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COLLEGE OF SAN MATEO COMPENDIUM OF COMMITTEES

INSTITUTIONAL PLANNING COMMITTEES

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

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

Note: In Fall 2013, IPC officially adopted the budget oversight responsibilities of the Budget Planning Committee, which has been suspended and became the Institutional Planning and Budget Committee; the purpose statement will be modified in early Fall 2014 to reflect these changes as well as IPC’s new role in relation to participatory governance.

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

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

- Developing institutional priorities based on the SMCCCD Strategic Plan and the CSM Educational Master Plan;
- Coordinating with the Budget Planning Committee to ensure that budget allocations are based on institutional planning priorities and are relevant to the current fiscal environment;
- Establishing measurable indicators for institutional priorities based on recommendations from the Office of Planning, Research, and Institutional Effectiveness (PRIE), establishing targets for those indicators, and monitoring progress in meeting those targets;
- Recommending institutional priorities to College Council;
- Ensuring the integration of the planning process, including, but not limited to, a coordinated, institutional approach in addressing college priorities and the interrelationship among institutional plans;
- Establishing regular communication with the campus community regarding the institutional planning process; and
- Assessing on an annual basis the effectiveness of the Institutional Planning Committee and the institutional planning process.
Membership:
Ronald Andrade  Classified Manager (LSC Co-Chair)  Ludmila Prisecar  Classified Staff (Business Services)
Kathy Blackwood  Vice Chancellor, SMCCCD (Ex Officio)  Erica Reynolds  Classified Staff
Juanita Celeya  Classified Staff  Stephanie Roach  Faculty, (Chair, Library Advisory Committee)
Ji Yoon Chung  Classified Staff (Business Services)  James Roe  Student Rep
Michael Claire  College President, (Ex Officio)  Jan Roecs  Vice President of Administrative Services,
(Senior IPC Co-Chair)
Sandra Stefani Comerford  Vice President of Instruction  John Sewart  Dean, PRIE
Laura Demsetz  Dean, Social Science/Creative Arts  Jeremiah Sims  Faculty
Alicia Frangos  Classified Staff  Laura Skaff  Classified Staff
Fauzi Hamadeh  Classified Staff  Katarina Stein  Student Rep
Jennifer Hughes  Vice President, Student Services (IPC Co-Chair)  Jennifer Taylor-Mendoza  Dean, Academic Support & Learning Technologies, (DEETC Co-Chair)
Sennai Kaffi  Student Rep  Val Tyler  Classified Staff
David Laderman  Faculty President (IPC Co-Chair)  Henry Villarreal  Dean, Enrollment Services
Bev Madden  Director, Community Relations, Marketing & Outreach  Mary Vogt  Classified Staff
Milla McConnell-Tuite  Coordinator of Planning, PRIE  Danuta Wang  Student Rep
Teresa Morris  Faculty, (COI Chair)  Andreas Wolf  Dean, Kinesiology, Athletics & Dance

Basic Skills Initiative (BSI)
http://collegeofsanmateo.edu/bsi/

Purpose: The Basic Skills Initiative (BSI) Committee participates in a collaborative statewide effort to address the needs of Basic Skills/ESL community college students who are academically under-prepared. BSI is intended to facilitate basic skills education and to provide extended professional enrichment opportunities to faculty, classified staff, and administrators.

Its mission is to assist College of San Mateo in providing comprehensive instructional support and student and faculty services, integrated throughout the institution. These services are intentionally designed to nurture the success of Basic Skills/ESL students.

Membership:
Sylvia Aguirre-Alberto  Counseling (EOPS/Multicultural Center)  Vinh Nguyen  Math
Juanita Alunan  English (Writing Ctr/800 Lab Coordinator)  Dannii Redding Lapuz  International Student Center
Ron Andrade  Learning Center Manager  Kristi Ridgway  Faculty Chair, ESL
Linton Bowie  Math  Krystal Romero  Student Support Services
Jenine Elkady  Students  Ruth Turner  Counseling, EOPS
Autumn Newman  English  Henry Villarreal  Enrollment Services

Office of Planning, Research, & Institutional Effectiveness
http://collegeofsanmateo.edu/prie
Revised September 16, 2016
Distance Education and Educational Technology Committee (DEETC)
http://collegeofsanmateo.edu/institutionalcommittees/deetc.asp

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

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

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

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

Membership:
Tania Beliz        Biology        Rosemary A. Nurre        Accounting
Diana Bennett     Digital Media   Annette M. Perot         Information Services Technology
Yoseph Demissie   Information Technology Services   Chris Smith           Biology
Steven Lehigh      Economics       Jennifer Taylor-Mendoza  Dean, Academic Support (Co-Chair)
Purpose: The mission of the Diversity in Action Group is to ensure that unity through diversity is among College of San Mateo’s highest priorities. DIAG assures that the college’s operational decisions—from the executive to the unit level—support its commitment to diversity and student success. The Diversity In Action Group accomplishes it mission by doing the following:

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

Membership:
Sylvia Aguirre-Alberto Faculty Makiko Ueda Faculty
Lorena Gonzalez Faculty Annie Theodos Classified Staff
Fauzi Hamadeh Classified Staff Finausina Tovo Classified Staff
Theresa Martin (Co-Chair) Faculty Henry Villareal (Chair) Administrator
Lee Miller Faculty Marco Zavala Student
Kate Motoyama Faculty

COLLEGE OF SAN MATEO ADMINISTRATIVE GROUPS

Term Served: Members determined by position and function.

President’s Cabinet
http://collegeofsanmateo.edu/institutionalcommittees/ Administrative_Groups.asp
**Purpose:** Advises the college President on academic, student services, business, and personnel policy matters relating to the college; prepares recommendations on these matters for consideration by the President.

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

Michael Claire (Chair)  
Sandra Stefani Comerford  
Jennifer Hughes  
Jan Roecks

**Management Council**  
http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp

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

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

Sharon Bartels  
James Carranza  
Michael Claire  
Sandra Stefani Comerford  
Lorrita Ford  
Charlene Frontiera  
Laura Demsetz  
Jennifer Hughes  
Beverley Madden  
Milla McConnell-Tuite  
Kathleen Ross  
Krystal Romero  
Jan Roecks  
Michele Rudovsky  
John J. Sewart  
Jennifer Taylor-Mendoza  
Brian Tupper  
Henry Villareal  
Andreas Wolf

**Instructional Administrator's Council**  
http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp

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

James Carranza                Dean, Language Arts                Krystal Romero                Interim Dean, Counseling, Advising, & Matriculation
Sandra Stefani Comerford (Chair) Vice President of Instruction                Kathleen Ross                Dean, Business & Technology
Lorrita Ford                    Director, Library & Learning Services                Jennifer Taylor-Mendoza                Dean, Academic Support & Learning Technologies
Charlene Frontiera             Dean, Mathematics & Science                Andreas Wolf                Dean, Kinesiology, Athletics, & Dance
Kevin Henson                    Dean, Creative Arts & Social Science
Jane McAteer                    Director, Nursing

Student Services Administrators Council
http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp

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

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

Sharon Bartels                  Director, Health Services                Interim Dean, Counseling, Advising & Matriculation and Director, Student Support Services
Jennifer Hughes (Chair)         Vice President of Student Services                Henry Villareal                Dean, Enrollment Services

Student Services Council
http://collegeofsanmateo.edu/vpss/ssc.asp

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

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

Sylvia Aguirre-Alberto          Faculty
Sharon Bartels                  Director, Health Services
Karen Chadwick                  Classified Staff
Gloria D’Ambra                  Classified Staff
Catherine Firpo                 Faculty, Mental Health Liaison Coordinator
Fauzi Hamadeh                   Classified Staff

Sanny Redding Lapuz             Classified Staff
Michele Rudovsky                Facilities Operations Manager
Aaron Schaefeer                 Classified Staff
Laura Skaff                     Classified Staff
Niuba Srinivason                Classified Staff
Jennifer Hughes (Chair)  Vice President of Student Services
Taniela Mapa  Student
Claudia Menjivar  Classified Staff
Mike Mitchell  Classified Staff
Eileen O’Brien  Faculty
Louise Piper  Faculty

Dennis Tordesillas  Classified Staff
Brian Tupper  Chief Public Safety Officer
Ruth Turner  Faculty
Makiko Ueda  Faculty
Carol Ulrich  Classified Staff
Henry Villaereal  Dean, Enrollment Services

COLLEGE COMMITTEES AT LARGE

Academic Standards Committee
http://collegeofsanmateo.edu/institutionalcommittees/committees_at_large_additional_info.asp

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

No Term Limits.

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

Sandra Stefan Comerford  Vice President of Instruction
David Danielson  Faculty
Jeff Flowers  Faculty
Lorrita Ford  Director, Library & Learning Services
Charlene Frontiera  Dean, Mathematics & Science
Laura Demsetz  Dean, Creative Arts & Social Science
Mohsen Janatpour  Faculty
Yaping Li  Faculty

Joe Mangan  Faculty
Madeleine Murphy  Faculty
Krystal Romero  Dean, Counseling, Advising, & Matriculation
Kathleen Ross  Dean, Business & Technology
Ruth Turner  Faculty
Henry Villaereal  Dean, Enrollment Services
Andreas Wolf  Dean, Kinesiology, Athletics, & Dance

Accessibility/Americans with Disabilities Act
http://collegeofsanmateo.edu/institutionalcommittees/committees_at_large_additional_info.asp

Purpose: Advises the Vice President of Student Services on matters concerning campus accessibility for students and others with disabilities. Meets as needed to discuss and resolve accessibility issues that arise and ensure compliance with federal and state regulations.

No Term Limits.
Membership: Representation from faculty, students, administration, and classified staff are included. Faculty are appointed by the President in consultation with the Academic Senate.

Jennifer Hughes  Vice President of Student Services  Laura Skaff  Staff
Kevin Sinarle  Faculty  Shana Young  Faculty

Accreditation Oversight Committee
http://collegeofsanmateo.edu/accredinfo/

Purpose: Coordinates College of San Mateo’s ongoing activities related to its accreditation and provides open communication between the Accreditation Oversight Committee and the college community.

Membership: Representation from faculty, students, administration, and classified staff. CSM’s Accreditation Liaison Officer serves as the chair. Meets once a month.

Michael Claire  College President  Teeka James  Faculty
Sandra Stefani Comerford (Chair)  Vice President of Instruction  David Laderman  President, Academic Senate
Laura Demsetz  Faculty  Milla McConnell-Tuite  Coordinator of Planning, PRIE
Isabel Dillman  Classified Staff  John Sewart  Dean, PRIE
Fauzi Hamadeh  Classified Staff  Jennifer Taylor-Mendoza  Dean, Academic Support & Learning Technologies
Jennifer Hughes (Chair)  CSM Accreditation Liaison Officer  Henry Villareal  Dean, Enrollment Services

Associated Students Senate
http://collegeofsanmateo.edu/ascsm/index.asp

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

Term Served: Student membership based upon election cycle.

Membership:
Sennai Kaffl  President  Grecia Mascareno  Chair, Cultural Awareness Board
Samantha Trump  Vice President  Katarina Stein  Chair, Programming Board
Danuta Wang  Finance Director  Siu Pang Jacky Wong  Senator
James Roe  Vice Chair  Jielin Yu  Senator
TBA  Secretary  Guo Wei Frank Xu  Senator
Kurtis Casperson  Commissioner of Publicity  Marco Zavala  Senator
Laurie Chin  Senator  Jinwei Andy Zhang  Senator
Jenine Elkady  Senator  Rupinder Bajwa  SMCCCD Student Trustee, 2015-2016
**Classified Staff Planning Committee**  
http://collegeofsanmateo.edu/institutionalcommittees/committees_at_large_additional_info.asp

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

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

- Nicholas Dellaporta, Classified Staff  
- Alicia Frangos, Classified Staff  
- Alma Gomez, Classified Staff  
- Kathy McEachron (Chair), Classified Staff  
- Mario Mihelcic, Classified Staff  
- Ann Mitchell, Classified Staff  
- Munendra (Melvin) Sharma, Classified Staff  
- Carol Ullrich, Classified Staff

**College Auxiliary Services Advisory Committee**  
http://collegeofsanmateo.edu/institutionalcommittees/college_auxiliary_services_advisory_committee.asp

**Purpose:** To provide feedback and makes recommendations to improve customer service at the campus Bookstore, the campus food service operations (Pacific Dining and Paws for Coffee), and the San Mateo Athletic Club (SMAC). Also monitors and makes recommendations regarding on-campus vending machines (Canteen and Pepsi). Works with the District Auxiliary Services Advisory Committee (DASAC) and the Vice Chancellor of Auxiliary Services and Enterprise Operations to continually evaluate, promote, and ensure the best customer experience possible. Meets at least once per semester and further meetings as needed.

**Term Served:** Two-Year Term

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

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

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

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

- Samantha Trump, Student
- Henry Villareal, Dean, Enrollment Services (Judicial Officer)
- Makiko Ueda, Faculty
- Andreas Wolf (Chair), Dean, Kinesiology, Athletics, & Dance
- Michael Brunicardi, Faculty

**Innovation Grants**
[http://collegeofsanmateo.edu/institutionalcommittees/committees_at_large_additional_info.asp](http://collegeofsanmateo.edu/institutionalcommittees/committees_at_large_additional_info.asp)

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

- Preparing students to transfer to four-year colleges and universities.
- Preserving job training programs in nursing, healthcare, computers, engineering, green technology, police and fire fighting.
- Attracting and retaining qualified instructors.

**Membership:**
- Linda Hand, Faculty
- Richard Lohmann, Faculty
- Laura Demsetz, Dean

**International Education Committee**
[http://collegeofsanmateo.edu/institutionalcommittees/iec.asp](http://collegeofsanmateo.edu/institutionalcommittees/iec.asp)

**Purpose:** The role of CSM’s International Education Committee is to coordinate the implementation of the International Education Program at CSM and to coordinate college efforts with the District’s International Education initiative for increasing the enrollment of international students at the three colleges in the district. Specifically, the Committee will:

- Work with the District to implement marketing and recruitment efforts for international students; identify target countries CSM may wish to focus recruitment efforts;
- Work with the District and sister colleges to implement district wide admission and application procedures;
- Develop and implement activities to further globalize CSM’s curriculum;
- Develop and implement social and cultural activities for international students;
- Develop and implement comprehensive support services for international students; and
- Develop, modify, and implement curriculum related to international education as needed.

**Term Served:** Two-Year Term

**Membership:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Department</th>
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<tbody>
<tr>
<td>Soonyoung (Sue) Hwang An</td>
<td>Faculty</td>
</tr>
<tr>
<td>Sandra Stefani Comerford</td>
<td>Vice President of Instruction</td>
</tr>
<tr>
<td>Jennifer Hughes</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Young-Min Kim</td>
<td>Student</td>
</tr>
<tr>
<td>Danni Redding Lapuz (Chair)</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Ludmila Prisecar</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Sandra Stefani Comerford</td>
<td>Vice President of Instruction</td>
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<tr>
<td>Jennifer Hughes</td>
<td>Vice President of Student Services</td>
</tr>
<tr>
<td>Young-Min Kim</td>
<td>Student</td>
</tr>
<tr>
<td>Danni Redding Lapuz (Chair)</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Ludmila Prisecar</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>Rebecca Alex</td>
<td>Faculty</td>
</tr>
<tr>
<td>Chris Smith</td>
<td>Faculty</td>
</tr>
<tr>
<td>Kathleen Steele</td>
<td>Faculty</td>
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<tr>
<td>Makiko Ueda (Chair)</td>
<td>Faculty</td>
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</tbody>
</table>

**Faculty Professional Committee (FPC)**

http://collegeofsanmateo.edu/institutionalcommittees/fpd.asp

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

**Term Served:** One-Year Term

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

<table>
<thead>
<tr>
<th>Name</th>
<th>Position and Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rebecca Alex</td>
<td>Faculty</td>
</tr>
<tr>
<td>Charlene Frontiera</td>
<td>Administrator</td>
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<tr>
<td>Sandra Stefani Comerford</td>
<td>Administrator</td>
</tr>
<tr>
<td>Kathleen Steele</td>
<td>Faculty</td>
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<tr>
<td>Makiko Ueda (Chair)</td>
<td>Faculty</td>
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</tbody>
</table>

**Learning Support Centers Coordination Committee (LSC)**

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

**Purpose:** The mission of the Learning Support Centers Coordination Committee (LSC^3) is to facilitate the effective and efficient operations of the learning support centers at CSM through a collaborative effort focused upon student success.

The goals of the LSC^3 are to develop a shared purpose: 1. to promote student scholarship and achievement by providing comprehensive academic support across the disciplines; 2. to provide equity through equal access and support services for all students; and 3. to inform the CSM community of the various services available.
Membership: Faculty representatives for each of the learning support centers.

<table>
<thead>
<tr>
<th>Name</th>
<th>Lab/Center</th>
<th>Name</th>
<th>Lab/Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Theresa Martin</td>
<td>Anatomy &amp; Physiology Lab</td>
<td>David Locke</td>
<td>Integrated Science Center</td>
</tr>
<tr>
<td>Darrel Dorsett</td>
<td>Business Computer Lab</td>
<td>Lena Feinman</td>
<td>Math Resource Center</td>
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<tr>
<td>Russell Cunningham</td>
<td>Business Computer Lab</td>
<td>Cheryl Gregory</td>
<td>Math Resource Center</td>
</tr>
<tr>
<td>Melissa Green</td>
<td>CIS Computer Lab</td>
<td>J ane McAteer</td>
<td>Nursing Skills Lab</td>
</tr>
<tr>
<td>Yaping Li</td>
<td>Communication Studies Center</td>
<td>Kristi Ridgway</td>
<td>Reading and ESL Center</td>
</tr>
<tr>
<td>Kate Motoyama</td>
<td>Communication Studies Center</td>
<td>Jamie Marron</td>
<td>Reading and ESL Center</td>
</tr>
<tr>
<td>Ron Andrade</td>
<td>CSM Learning Center</td>
<td>Juanita Alunan</td>
<td>Writing Center and English 800 Center</td>
</tr>
<tr>
<td>Colby Nixon, Faculty</td>
<td>Modern Language Center</td>
<td>Jennifer Taylor-Mendoza</td>
<td>Academic Support &amp; Learning Technologies</td>
</tr>
<tr>
<td>Kathy Diamond</td>
<td>Integrated Science Center</td>
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Safety
http://collegeofsanmateo.edu/emergency/safetycommittee.asp

Purpose: Promotes a safe institutional environment for staff and students and works with district staff to coordinate plans for major disasters. Monitors Emergency Website and coordinates periodic safety meetings for faculty and staff.

No Term Limits.

Membership: Chaired by the Vice President of Student Services, the committee is composed of representatives from classified staff, faculty, students, and administration. Meetings are held monthly.

<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sharon Bartels</td>
<td>Director, Health Services</td>
</tr>
<tr>
<td>Maribeck Boosalis-Oler</td>
<td>Faculty</td>
</tr>
<tr>
<td>Michael Celeste</td>
<td>SMCCCD, Director of Public Safety</td>
</tr>
<tr>
<td>Gloria D’Ambra</td>
<td>Classified Staff</td>
</tr>
<tr>
<td>John Galloway</td>
<td>Faculty</td>
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<tr>
<td>Bryan Gerbig</td>
<td>Classified Staff</td>
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<tr>
<td>Caroline Khoury</td>
<td>Student Rep</td>
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<tr>
<td>Charles La Mere</td>
<td>Classified Staff</td>
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<tr>
<td>Jane McAteer</td>
<td>Director, Nursing</td>
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<tr>
<td>Ann Mitchell</td>
<td>Classified Staff</td>
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<tr>
<td>Vijiyalakshmi Raman</td>
<td>Classified Staff</td>
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<tr>
<td>Jan Roecks</td>
<td>Vice President of Administrative Services</td>
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<tr>
<td>Michele Rudovsky</td>
<td>Facilities Operations Manager</td>
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<tr>
<td>Diana Thomas</td>
<td>General Manager, SMAC-Fitness Center</td>
</tr>
<tr>
<td>Robert Dean</td>
<td>Chief Public Safety Officer</td>
</tr>
<tr>
<td>Jane Wong</td>
<td>Classified Staff</td>
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</tbody>
</table>

Scholarship Committee
http://collegeofsanmateo.edu/institutionalcommittees/committees_at_large_additional_info.asp

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

No Term Limits.
Membership:
Maribeck Boosalis-Oler          Faculty          Mario Mihelcic          Classified Staff
Amett Cavel (Chair)          Faculty          Rudy Ramirez          Faculty
Karen Chadwick (Coordinator)    Classified Staff    Roberta Reynolds   Faculty
Olivia Cortez-Figuroa          Classified Staff    Finausina Tovo        Classified Staff
Jesenia Diaz                  Faculty          Michelle Warner       Faculty

Sustainability Committee
http://collegeofsanmateo.edu/institutionalcommittees/sustainabilitycommittee.asp

Purpose: CSM will be a model for sustainability, inspiring and empowering our community to implement sustainable economic and environmental practices and promote social equity in all aspects of the college’s mission and operations.

Membership:

Steering Committee:
Paul Hankamp          Faculty (Chair)          Kurtis Casperson       Student
Linton Bowie          Faculty                      Michele Rudovsky      Faculty Staff
Charlene Frontiera     Dean, Math & Science

Members:
Gwen Alldredge        SMCCC Staff          Fauzi Hamandeh        SMCCC Staff
Catherine Ciesla       Faculty                      Mohsen Janatpour      Faculty
Kathy Diamond          Faculty                      Viji Raman            SMCCC Staff
Hillary Ego            SMCCC Staff          Theresa Martin        Faculty
Rani Fischer           Faculty                      Isabella Colombo      Student
Joseph Fullerton       SMCCC Staff          Logan Vogel           Student

ACADEMIC SENATE COMMITTEES

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

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

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

Academic and professional matters as defined in Title 5, Section 53200, include the following policy development matters:
1. Curriculum, including establishing prerequisites and placing courses within disciplines
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. College governance structures, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self-study and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for instructional planning and budget development
11. Other academic and professional matters as mutually agreed upon between the governing board and the Academic Senate.

Officers of the Academic Senate elected to serve during 2012-2013:
David Laderman President, Academic Senate
Vincent Li Secretary
Kathleen Sammut Vice President Rosemary Nurre Treasurer

Center for Academic Excellence (CAE)
http://collegeofsanmateo.edu/cae/caecommittee.asp

Purpose: 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.

Membership:
Jennifer Taylor-Mendoza  Administration  Katie Goldhahn  Kinesiology, Athletics & Dance
Henry Villareal  Administration  Kristi Ridgway  Language Arts
Lilya Vorobey  Business/Technology  Renee Bu  Library
Lindsey Bynum  Classified Staff  Paul Hankamp  Math/Science
Fauzi Hamadeh  Classified Staff  Laurie Chin  Student
Michael Vargas  Student Services Instruction  Theresa Martin (Chair)  Biology
Michelle Brown  Creative Arts/Social Science

**Academic Senate Governing Council**
[http://collegeofsanmateo.edu/academicsenate/](http://collegeofsanmateo.edu/academicsenate/)

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

**Term Served:** Two-Year Term

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

David Laderman  President  Jon Kitamura  Language Arts
Kathleen Sammut  Vice President  Larry Owens  Physical Education/Athletics
Vincent Li  Secretary  Kathleen Steele  Language Arts
Rosemary Nurre  Treasurer  Stephanie Roach  Librarian
James Carranza  Past President  Teresa Morris  Librarian
Steven Gonzales  Business/Technology  Roberta Reynolds  Professor, English
Steven Lehigh  Creative Arts/Social Science  Yaping Li  Professor, Communication Studies
Santiago Perez Etchavarria  Math/Science  Theresa Martin  Professor, Biology
Michele Titus  Creative Arts/Social Science  Kate Motoyama  Professor, Communication Studies
Wendy Whyte  Math/Science  Madelein Murphy  Professor, English
Jacqueline Gamelin  Creative Arts/Social Science  Ron Andrade  Manager, Learning Center
Joe Mangan  Physical Education/Athletics

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

**Purpose:** The College Assessment Committee (CAC) is an independent committee of the College of San Mateo Academic Senate and, therefore, reports to the Academic Senate’s Governing Council.
**Membership:** Because of the extensive nature of assessment, the CAC’s membership includes broad representation comprising faculty from various disciplines, administrators, classified employees, and students. Ideally, one member of the CAC is also on Governing Council and another on Committee on Instruction (COI).

**2015-2016 Members:**

Kevin Sinarle, DSPS  Counseling/Student Services  
Denaya Dailey, Fitness  Kinesiology/Athletics/Dance  
Madeleine Murphy (Chair)  Language Arts  
Teresa Morris, Librarian  Library  
David Locke, Physics  Math/Science  
Lakshmikanta Sengupta, Biology  Math/Science  
Jane Jackson, Music  
Lilya Vorobyev, Drafting Technology  
Jennifer Taylor-Mendoza, Academic Support  
Tabitha Conaway, Learning Center  
Madeleine Murphy  Language Arts  
Jennifer Taylor-Mendoza  Academic Support  
Teresa Morris  Chair  
Jennifer Taylor-Mendoza  Academic Support  
Teresa Morris  Chair  

**Committee On Instruction (COI)**
http://collegeofsanmateo.edu/committeeoninstruction/

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

**Term Served:** Two-Year Term

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

**2015-2016 Members:**

Vacant  Business/Technology  
Melissa Green  Business/Technology  
Martin Bednarek  Counseling  
Mary Valenti  Counseling  
Jeremy Ball  Creative Arts/Social Science  
Nico van Dongen  Creative Arts/Social Science  
Amy Sobel  Language Arts  
Anne Stafford  Language Arts  
Christopher Walker  Math/Science  
Shana Young  Physical Education  
Kalina Tabatt  Library  
Vacant  ASCSM student representative  
Teresa Morris  Chair  
Ada Delaplaine  Instruction Office  
Sandra Stefani Comerford  Instruction Office, Vice President, Instruction  
Marsha Ramezane  Counseling and Articulation  
Niruba Srinivasan  Registrar

Non-voting members:
Library Advisory Committee (LAC)
http://collegeofsanmateo.edu/institutionalcommittees/lac.asp

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

The Library Advisory Committee accomplishes its mission by:

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

**Term Served:** Two-Year Term

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

Janet Black  Faculty  Daryl Stanford  Faculty
Lorrita Ford  Administration  Ruth Tumer  Classified Staff
Robert Reynolds  Faculty  Lilya Vorobey  Faculty
Stephanie Roach  Library  Daniel Wallace  Associated Students

ARCHIVE

College Council (Suspended In Fall 2014)
http://collegeofsanmateo.edu/collegecouncil/

**Purpose:** Fosters the achievement of the college goals and purposes of shared governance at CSM; facilitates the implementation of shared governance throughout the college in a way that recognizes and respects the functions and responsibilities of the four governance constituencies (Academic Senate, Associated Students, Classified Staff, and Management Council); serves as the principal forum in which the college addresses issues related to planning and program review; and encourages participation in the development of the institutional budget and in giving advice to the administration on college-wide budget decisions.
**Membership:** College President, Vice President of Instruction, Vice President of Student Services, President of the Academic Senate, President of the Associated Students, and up to eleven additional members chosen by each constituent group. Meets every first and third Wednesday.

Valerie Anderson Resource Staff
Juanita Marie Celaya Promotions/Web Content Coord, KCSM
Christopher Cheung Student
Michael Claire College President
Gary Dilley Interim Vice President of Instruction
Maggie Garcia Student
Amanda Governale Student
Jennifer Hughes Vice President of Student Services

**Cynthia James** Classified Staff
David Lademan President, Academic Senate
Theresa Martin Faculty
Eileen O’Brien Classified Staff
Kristy Romero Director, Student Support Services
Aaron Schaefer Classified Staff
Haley Sharpe Student

**President’s Council (Suspended for Fall 2014)**
http://collegeofsanmateo.edu/institutionalcommittees/Committee_Archive.asp

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

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

James Carranza Faculty
Kathy Chaika Classified Staff
Michael Claire College President
Gary Dilley Interim Vice President of Instruction
Jennifer Hughes Vice President of Student Services
David Lademan President, Academic Senate

Beverley Madden Director, Community Relations, Marketing, & Outreach
Theresa Martin Faculty
Milla McConnell-Tuite Coordinator of Planning, PRIE
Annette Perot Classified Staff
John Sewart Dean, PRIE
Hayley Sharpe Student, ASCSM President

**Art on Campus Committee (AOC)**
http://collegeofsanmateo.edu/institutionalcommittees/Committee_Archive.asp

**Purpose:** Reports to the college president.

**Budget Planning Committee (BPC)** Note: In Fall 2013, the Integrated Planning Committee assumed the oversight responsibilities of BPC.
http://collegeofsanmateo.edu/institutionalcommittees/bpc.asp

**Purpose:** The mission of the Budget Planning Committee is to ensure that the college maintains fiscal stability and that financial resources are allocated in accordance with agreed upon college priorities established by the Institutional Planning Committee.
The Budget Planning Committee accomplishes its mission by doing the following:

- Developing long-term and short-term financial plans that are aligned with the college's Strategic Plan and the Educational Master Plan;
- Recommending an annual operating budget to the Institutional Planning Committee;
- Monitoring the college's operating budget on a quarterly basis and recommending corrective actions if necessary;
- Ensuring that both long-term and short-term budget activities are integrated into the college's Institutional Planning Calendar;
- Making recommendations to the Institutional Planning Committee with respect to funding available for staffing levels of faculty, classified staff, and administrators in conjunction with the Human Resources Committee per fiscal year;
- Establishing regular communications with the campus community regarding college budget matters; and
- Assessing on an annual basis the effectiveness of the Budget Planning Committee.

Membership:
James Carranza  Ex Officio (President, Academic Senate)
Kathy Chaika  Classified Staff
Michael Claire  Ex Officio (College President)
Laura Demsetz  Faculty
Gary Dilley  Ex Officio (Interim Vice President, Instruction)
Jacqueline Gamelin  Faculty
Jennifer Hughes  Ex Officio (Vice President, Student Services)
Maggie Ko (Co-chair)  Classified Staff
Nick Vasquez  Student
Henry Villareal (Co-chair)  Dean, Enrollment Services

Enrollment Management Committee (EMC) [Note: For Spring 2013, EMC was to be reconfigured with new membership and a new mission. Andreas Wolf was to serve as co-chair; two IPC Task Forces resulted each with a focused mission.]
http://collegeofsanmateo.edu/institutionalcommittees/emc.asp

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

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

Membership:
Cheryl Gregory  Faculty
Bev Madden  Director, Community Relations, Marketing, & Outreach
Mike Mitchell  Classified Staff
Kevin Sinarle  Faculty
Anna St. Amand  Classified Staff
Andreas Wolf (Chair)  Dean, Kinesiology, Athletics, & Dance
Human Resources Committee (HRC)
http://collegeofsanmateo.edu/institutionalcommittees/hr.asp

**Purpose:** The mission of the Human Resources Committee is to ensure that the college has provided sufficient personnel in all employee classifications to carry out the college mission and to support student learning in accordance with the college’s Educational Master Plan and the goals in the Strategic Plan.

The Human Resources Committee accomplishes its mission by doing the following:

- Developing a long-term human resources plan that is aligned with the Strategic Plan’s long-term goals of the college and the District;
- Developing an annual assessment of the college’s human resources needs in light of retirements and separations, and anticipated areas of problem growth or decline;
- Developing an annual forecast of employee retirements and separations and using the results of the forecast to assist the Budget Planning Committee in planning efforts;
- Periodically assessing the college’s classified staffing structure, instructional staffing structure, and administrative structure to ensure that these structures are aligned with current and future college needs;
- Consulting, as needed, with the Budget Planning Committee to identify human resources impact within the Program Improvement and Viability (PIV) process;
- Consulting, as needed, with the Academic Senate, CSEA, Management Council, the Technology Committee, and the Diversity in Action Group to assess institution-level professional development needs in accordance with the college’s Educational Master Plan;
- Making recommendations to the Institutional Planning Committee with respect to human resource needs; and
- Periodically assessing the effectiveness of the Human Resources Committee.

**Membership:**

- Audrey Behrens, Faculty
- Kathy McEachron, Classified Staff
- Sandra Stefani Comerford (Chair), Vice President of Instruction
- Eileen O’Brien (Recorder), Faculty

Technology Committee (TAC)
Note: Technology Committee (TAC) has been combined with the Distance Education Committee to become the Distance Education and Educational Technology Committee.
http://collegeofsanmateo.edu/institutionalcommittees/tac.asp

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

The Technology Committee accomplishes its mission by doing the following:

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

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

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

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

AD HOC TASK FORCES

IPC Ad Hoc Steering Committee (2013/14)

Membership:
Kitty Brown Faculty, Counseling
Michelle Brown Faculty, Business/Technology
Dave Danielson Faculty, Creative Arts/Social Science
Laura Demsetz Faculty, COI, Steering Committee Co-chair
Cynthia Erickson Adjunct Faculty, Business/Technology
Allison Herman Adjunct Faculty, Language Arts
Joyce Heyman Faculty, Language Arts
Joe Mangan Faculty, P.E./Athletics/Dance
Mike Mitchell Staff, Student Services
Rosemary Nurre Faculty, Business/Technology
Math Task Force (2013/14)

http://collegeofsanmateo.edu/institutionalcommittees/Committee_Archive.asp

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

**Membership:**

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

Student Engagement Task Force

http://collegeofsanmateo.edu/institutionalcommittees/Committee_Archive.asp

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

**Membership:**

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