drug-Free Schools and Communities Act Amendments of 1989 to all students and employees annually.

(Rev. 10/12)
Appendix O

Policy on Professional Ethics

All District employees shall adhere to the highest ethical standards in pursuing the College District’s mission of providing quality educational programs and in managing resources efficiently and effectively. Ethical standards include but are not limited to commitment to the public good, accountability to the public, and commitment beyond the minimum requirements of the law. Each employee group has prepared a distinct Code of Professional Ethics for their respective constituencies, which, as a whole, comprise the Districtwide Policy on Ethical Behavior adopted by the Board.

No employee or consultant shall use or permit others to use public resources for personal use or any other purpose not authorized by law. “Incidental or minimal use,” defined as use that will not result in additional cost to the District or interfere with the employee’s job performance (i.e., occasional telephone call, private use of an envelope or paper, etc.), where lawful, is permitted.

1. The Board of Trustees, Administration and classified staff shall act in the best interests of students, the community and the District’s mission over other competing interests and shall foster a work/study environment that values respect, fairness, and integrity and is positive, encouraging, and success-oriented. The College District has adopted policies and practices that protect the rights of individuals (Rules and Regulations 2.12); that protect individuals from unlawful discrimination (2.20) and sexual harassment (2.25); that prohibit the Board and employees from making or participating in making a decision in which they have a financial interest (1.35 and 2.45); and that provide for the support and development of each District employee (2.11).

The Board has also adopted policies ensuring public input into Board deliberations (1.45); adhering to the law and spirit of open meeting laws and regulations (1.40); exercising authority only as a Board (1.02); using appropriate channels of communication (1.35); and devoting adequate time to Board work and being informed about the District, educational issues and responsibilities of trusteeship (1.10).

Violations of the Board’s Policy on Professional Ethics will be addressed by the President of the Board, who will first discuss the violation with the Board member to reach a resolution. If resolution is not achieved, the Board President may appoint an ad hoc committee, consult with legal counsel and/or refer the matter to the District Attorney to examine the matter and recommend further courses of action to the Board. Sanctions will be determined by the Board and may include censure of the Board member who is in violation of the policy. If the President of the Board is perceived to have violated the code, the Vice President of the Board is authorized to pursue resolution.

2. The faculty of the SMCCCD has developed a Code of Professional Ethics which can be found at: http://www.smccd.edu/accounts/smccd/committees/academicsenate/ethics.php

3. The Associated Student organizations of all three Colleges have developed a Code of Ethics which can be found at: http://www.smccd.edu/accounts/smccd/ethics.shtml

(Rev. 3/14)
Statement on Academic Freedom

1. The San Mateo County Community College District is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses our belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

2. Academic freedom encompasses the freedom to study, teach, and express ideas, including unpopular or controversial ones, without censorship or political restraint. Academic freedom, rather than being a license to do or say whatever one wishes, requires professional competence, open inquiry and rigorous attention to the pursuit of truth.

3. The District’s faculty have the right to express their informed opinions which relate, directly or indirectly, to their professional activities, whether these opinions are expressed in the classroom, elsewhere on campus or at college-related functions. In a search for truth and in a context of reasoned academic debate, students also have the right to express their opinions and to question those presented by others.

4. Employment by the District does not in any way restrict or limit the rights enjoyed by faculty under the California and United States Constitutions. Faculty members are free to speak and write publicly on any issue, as long as they do not indicate they are speaking for the institution.

5. Protecting academic freedom is the responsibility of the college community. Therefore, in a climate of openness and mutual respect, free from distortion and doctrinal obligation, the District protects and encourages the exchange of ideas, including unpopular ones, which are presented in a spirit of free and open dialogue and constructive debate.

(Rev. 3/13)
Appendix Q

Employee Injury and Illness Prevention Program

The San Mateo County Community College District’s Injury and Illness Prevention Program packet can be found on the District Downloads of the Portal page under Human Resources, then Safety, or at https://smccd-public.sharepoint.com/humanresources/Safety/Injury_Illness_Prevention_Program.pdf.