

**College of San Mateo**  
**Compendium of Committees**

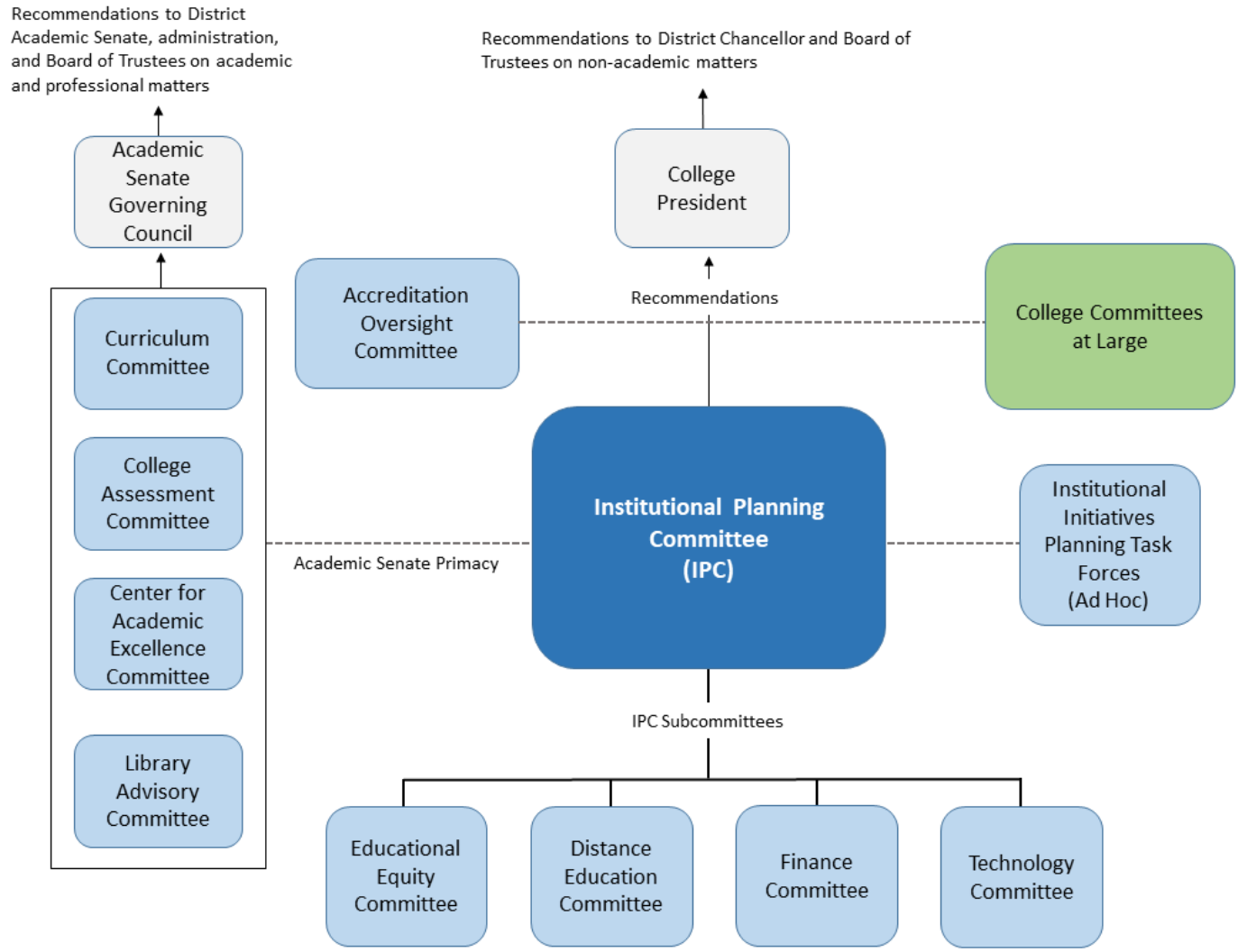


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# College Committee Structure



## Academic Senate & Sub-committees

<b>Academic Senate</b>				
<b>Purpose</b>	The Academic Senate shall make recommendations regarding academic and professional matters to the District Academic Senate, the College and District administration, the Board of Trustees, and to other appropriate individuals and bodies.			
<b>Functions</b>	<p>The Academic Senate has purview over the following academic and professional matters, per Title V, section 53200:</p> <ol style="list-style-type: none"> <li>1. Curriculum, including establishing prerequisites</li> <li>2. Degree and certificate requirements</li> <li>3. Grading policies</li> <li>4. Educational program development</li> <li>5. Standards or policies regarding student preparation and success</li> <li>6. College governance structures as related to faculty roles</li> <li>7. Faculty roles and involvement in accreditation process</li> <li>8. Policies for faculty professional development activities</li> <li>9. Processes for instructional planning and budget development</li> <li>10. Other academic and professional matters as mutually agreed upon</li> </ol>			
<b>Recommends to</b>	District Academic Senate, Cabinet, Institutional Planning Committee and Board of Trustees			
<b>Executive Committee Selection</b>	Faculty-wide election for President, Vice President, Treasurer, and Secretary			
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Two representatives from each instructional division – Academic Support and Learning Technologies (one of which must be a librarian), Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> <li>○ These representatives are elected each spring by their division’s faculty peers.</li> </ul> </li> <li>• One student appointed by ASCSM (non-voting)</li> </ul>			
<b>Current Membership</b>	Jeremy Wallace	<b>President</b>	(650) 574-6335	<a href="mailto:wallacej@smccd.edu">wallacej@smccd.edu</a>
	Peter von Bleichert	<b>Vice President</b>	(650) 574-66266	<a href="mailto:vonbleichertp@smccd.edu">vonbleichertp@smccd.edu</a>
	Rosemary Nurre	<b>Treasurer</b>	(650) 574-6493	<a href="mailto:nurre@smccd.edu">nurre@smccd.edu</a>
	Daniel Keller	<b>Secretary</b>	(650) 574-6580	<a href="mailto:kellerd@smccd.edu">kellerd@smccd.edu</a>
	<b>Division Representatives</b>			
	Academic Support and Learning Technologies		Business/Technology	

## Academic Senate

<b>Stephanie Roach</b>	<a href="mailto:roachs@smccd.edu">roachs@smccd.edu</a>	<b>Stephen Heath</b>	<a href="mailto:heaths@smccd.edu">heaths@smccd.edu</a>
<b>Tabitha Conaway</b>	<a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a>	<b>Vincent Li</b>	<a href="mailto:liv@smccd.edu">liv@smccd.edu</a>
Creative Arts/Social Science		Language Arts	
<b>Tatiana Irwin</b>	<a href="mailto:irwint@smccd.edu">irwint@smccd.edu</a>	<b>Colby Nixon</b>	<a href="mailto:nixonc@smccd.edu">nixonc@smccd.edu</a>
<b>Minu Mathur</b>	<a href="mailto:mathur@smccd.edu">mathur@smccd.edu</a>	<b>Tim Maxwell</b>	<a href="mailto:maxwell@smccd.edu">maxwell@smccd.edu</a>
Math/Science		Student Services	
<b>Chris Smith</b>	<a href="mailto:smithchris@smccd.edu">smithchris@smccd.edu</a>	<b>Arielle Smith</b>	<a href="mailto:smitha@smccd.edu">smitha@smccd.edu</a>
<b>Beth LaRochelle</b>	<a href="mailto:larochelleb@smccd.edu">larochelleb@smccd.edu</a>	<b>Kevin Sinarle</b>	<a href="mailto:sinarle@smccd.edu">sinarle@smccd.edu</a>
Subcommittee Chairs and Coordinators			
Library Advisory Committee			
<b>Jesenia Diaz, Co-chair</b>	Counselor	<a href="mailto:diazj@smccd.edu">diazj@smccd.edu</a>	
<b>Sarah Mangin, Co-chair</b>	Assistant Professor, English	<a href="mailto:mangins@smccd.edu">mangins@smccd.edu</a>	
Center for Academic Excellence Committee			
<b>Arielle Smith</b>	Professional Development Co-Coordinator	<a href="mailto:smitha@smccd.edu">smitha@smccd.edu</a>	
<b>Liz Schuler</b>	Professional Development Co-Coordinator	<a href="mailto:schuler@smccd.edu">schuler@smccd.edu</a>	
Committee on Instruction			
<b>Teresa Morris, Chair</b>	Librarian	<a href="mailto:morrist@smccd.edu">morrist@smccd.edu</a>	
College Assessment Committee			

<b>Academic Senate</b>	
	<p><b>Madeleine Murphy, Chair and Coordinator</b> Professor, English <a href="mailto:murphym@smccd.edu">murphym@smccd.edu</a></p> <p>ASCCC Liaisons</p> <p><b>Diana Bennett</b> CTE Liaison <a href="mailto:bennettd@smccd.edu">bennettd@smccd.edu</a></p> <p><b>Paul Hankamp</b> Open Education Resources (OER) Liaison <a href="mailto:hankampp@smccd.edu">hankampp@smccd.edu</a></p> <p><b>Diana Bennett</b> Strong Workforce Initiative Liaison <a href="mailto:bennettd@smccd.edu">bennettd@smccd.edu</a></p> <p><b>Peter von Bleichert</b> Guided Pathways Liaison <a href="mailto:vonbleichertp@smccd.edu">vonbleichertp@smccd.edu</a></p> <p><b>Madeleine Murphy</b> Accreditation Liaison <a href="mailto:murphym@smccd.edu">murphym@smccd.edu</a></p>
<b>Term Limits</b>	Two years. Division representatives' terms should be staggered.
<b>Staff</b>	n/a
<b>Quorum</b>	50% of the members plus one
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules
<b>Accreditation Standards/ Institutional Priorities</b>	Title 5, sections 53200 - 53207 Board Policy 2.05 Academic Senate
<b>Website</b>	<a href="https://collegeofsanmateo.edu/academic senate/">https://collegeofsanmateo.edu/academic senate/</a>

<b>Curriculum Committee</b>	
<b>Purpose</b>	The Curriculum Committee shall report and recommend to Senate and advise the Vice President, Instruction, concerning curriculum, instructional courses and programs, and instructional procedures, including program review.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Carry on a regular review of the college curriculum</li> <li>2. Inform faculty of and oversee adherence to curricular aspects of the Education Code</li> <li>3. Consider for recommendation proposals for new courses and programs</li> <li>4. Consider for recommendation all deletions, classifications, and changes in courses and programs</li> </ol>
<b>Recommends to</b>	Board of Trustees and Academic Senate

<b>Curriculum Committee</b>			
<b>Chair selection</b>	Committee election from among current or recent members		
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Two representatives from each instructional division – Academic Support and Learning Technologies (one of which must be a librarian), Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> <li>○ These representatives are elected each spring by their division’s faculty peers.</li> </ul> </li> <li>• Two students appointed by ASCSM (voting)</li> <li>• Vice President of Instruction (ex-officio; non-voting)</li> <li>• Curriculum specialist (ex-officio; non-voting)</li> <li>• Matriculation officer (ex-officio; non-voting)</li> </ul>		
<b>Current Members</b>			
	Ron Andrade	Academic Support and Learning Technologies	<a href="mailto:andrader@smccd.edu">andrader@smccd.edu</a> (650) 574-6571
	Matt Montgomery	Academic Support and Learning Technologies	<a href="mailto:montgomerym@smccd.edu">montgomerym@smccd.edu</a> (650) 574-6126
	vacant	Business/Technology	
	Melissa Green	Business/Technology	<a href="mailto:greenm@smccd.edu">greenm@smccd.edu</a> (650) 574-6374
	Martin Bednarek	Counseling	<a href="mailto:bednarekm@smccd.edu">bednarekm@smccd.edu</a> (650) 574-6526
	Mary Valenti	Counseling	<a href="mailto:valentim@smccd.edu">valentim@smccd.edu</a> (650) 574-6194
	Judith Hunt	Creative Arts/Social Science	<a href="mailto:huntj@smccd.edu">huntj@smccd.edu</a> (650) 574-6370
	Nico van Dongen	Creative Arts/Social Science	<a href="mailto:vandongenn@smccd.edu">vandongenn@smccd.edu</a> (650) 378-7301 x 19203
	Fermin Irigoyen	Language Arts	<a href="mailto:irigoyen@smccd.edu">irigoyen@smccd.edu</a> (650) 574-6674
	David Laderman	Language Arts	<a href="mailto:laderman@smccd.edu">laderman@smccd.edu</a> (650) 574-6302
	Christopher Walker	Math/Science	<a href="mailto:walkerc@smccd.edu">walkerc@smccd.edu</a> (650) 574-6321
	Christopher Smith	Math/Science	<a href="mailto:smithchris@smccd.edu">smithchris@smccd.edu</a> (650) 574-6516
	Shana Young	Physical Education	<a href="mailto:kudos@smccd.edu">kudos@smccd.edu</a> (650) 378-7215
	vacant	Physical Education	
	Ashley Perrilliat	ASCSM student representative	
	Teresa Morris	Chair	<a href="mailto:morrist@smccd.edu">morrist@smccd.edu</a> (650) 574-6579
	<b>Non-voting members</b>		
	Ada Delaplaine	Instruction Office	<a href="mailto:delaplaine@smccd.edu">delaplaine@smccd.edu</a> (650) 574-6406



<b>Curriculum Committee</b>	
	<p>Mike Holtzclaw                      Instruction Office, Vice President, Instruction                              <a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a>                      (650) 574-6404</p> <p>Marsha Ramezane                      Articulation Officer                              <a href="mailto:ramezane@smccd.edu">ramezane@smccd.edu</a>                      (650) 574-6413</p> <p>Niruba Srinivasan                      Registrar    <a href="mailto:srinivasann@smccd.edu">srinivasann@smccd.edu</a>                      (650) 574-6573</p>
<b>Term Limits</b>	Two years. Division representatives' terms should be staggered.
<b>Staff</b>	n/a
<b>Quorum</b>	50% of the members plus one
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Consensus
<b>Accreditation Standards/ Institutional Priorities</b>	Title V, section 53200 Board Policy 6.13.2 Curriculum Committees AS By-laws, Article IX
<b>Website</b>	<a href="http://collegeofsanmateo.edu/committeeoninstruction/">http://collegeofsanmateo.edu/committeeoninstruction/</a>

<b>College Assessment Committee</b>	
<b>Purpose</b>	College Assessment Committee shall report and recommend to Senate, 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.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Develop, promote, and implement student learning outcomes and assessment at the course, program and college level</li> <li>2. Integrate Student Learning Outcomes and Assessment with other college initiatives</li> <li>3. Assist faculty, department heads, and deans to integrate assessment of student learning outcomes activities and data into the program planning and review process</li> <li>4. Document the progress of every year's student learning outcomes assessment activities and accomplishments across the campus, including instructional and non-instructional areas</li> <li>5. Carry on regular review of SLOs and resource issues that impact the college</li> </ol>
<b>Recommends to</b>	Academic Senate, Vice President of Instruction, Accreditation Liaison Officer
<b>Chair selection</b>	Committee election from among current or recent members
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Two representatives from each instructional division – Academic Support and Learning Technologies (one of which must be a librarian), Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support.</li> </ul>

## College Assessment Committee

	<ul style="list-style-type: none"> <li>○ These representatives are elected each spring by their division's faculty peers.</li> <li>• Dean, Academic Support and Learning Technologies (ex-officio; non-voting)</li> </ul>																																												
<b>Current Members</b>	<table border="0"> <tr> <td>Kevin Sinarle, DSPS</td> <td>Counseling/Student Services</td> <td><a href="mailto:sinarle@smccd.edu">sinarle@smccd.edu</a></td> <td>(650) 378-7227</td> </tr> <tr> <td>Denaya Dailey, Fitness</td> <td>Kinesiology/Athletics/Dance</td> <td><a href="mailto:daileyd@smccd.edu">daileyd@smccd.edu</a></td> <td>(650) 378-7325</td> </tr> <tr> <td>Madeleine Murphy, Chair</td> <td>Language Arts</td> <td><a href="mailto:murphym@smccd.edu">murphym@smccd.edu</a></td> <td>(650) 574-6344</td> </tr> <tr> <td>Teresa Morris, Librarian</td> <td>Library</td> <td><a href="mailto:morrist@smccd.edu">morrist@smccd.edu</a></td> <td>(650) 574-6579</td> </tr> <tr> <td>Stephanie Roach, Librarian</td> <td>Library</td> <td><a href="mailto:roachs@smccd.edu">roachs@smccd.edu</a></td> <td>(650) 574-6186</td> </tr> <tr> <td>Tarana Chapple, Academic Support</td> <td>Administration</td> <td><a href="mailto:chapplet@smccd.edu">chapplet@smccd.edu</a></td> <td>(650) 574-6572</td> </tr> <tr> <td>Tabitha Conaway, Learning Center</td> <td>Classified</td> <td><a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a></td> <td>(650) 574-6570</td> </tr> <tr> <td>Michelle Brown, Digital Media</td> <td>Creative Arts/Social Science</td> <td><a href="mailto:brownm@smccd.edu">brownm@smccd.edu</a></td> <td>(650) 524-6934</td> </tr> <tr> <td>Lakshmikanta Sengupta</td> <td>Math/Science</td> <td><a href="mailto:senguptal@smccd.edu">senguptal@smccd.edu</a></td> <td></td> </tr> <tr> <td>Robbie Baden</td> <td>Language Arts</td> <td><a href="mailto:badenr@smccd.edu">badenr@smccd.edu</a></td> <td>(650) 574-6685</td> </tr> <tr> <td>Rachel Cunningham</td> <td>Math/Science</td> <td><a href="mailto:cunninghamrachel@smccd.edu">cunninghamrachel@smccd.edu</a></td> <td>(650) 574-6668</td> </tr> </table>	Kevin Sinarle, DSPS	Counseling/Student Services	<a href="mailto:sinarle@smccd.edu">sinarle@smccd.edu</a>	(650) 378-7227	Denaya Dailey, Fitness	Kinesiology/Athletics/Dance	<a href="mailto:daileyd@smccd.edu">daileyd@smccd.edu</a>	(650) 378-7325	Madeleine Murphy, Chair	Language Arts	<a href="mailto:murphym@smccd.edu">murphym@smccd.edu</a>	(650) 574-6344	Teresa Morris, Librarian	Library	<a href="mailto:morrist@smccd.edu">morrist@smccd.edu</a>	(650) 574-6579	Stephanie Roach, Librarian	Library	<a href="mailto:roachs@smccd.edu">roachs@smccd.edu</a>	(650) 574-6186	Tarana Chapple, Academic Support	Administration	<a href="mailto:chapplet@smccd.edu">chapplet@smccd.edu</a>	(650) 574-6572	Tabitha Conaway, Learning Center	Classified	<a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a>	(650) 574-6570	Michelle Brown, Digital Media	Creative Arts/Social Science	<a href="mailto:brownm@smccd.edu">brownm@smccd.edu</a>	(650) 524-6934	Lakshmikanta Sengupta	Math/Science	<a href="mailto:senguptal@smccd.edu">senguptal@smccd.edu</a>		Robbie Baden	Language Arts	<a href="mailto:badenr@smccd.edu">badenr@smccd.edu</a>	(650) 574-6685	Rachel Cunningham	Math/Science	<a href="mailto:cunninghamrachel@smccd.edu">cunninghamrachel@smccd.edu</a>	(650) 574-6668
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Tabitha Conaway, Learning Center	Classified	<a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a>	(650) 574-6570																																										
Michelle Brown, Digital Media	Creative Arts/Social Science	<a href="mailto:brownm@smccd.edu">brownm@smccd.edu</a>	(650) 524-6934																																										
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<b>Type of decision making</b>	Consensus																																												
<b>Accreditation Standards/ Institutional Priorities</b>																																													
<b>Website</b>	<a href="http://collegeofsanmateo.edu/sloac/assessment_committee.asp">http://collegeofsanmateo.edu/sloac/assessment_committee.asp</a>																																												

## Center for Academic Excellence Committee

<b>Purpose</b>	The Center for Academic Excellence Committee shall report and recommend to Senate 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.			
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Oversee, develop and facilitate professional development activities for faculty and staff</li> <li>2. Inform faculty of pertinent local and statewide opportunities for professional growth</li> <li>3. Collaborate with college administration and staff to ensure support and innovation regarding professional development</li> <li>4. Collaborate with Curriculum Committee, 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</li> </ol>			
<b>Recommends to</b>	Academic Senate, Dean, ASLT			
<b>Chair selection</b>	Committee election from among current or recent members			
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Two representatives from each instructional division – Academic Support and Learning Technologies (one of which must be a librarian), Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> <li>○ These representatives are elected each spring by their division’s faculty peers.</li> </ul> </li> <li>• Dean, Academic Support and Learning Technologies (ex-officio; non-voting)</li> </ul>			
<b>Current Members</b>	Tarana Chapple	Dean, ASLT	<a href="mailto:chapple@smccd.edu">chapple@smccd.edu</a>	(650) 574-6572
	David McLain, CR & Marketing	Classified Staff	<a href="mailto:mclaind@smccd.edu">mclaind@smccd.edu</a>	(650) 574-6107
	Michael Vargas, Counseling	Student Services Instruction	<a href="mailto:vargas@smccd.edu">vargas@smccd.edu</a>	(650) 574-6251
	Vacant	Creative Arts/Social Science		
	Vacant	Kinesiology, Athletics and Dance		
	Jing Wu	Language Arts	<a href="mailto:wu@smccd.edu">wu@smccd.edu</a>	(650) 574-6341
	Lakshmikanta Sengupta	Math/Science	<a href="mailto:senguptal@smccd.edu">senguptal@smccd.edu</a>	

<b>Center for Academic Excellence Committee</b>	
	David Laderman ASLT <a href="mailto:laderman@smccd.edu">laderman@smccd.edu</a> (650) 574-6302 Mondona Bathai Student Representative
<b>Term Limits</b>	Two years. Division representatives' terms should be staggered.
<b>Staff</b>	n/a
<b>Quorum</b>	50% of the members plus one
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Consensus
<b>Accreditation Standards/ Institutional Priorities</b>	
<b>Website</b>	<a href="http://collegeofsanmateo.edu/cae/caecommittee.asp">http://collegeofsanmateo.edu/cae/caecommittee.asp</a>

<b>Library Advisory Committee</b>	
<b>Purpose</b>	Library Advisory Committee shall report and recommend to Senate, advise the Vice President, Instruction, Director of Learning Commons, and the Board concerning library policies. The committee fosters communication among the library, the faculty, and the larger college community.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. 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</li> <li>2. 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, and design and maintenance of the physical facility</li> <li>3. Raise visibility and facilitate communication about library and information resources to the greater college community</li> <li>4. Review regularly Library technology, facility, and resource issues that impact the campus community</li> </ol>
<b>Recommends to</b>	Academic Senate, VPI, Director of Learning Commons, the Board of Trustees
<b>Chair selection</b>	Committee election from among current or recent members
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Two representatives from each instructional division – Academic Support and Learning Technologies (one of which must be a librarian), Business/Technology, Creative Arts/Social Sciences, Kinesiology, Language Arts, Math/Science, Student Support. <ul style="list-style-type: none"> <li>○ These representatives are elected each spring by their division's faculty peers.</li> </ul> </li> </ul>

<b>Library Advisory Committee</b>																												
	<ul style="list-style-type: none"> <li>Director of Learning Commons (ex-officio; non-voting)</li> </ul>																											
<b>Current Members</b>	<table> <tr> <td>Paul Hankamp</td> <td>Faculty</td> <td><a href="mailto:hankampp@smccd.edu">hankampp@smccd.edu</a> (650) 574-6626</td> </tr> <tr> <td>Janet Black</td> <td>Faculty</td> <td><a href="mailto:black@smccd.edu">black@smccd.edu</a> (650) 574-6284</td> </tr> <tr> <td>Ursula Ann Siataga</td> <td>Faculty</td> <td><a href="mailto:siatagau@smccd.edu">siatagau@smccd.edu</a></td> </tr> <tr> <td>Jesenia Diaz</td> <td>Faculty</td> <td><a href="mailto:diazj@smccd.edu">diazj@smccd.edu</a> (650) 574-6159</td> </tr> <tr> <td>Sarah Mangin-Hinkley</td> <td>Faculty</td> <td><a href="mailto:mangins@smccd.edu">mangins@smccd.edu</a> (650) 574-6593</td> </tr> <tr> <td>Michelle Mullane</td> <td>Faculty</td> <td><a href="mailto:mullanem@smccd.edu">mullanem@smccd.edu</a> (650) 574-6558</td> </tr> <tr> <td>Darryl Stanford</td> <td>Faculty</td> <td><a href="mailto:stanfordd@smccd.edu">stanfordd@smccd.edu</a> (650) 574-6256</td> </tr> <tr> <td>Lilya Vorobey</td> <td>Faculty</td> <td><a href="mailto:vorobey@smccd.edu">vorobey@smccd.edu</a> (650) 358-6758</td> </tr> <tr> <td>TBD</td> <td>Associated Students</td> <td></td> </tr> </table>	Paul Hankamp	Faculty	<a href="mailto:hankampp@smccd.edu">hankampp@smccd.edu</a> (650) 574-6626	Janet Black	Faculty	<a href="mailto:black@smccd.edu">black@smccd.edu</a> (650) 574-6284	Ursula Ann Siataga	Faculty	<a href="mailto:siatagau@smccd.edu">siatagau@smccd.edu</a>	Jesenia Diaz	Faculty	<a href="mailto:diazj@smccd.edu">diazj@smccd.edu</a> (650) 574-6159	Sarah Mangin-Hinkley	Faculty	<a href="mailto:mangins@smccd.edu">mangins@smccd.edu</a> (650) 574-6593	Michelle Mullane	Faculty	<a href="mailto:mullanem@smccd.edu">mullanem@smccd.edu</a> (650) 574-6558	Darryl Stanford	Faculty	<a href="mailto:stanfordd@smccd.edu">stanfordd@smccd.edu</a> (650) 574-6256	Lilya Vorobey	Faculty	<a href="mailto:vorobey@smccd.edu">vorobey@smccd.edu</a> (650) 358-6758	TBD	Associated Students	
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TBD	Associated Students																											
<b>Term Limits</b>	Two years. Division representatives' terms should be staggered.																											
<b>Staff</b>	n/a																											
<b>Quorum</b>	50% of the members plus one																											
<b>Brown Act</b>	Yes																											
<b>Type of decision making</b>	Consensus																											
<b>Accreditation Standards/ Institutional Priorities</b>																												
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/lac.asp">http://collegeofsanmateo.edu/institutionalcommittees/lac.asp</a>																											

## Administrative Groups

<b>President's Cabinet</b>	
<b>Purpose</b>	President's Cabinet provides the forum for the college president and the college vice presidents to discuss various operational matters within the vice presidents' scope of authority, progress on the College's strategic plan and various initiatives, and district matters as they pertain to the College.

<b>President's Cabinet</b>																	
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Advises the college President on academic, student services, business, and personnel policy matters relating to the college</li> <li>2. Prepares recommendations on these matters for consideration by the President</li> </ol>																
<b>Recommends to</b>	College President																
<b>Chair selection</b>	n/a																
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. College President</li> <li>2. Vice President, Administrative Services</li> <li>3. Vice President, Instruction</li> <li>4. Vice President, Student Services</li> </ol>																
<b>Current Members</b>	<table> <tbody> <tr> <td>Michael Claire (<b>Chair</b>)</td> <td>President</td> <td><a href="mailto:clairem@smccd.edu">clairem@smccd.edu</a></td> <td>(650) 574-6222</td> </tr> <tr> <td>Mike Holtzclaw</td> <td>Vice President of Instruction</td> <td><a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a></td> <td>(650) 574-6404</td> </tr> <tr> <td>Kim Lopez</td> <td>Vice President of Student Services</td> <td><a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a></td> <td>(650) 574-6118</td> </tr> <tr> <td>Jan Roecks</td> <td>Vice President of Administrative Services</td> <td><a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a></td> <td>(650) 574-6480</td> </tr> </tbody> </table>	Michael Claire ( <b>Chair</b> )	President	<a href="mailto:clairem@smccd.edu">clairem@smccd.edu</a>	(650) 574-6222	Mike Holtzclaw	Vice President of Instruction	<a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a>	(650) 574-6404	Kim Lopez	Vice President of Student Services	<a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a>	(650) 574-6118	Jan Roecks	Vice President of Administrative Services	<a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a>	(650) 574-6480
Michael Claire ( <b>Chair</b> )	President	<a href="mailto:clairem@smccd.edu">clairem@smccd.edu</a>	(650) 574-6222														
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Jan Roecks	Vice President of Administrative Services	<a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a>	(650) 574-6480														
<b>Term Limits</b>	n/a																
<b>Staff</b>	n/a																
<b>Quorum</b>	n/a																
<b>Brown Act</b>	No																
<b>Type of decision making</b>	Consensus																
<b>Accreditation Standards/ Institutional Priorities</b>	Accreditation Standard IV.B. Strategic Goal #5																
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp">http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp</a>																

<b>Management Council</b>	
<b>Purpose</b>	Management Council serves as the official voice of the administration regarding participatory governance matters.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. 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</li> </ol>
<b>Recommends to</b>	College President
<b>Chair selection</b>	n/a
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. President's Cabinet (President, VP of Administrative Services, VP of Instruction, VP of Student Services)</li> </ol>

<b>Management Council</b>	
	<ol style="list-style-type: none"> <li>2. Deans and Directors</li> <li>3. Facilities Operations Manager, CSM</li> <li>4. Chief Public Safety Officer</li> </ol>
<b>Current Members</b>	<p>Michael Claire <b>(Chair)</b> President <a href="mailto:clairem@smccd.edu">clairem@smccd.edu</a> (650) 574-6222</p> <p>Mike Holtzclaw Vice President of Instruction <a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a> (650) 574-6404</p> <p>Kim Lopez Vice President of Student Services <a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a> (650) 574-6118</p> <p>Jan Roecks Vice President of Administrative Services <a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a> (650) 574-6480</p>
<b>Term Limits</b>	n/a
<b>Staff</b>	n/a
<b>Quorum</b>	n/a
<b>Brown Act</b>	No
<b>Type of decision making</b>	Consensus
<b>Accreditation Standards/ Institutional Priorities</b>	Accreditation Standard IV.B Strategic Goal #5
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp">http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp</a>

<b>Administrators' Council</b>	
<b>Purpose</b>	
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Reviews, recommends, and coordinates instructional matters for the college</li> </ol>
<b>Recommends to</b>	Vice President of Instruction
<b>Chair selection</b>	Chosen by committee
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Vice President, Instruction</li> <li>2. Vice President, Student Services</li> <li>3. Vice President, Administrative Services</li> <li>4. Deans of ASLT, Business/Technology, Counseling, Creative Arts/Social Sciences, Enrollment Services, Kinesiology, Language Arts, and Math/Science</li> </ol>
<b>Current Members</b>	<p>Mike Holtzclaw <b>(Chair)</b> Vice President of Instruction <a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a> (650) 574-6404</p> <p>Laura Demsetz Dean, Creative Arts and Social Science <a href="mailto:demsez@smccd.edu">demsez@smccd.edu</a> (650) 574-6581</p> <p>Heidi Diamond Interim Dean, Business and Technology <a href="mailto:diamondh@smccd.edu">diamondh@smccd.edu</a> (650) 574-6532</p>

<b>Administrators' Council</b>				
	Charlene Frontiera	Dean, Mathematics & Science	<a href="mailto:frontierac@smccd.edu">frontierac@smccd.edu</a>	(650) 574-6312
	Tarana Chapple	Interim Dean, Academic Support and Learning Technologies	<a href="mailto:chapple@smccd.edu">chapple@smccd.edu</a>	(650) 574-6572
	Kristi Ridgway	Dean, Language Arts	<a href="mailto:ridgwayk@smccd.edu">ridgwayk@smccd.edu</a>	(650) 574-6337
	Krystal Duncan	Dean, Counseling, Advising, and Matriculation	<a href="mailto:duncan@smccd.edu">duncan@smccd.edu</a>	(650) 574-6440
	Andreas Wolf	Dean, Kinesiology, Athletics, & Dance	<a href="mailto:wolf@smccd.edu">wolf@smccd.edu</a>	(650) 574-6462
<b>Term Limits</b>	n/a			
<b>Staff</b>	n/a			
<b>Quorum</b>	n/a			
<b>Brown Act</b>	No			
<b>Type of decision making</b>	Consensus			
<b>Accreditation Standards/ Institutional Priorities</b>	Strategic Goal #5			
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp">http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp</a>			

<b>Student Services Council</b>				
<b>Purpose</b>	To promote communication between the Vice President, Student Services and student services departments.			
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Discusses matters related to student services across programs and services</li> <li>2. Advises the Vice President of Student Services</li> <li>3. Oversee student services program review and assessment</li> </ol>			
<b>Recommends to</b>	Vice President of Student Services			
<b>Chair selection</b>	n/a			
<b>Current Membership</b>	Lizette Bricker	Interim Dean, Enrollment Services & SP**	<a href="mailto:brickerl@smccd.edu">brickerl@smccd.edu</a>	(650) 574-6640
	Kim Lopez ( <b>Chair</b> )	Vice President of Student Services	<a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a>	(650) 574-6118
	Carol Newkirk-Sakaguchi	Director, Disability Resource Center	<a href="mailto:newkirkc@smccd.edu">newkirkc@smccd.edu</a>	(650) 574-6642
	Krystal Romero	Dean, Counseling & SSSP*	<a href="mailto:romerok@smccd.edu">romerok@smccd.edu</a>	(650) 574-6440



<b>Student Services Council</b>	
	Sara Wojsko                      Director of Health Services <a href="mailto:wojskos@smccd.edu">wojskos@smccd.edu</a> (650) 574-6397
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Vice President of Student Services</li> <li>2. Administrators, Classified Staff, Faculty from within student services</li> <li>3. ASCSM Student Appointee</li> </ol>
<b>Term Limits</b>	n/a
<b>Staff</b>	n/a
<b>Quorum</b>	n/a
<b>Brown Act</b>	No
<b>Type of decision making</b>	Consensus
<b>Accreditation Standards/ Institutional Priorities</b>	Strategic Goal #5
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp">http://collegeofsanmateo.edu/institutionalcommittees/Administrative_Groups.asp</a>

## Associated Students Senate

<b>ASCSM Student Senate</b>	
<b>Purpose</b>	The ASCSM Student Senate, in accordance with the California Education Code and Title 5 of the California Code of Regulations, is the recognized representative of the students of College of San Mateo to the Administration and Board of Trustees. The Student Senate is the officially recognized student voice in matters of participatory governance, policy development, and campus dialogue. The Student Senate is also responsible for advocating for the student voice locally, statewide, and nationally, and for promoting an engaging academic, cultural, and social environment on campus.
<b>Functions</b>	<ul style="list-style-type: none"> <li>• The Associated Students have the sole right to make appointments for their student representatives to College and District committees, task forces, or other governance groups.</li> <li>• The Associated Students will be provided an opportunity to participate in formulation and development of District and College policies and procedures that have or will have a significant effect on students. This right includes the opportunity to participate in processes for jointly developing recommendations to the Board of Trustees regarding such policies and procedures.</li> <li>• Except in unforeseeable emergency situations, the Board of Trustees shall not take action on a matter having a significant effect on students until it has provided students with an opportunity to participate in the formation of the policy or procedure or the joint development of recommendations regarding the action. District and College policies and procedures that have or will have a “significant effect on students” include the following:</li> </ul>

## ASCSM Student Senate

	<ul style="list-style-type: none"> <li>a. grading policies;</li> <li>b. codes of student conduct;</li> <li>c. academic disciplinary policies;</li> <li>d. curriculum development;</li> <li>e. courses or programs which should be initiated or discontinued;</li> <li>f. formulation of policies and procedures concerning graduation requirements;</li> <li>g. processes for institutional planning and budget development;</li> <li>h. standards and policies regarding student preparation and success;</li> <li>i. student services planning and development;</li> <li>j. student fees within the authority of the District to adopt; and</li> <li>k. any other District and College policy, procedure, or related matter that the District governing board determines will have a significant effect on students.</li> </ul> <ul style="list-style-type: none"> <li>• The Board of Trustees will give reasonable consideration to recommendations and positions developed by students regarding District and College policies and procedures pertaining to the hiring and evaluation of faculty, administration, and staff.</li> <li>• Provide funding and support for campus events and activities, including those sponsored by an ASCSM Board, campus clubs and organizations, and college departments and programs.</li> <li>• Advocate locally, statewide, and nationally on issues that pertain to students and education.</li> </ul> <p><i>See Board Policy 2.18 for additional information.</i></p>																												
<p><b>Recommends to</b></p>	<p>College President and/or Board of Trustees</p>																												
<p><b>Current Membership</b></p>	<table border="0"> <tr> <td>Mondana Bathai, President</td> <td><a href="mailto:president@ascsm.org">president@ascsm.org</a></td> <td>Georgia Giari, Vice President</td> <td><a href="mailto:vice-president@ascsm.org">vice-president@ascsm.org</a></td> </tr> <tr> <td>John Burreight, Finance Director</td> <td><a href="mailto:finance-director@ascsm.org">finance- director@ascsm.org</a></td> <td>Spencer Paing, Vice Chair</td> <td><a href="mailto:vice-chair@ascsm.org">vice-chair@ascsm.org</a></td> </tr> <tr> <td>Jordan Chavez, Secretary</td> <td><a href="mailto:secretary@ascsm.org">secretary@ascsm.org</a></td> <td></td> <td></td> </tr> <tr> <td colspan="4"><b>Senators</b></td> </tr> <tr> <td>Nuri Illini Binti Ahmad</td> <td>Jose Barajas</td> <td>Vitor Gabriel de Oliveira Viana</td> <td>Max Gaines</td> </tr> <tr> <td>Candela Graciarena</td> <td>Dorian King</td> <td>Stephen Langi</td> <td>Taiye Martin</td> </tr> <tr> <td>Enya Nava</td> <td>Joseph Park</td> <td>Ashley Perrilliat</td> <td>Szymon Ryng</td> </tr> </table>	Mondana Bathai, President	<a href="mailto:president@ascsm.org">president@ascsm.org</a>	Georgia Giari, Vice President	<a href="mailto:vice-president@ascsm.org">vice-president@ascsm.org</a>	John Burreight, Finance Director	<a href="mailto:finance-director@ascsm.org">finance- director@ascsm.org</a>	Spencer Paing, Vice Chair	<a href="mailto:vice-chair@ascsm.org">vice-chair@ascsm.org</a>	Jordan Chavez, Secretary	<a href="mailto:secretary@ascsm.org">secretary@ascsm.org</a>			<b>Senators</b>				Nuri Illini Binti Ahmad	Jose Barajas	Vitor Gabriel de Oliveira Viana	Max Gaines	Candela Graciarena	Dorian King	Stephen Langi	Taiye Martin	Enya Nava	Joseph Park	Ashley Perrilliat	Szymon Ryng
Mondana Bathai, President	<a href="mailto:president@ascsm.org">president@ascsm.org</a>	Georgia Giari, Vice President	<a href="mailto:vice-president@ascsm.org">vice-president@ascsm.org</a>																										
John Burreight, Finance Director	<a href="mailto:finance-director@ascsm.org">finance- director@ascsm.org</a>	Spencer Paing, Vice Chair	<a href="mailto:vice-chair@ascsm.org">vice-chair@ascsm.org</a>																										
Jordan Chavez, Secretary	<a href="mailto:secretary@ascsm.org">secretary@ascsm.org</a>																												
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Enya Nava	Joseph Park	Ashley Perrilliat	Szymon Ryng																										

<b>ASCSM Student Senate</b>	
	<p>Rosemarie Taylor      Andrew Young</p> <p><b>SMCCCD Student Trustee</b></p> <p>Gabriela Topete Eng      <a href="mailto:goong@smccd.edu">goong@smccd.edu</a>  Goon  Student Trustee, 2018-19</p> <p><b>Advisors</b></p> <p>Aaron Schaefer,      <a href="mailto:schaefera@smccd.edu">schaefera@smccd.edu</a>      Fauzi Hamadeh,      <a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a>  Student Life and           Student Life and Leadership  Leadership Manager           Assistant</p>
<b>Membership</b>	Members of the Student Senate are elected each spring for the following academic year. Students must have and maintain a minimum 2.0 GPA, be enrolled in 6.0 units at CSM, maintain satisfactory academic progress (a 50 percent or greater completion rate), and not be on academic probation, disciplinary probation, or suspension.
<b>Officers and Senators</b>	<ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Finance Director</li> <li>• Secretary (ex officio)</li> <li>• One (1) Senator for each 650 students enrolled (currently 16)</li> </ul> <p><i>See the ASCSM Constitution and Bylaws for more information.</i></p>
<b>Meetings and Agendas</b>	<p>The Student Senate meets every Monday at 2:15 p.m. during the fall and spring semesters. During the summer session, the Student Senate meets every other week.</p> <p>Members of the campus community may request an item be placed on the Student Senate agenda. The ASCSM President and Executive Cabinet review proposals to make sure they fall within the Student Senate’s purview. The Student Senate also considers club proposals forwarded from the Inter Club Council (ICC).</p> <p>Meetings agendas include an opportunity for reports from officers, senators, college administration, advisors, and public comment.</p> <p>Agendas are posted online at <a href="http://collegeofsanmateo.edu/ascsm/agendas.asp">http://collegeofsanmateo.edu/ascsm/agendas.asp</a> and in accordance with the Brown Act.</p>
<b>Brown Act</b>	Yes

<b>ASCSM Student Senate</b>	
<b>Type of decision making</b>	Robert's Rules of Order
<b>Accreditation Standards/ Institutional Priorities</b>	Board Policy 2.18 Title V, section 51023.7
<b>Website</b>	<a href="http://collegeofsanmateo.edu/ascsm/">http://collegeofsanmateo.edu/ascsm/</a>

<b>ASCSM Executive Cabinet</b>	
<b>Purpose</b>	The ASCSM Executive Cabinet is responsible for the administrative matters of the Associated Students. Executive Cabinet is also responsible for recommending an annual budget to the Student Senate, for making recommendations regarding appointments to the ASCSM President, and for monitoring the activities of the Associated Students.
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Develops and reviews the agenda for ASCSM Senate meetings.</li> <li>• Reviews the annual ASCSM Budget and any proposed revisions.</li> <li>• Recommends and reviews all appointments to the Student Senate, ASCSM Boards, and/or participatory governance committees.</li> <li>• Provides oversight and coordination for all ASCSM goals and activities.</li> </ul>
<b>Recommends to</b>	ASCSM President
<b>Current Membership</b>	AS President, the AS Vice President, the AS Finance Director, the AS Secretary, the AS Vice Chair, the Advocacy Board Chair, and the Programming Board Chair
<b>Membership</b>	<ul style="list-style-type: none"> <li>• President (chair)</li> <li>• Vice President</li> <li>• Finance Director</li> <li>• Secretary (ex-officio)</li> <li>• Commissioner of Publicity</li> <li>• Vice Chair</li> <li>• Advocacy Board Chair (ex-officio)</li> <li>• Cultural Awareness Board Chair (ex-officio)</li> <li>• Programming Board Chair (ex-officio)</li> </ul>
<b>Meetings and Agendas</b>	<p>Meets at least 72 hours (3 days) prior to the Student Senate meeting on a day and time determined each semester by the membership.</p> <p>Agendas are posted online and in accordance with the Brown Act.</p>

<b>ASCSM Executive Cabinet</b>	
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order
<b>Website</b>	<a href="http://collegeofsanmateo.edu/ascsm/execcabinet.asp">http://collegeofsanmateo.edu/ascsm/execcabinet.asp</a>

<b>ASCSM Advocacy Board</b>	
<b>Purpose</b>	The ASCSM Advocacy Board is charged with advocating locally, statewide, and nationally on issues that impact community colleges and community college students. The Advocacy Board lobbies local elected officials, state legislators in Sacramento, and national decision makers in Washington, DC. The Advocacy Board also works closely with the Student Senate for California Community Colleges (SSCCC) on statewide issues.
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Researches, reviews, and makes recommendations regarding local, state, and national legislation that will have an impact on students.</li> <li>• Promotes civic engagement, including voter registration, candidate and issue research, and issues of social justice.</li> </ul>
<b>Recommends to</b>	Student Senate
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Senator who serves as Advocacy Board Chair</li> <li>• At least three members of the Student Senate</li> <li>• At least one at-large student</li> </ul>
<b>Meetings and Agendas</b>	<p>Meets once a week during the fall and spring semesters at a day and time determine by the membership. Does not meet during the summer session.</p> <p>Agendas are posted online and in accordance with the Brown Act.</p>
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order

<b>ASCSM Cultural Awareness Board</b>	
<b>Purpose</b>	The ASCSM Cultural Awareness Board engages the campus community regarding issues of equity, social justice, and diversity through advocacy, programming, and representation.
<b>Functions</b>	<ul style="list-style-type: none"> <li>Plans, organizes, and evaluates events and activities highlighting issues of equity, social justice, and diversity.</li> <li>Advocates for students on issues of access, equity, and diversity on campus, locally, statewide, and nationally.</li> </ul>
<b>Recommends to</b>	Student Senate
<b>Membership</b>	<ul style="list-style-type: none"> <li>Senator who serves as Cultural Awareness Board Chair</li> <li>At least three members of the Student Senate</li> <li>At least one at-large student</li> </ul>
<b>Meetings and Agendas</b>	<p>Meets once a week during the fall and spring semesters at a day and time determine by the membership. Does not meet during the summer session.</p> <p>Agendas are posted online and in accordance with the Brown Act.</p>
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order
<b>Website</b>	<a href="http://collegeofsanmateo.edu/ascsm/advocacyboard.asp">http://collegeofsanmateo.edu/ascsm/advocacyboard.asp</a>

<b>ASCSM Programming Board</b>	
<b>Purpose</b>	The ASCSM Programming Board is responsible creating an entertaining and engaging social and cultural environment on campus.
<b>Functions</b>	<ul style="list-style-type: none"> <li>Plans, organizes, and evaluates events and activities that create connections, promote a sense of community, and provide opportunities for students to engage outside of the classroom.</li> </ul>
<b>Recommends to</b>	Student Senate
<b>Membership</b>	<ul style="list-style-type: none"> <li>Senator who serves as Programming Board Chair</li> <li>At least three members of the Student Senate</li> <li>At least one at-large student</li> </ul>
<b>Meetings and Agendas</b>	Meets once a week during the fall and spring semesters at a day and time determine by the membership. Does not meet during the summer session.

<b>ASCSM Programming Board</b>	
	Agendas are posted online and in accordance with the Brown Act.
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order
<b>Website</b>	<a href="http://collegeofsanmateo.edu/ascsm/programmingboard.asp">http://collegeofsanmateo.edu/ascsm/programmingboard.asp</a>

<b>ASCSM Inter Club Council (ICC)</b>	
<b>Purpose</b>	The ASCSM Inter Club Council is responsible for coordinating events and activities to promote interest and awareness of student clubs and organizations; for recommending expenditures from budget accounts earmarked for supporting student clubs and organizations events and activities to the Student Senate; and for providing a forum for communication between the Associated Students and the Center for Student Life with active student clubs and organizations.
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Discusses, reviews, and makes recommendations to the Student Senate regarding funding proposals by student clubs and organizations.</li> <li>• Coordinates events, activities, and initiatives to promote student clubs and organizations.</li> <li>• Provides a forum for communication and networking between student clubs and organizations, the Associated Students, and the Center for Student Life and Leadership Development.</li> </ul>
<b>Recommends to</b>	Student Senate
<b>Membership</b>	<ul style="list-style-type: none"> <li>• ASCSM Senate Vice Chair (chair)</li> <li>• One (1) representative from each active student club or organization</li> </ul>
<b>Meetings and Agendas</b>	Meets Wednesdays at 1:30 p.m. during the fall and spring semesters. Does not meet during the summer session. Agendas are posted online and in accordance with the Brown Act.
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order
<b>Website</b>	<a href="http://collegeofsanmateo.edu/ascsm/icc.asp">http://collegeofsanmateo.edu/ascsm/icc.asp</a>

## Classified Senate

<b>Classified Senate</b>																														
<b>Purpose</b>	The College of San Mateo Classified Senate strives to represent classified staff employees in non-bargaining issues in the participatory governance process at CSM; represent the interests of classified employees in the development and formulation of College policies and procedures; disseminate information of importance to classified employees; promote the recognition of, appreciation for, and the value of the contributions of classified employees to the learning environment and the campus community; and to promote the continued professional and personal development of classified employees.																													
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Represents the voice of the classified staff at CSM in matters of participatory governance.</li> <li>• Makes recommendations to the CSEA President regarding classified staff appointments from CSM to any and all College and District committees, boards, task forces, etc.</li> <li>• Distributes information and solicits feedback on matters important to classified staff.</li> <li>• Recognizes and celebrates the contributions of classified staff to the campus environment and learning community.</li> <li>• Explores and implements professional development opportunities for classified staff.</li> </ul>																													
<b>Recommends to</b>	College President and Board of Trustees																													
<b>Current Membership</b>	<table> <tbody> <tr> <td>President</td> <td>Fauzi Hamadeh</td> <td><a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a></td> </tr> <tr> <td>Vice President</td> <td>David McLain</td> <td><a href="mailto:mclaind@smccd.edu">mclaind@smccd.edu</a></td> </tr> <tr> <td>Treasurer</td> <td>Arianna Avendano</td> <td><a href="mailto:avendanoa@smccd.edu">avendanoa@smccd.edu</a></td> </tr> <tr> <td>Secretary</td> <td>Alicia Frangos</td> <td><a href="mailto:mfrangosa@smccd.edu">mfrangosa@smccd.edu</a></td> </tr> <tr> <td>Events Chair</td> <td>Kathy McEachron</td> <td><a href="mailto:mceachronk@smccd.edu">mceachronk@smccd.edu</a></td> </tr> <tr> <td rowspan="5">Senators</td> <td>Russell Cunningham</td> <td><a href="mailto:cunninghamr@smccd.edu">cunninghamr@smccd.edu</a></td> </tr> <tr> <td>Nick Dellaporta</td> <td><a href="mailto:dellaportan@smccd.edu">dellaportan@smccd.edu</a></td> </tr> <tr> <td>Cynthia James</td> <td><a href="mailto:jamesc@smccd.edu">jamesc@smccd.edu</a></td> </tr> <tr> <td>Margaret McGugan</td> <td><a href="mailto:mcguganm@smccd.edu">mcguganm@smccd.edu</a></td> </tr> <tr> <td>Carol Ullrich</td> <td><a href="mailto:ullrichc@smccd.edu">ullrichc@smccd.edu</a></td> </tr> <tr> <td></td> <td>Mary Vogt</td> <td><a href="mailto:vogtm@smccd.edu">vogtm@smccd.edu</a></td> </tr> </tbody> </table>	President	Fauzi Hamadeh	<a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a>	Vice President	David McLain	<a href="mailto:mclaind@smccd.edu">mclaind@smccd.edu</a>	Treasurer	Arianna Avendano	<a href="mailto:avendanoa@smccd.edu">avendanoa@smccd.edu</a>	Secretary	Alicia Frangos	<a href="mailto:mfrangosa@smccd.edu">mfrangosa@smccd.edu</a>	Events Chair	Kathy McEachron	<a href="mailto:mceachronk@smccd.edu">mceachronk@smccd.edu</a>	Senators	Russell Cunningham	<a href="mailto:cunninghamr@smccd.edu">cunninghamr@smccd.edu</a>	Nick Dellaporta	<a href="mailto:dellaportan@smccd.edu">dellaportan@smccd.edu</a>	Cynthia James	<a href="mailto:jamesc@smccd.edu">jamesc@smccd.edu</a>	Margaret McGugan	<a href="mailto:mcguganm@smccd.edu">mcguganm@smccd.edu</a>	Carol Ullrich	<a href="mailto:ullrichc@smccd.edu">ullrichc@smccd.edu</a>		Mary Vogt	<a href="mailto:vogtm@smccd.edu">vogtm@smccd.edu</a>
President	Fauzi Hamadeh	<a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a>																												
Vice President	David McLain	<a href="mailto:mclaind@smccd.edu">mclaind@smccd.edu</a>																												
Treasurer	Arianna Avendano	<a href="mailto:avendanoa@smccd.edu">avendanoa@smccd.edu</a>																												
Secretary	Alicia Frangos	<a href="mailto:mfrangosa@smccd.edu">mfrangosa@smccd.edu</a>																												
Events Chair	Kathy McEachron	<a href="mailto:mceachronk@smccd.edu">mceachronk@smccd.edu</a>																												
Senators	Russell Cunningham	<a href="mailto:cunninghamr@smccd.edu">cunninghamr@smccd.edu</a>																												
	Nick Dellaporta	<a href="mailto:dellaportan@smccd.edu">dellaportan@smccd.edu</a>																												
	Cynthia James	<a href="mailto:jamesc@smccd.edu">jamesc@smccd.edu</a>																												
	Margaret McGugan	<a href="mailto:mcguganm@smccd.edu">mcguganm@smccd.edu</a>																												
	Carol Ullrich	<a href="mailto:ullrichc@smccd.edu">ullrichc@smccd.edu</a>																												
	Mary Vogt	<a href="mailto:vogtm@smccd.edu">vogtm@smccd.edu</a>																												
<b>Membership</b>	Officers and Senators are elected to two-year terms in biennial elections. The President with the advice and consent of the Senate appoints the Events Planning Committee Chair.																													



<b>Classified Senate</b>	
<b>Officers and Senators</b>	<ul style="list-style-type: none"> <li>• President</li> <li>• Vice President</li> <li>• Treasurer</li> <li>• Secretary</li> <li>• Events Planning Committee Chair</li> <li>• Six (6) Senators</li> </ul>
<b>Meetings and Agendas</b>	<p>Meets at least once a month at a day and time determined by membership.</p> <p>Agendas are posted online and in accordance with the Brown Act.</p>
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order
<b>Accreditation Standards/ Institutional Priorities</b>	Title V, section 51023.5
<b>Website</b>	<a href="http://collegeofsanmateo.edu/classifiedsenate/">http://collegeofsanmateo.edu/classifiedsenate/</a>

<b>Classified Events Committee</b>																					
<b>Purpose</b>	To foster and encourage community among members of the classified staff, and to recognize and promote the contributions of classified staff to the campus community.																				
<b>Functions</b>	Plans, develops, and promotes on- and off-campus events to create a sense of community among members of the classified staff.																				
<b>Recommends to</b>	Classified Senate																				
<b>Membership</b>	The Classified Senate President, with the advice and consent of the Senate appoints the Events Planning Committee Chair and committee members.																				
<b>Current Members</b>	<table> <tbody> <tr> <td>Nicholas Dellaporta</td> <td>Classified Staff, Library</td> <td><a href="mailto:dellaporta@smccd.edu">dellaporta@smccd.edu</a></td> <td>(650) 358-6783</td> </tr> <tr> <td>Alicia Frangos</td> <td>Classified Staff, Counseling</td> <td><a href="mailto:frangosa@smccd.edu">frangosa@smccd.edu</a></td> <td>(650) 574-6243</td> </tr> <tr> <td>Alma Gomez</td> <td>Classified Staff, Nursing</td> <td><a href="mailto:gomez@smccd.edu">gomez@smccd.edu</a></td> <td>(650) 574-6218</td> </tr> <tr> <td>Kathy McEachron (Chair)</td> <td>Classified Staff, Payroll</td> <td><a href="mailto:mceachronk@smccd.edu">mceachronk@smccd.edu</a></td> <td>(650) 574-6216</td> </tr> <tr> <td>Ann Mitchell</td> <td>Classified Staff, Facilities Rental</td> <td><a href="mailto:mitchella@smccd.edu">mitchella@smccd.edu</a></td> <td>(650) 574-6220</td> </tr> </tbody> </table>	Nicholas Dellaporta	Classified Staff, Library	<a href="mailto:dellaporta@smccd.edu">dellaporta@smccd.edu</a>	(650) 358-6783	Alicia Frangos	Classified Staff, Counseling	<a href="mailto:frangosa@smccd.edu">frangosa@smccd.edu</a>	(650) 574-6243	Alma Gomez	Classified Staff, Nursing	<a href="mailto:gomez@smccd.edu">gomez@smccd.edu</a>	(650) 574-6218	Kathy McEachron (Chair)	Classified Staff, Payroll	<a href="mailto:mceachronk@smccd.edu">mceachronk@smccd.edu</a>	(650) 574-6216	Ann Mitchell	Classified Staff, Facilities Rental	<a href="mailto:mitchella@smccd.edu">mitchella@smccd.edu</a>	(650) 574-6220
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Ann Mitchell	Classified Staff, Facilities Rental	<a href="mailto:mitchella@smccd.edu">mitchella@smccd.edu</a>	(650) 574-6220																		

<b>Classified Events Committee</b>	
	Carol Ullrich                      Classified Staff, Counseling <a href="mailto:ullrichc@smccd.edu">ullrichc@smccd.edu</a> (650) 574-6129 Jane Wong                          Classified Staff, Business Office <a href="mailto:wongj@smccd.edu">wongj@smccd.edu</a> (650) 358-6865
<b>Officers and Senators</b>	<ul style="list-style-type: none"> <li>• Events Planning Committee Chair</li> <li>• Five (5) At-Large Members</li> </ul>
<b>Meetings and Agendas</b>	Meets as needed. Agendas are posted online and in accordance with the Brown Act.
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order
<b>Website</b>	<a href="http://collegeofsanmateo.edu/classifiedsenate/eventscommittee.asp">http://collegeofsanmateo.edu/classifiedsenate/eventscommittee.asp</a>

<b>Classified Staff Professional Development Committee</b>	
<b>Purpose</b>	To develop, promote, and evaluate professional development opportunities for classified staff.
<b>Functions</b>	The Professional Development Committee is responsible for making recommendations regarding professional development opportunities for the classified staff. Works with the Center for Academic Excellence (CAE) committee to coordinate professional development initiatives with faculty, administrators, and students. Also reviews all classified professional development applications.
<b>Recommends to</b>	Classified Senate
<b>Membership</b>	The Classified Senate Vice President serves Chair. Other representatives serve two-year terms after appointment by the Classified Senate President with the advice and consent of the Senate and ratification by the CSEA President.
<b>Current Members</b>	David McLain (Chair) <a href="mailto:mclaind@smccd.edu">mclaind@smccd.edu</a> (650) 574-6107 Juanita Celaya <a href="mailto:celaya@smccd.edu">celaya@smccd.edu</a> (650) 524-6927 Aaron Schaefer <a href="mailto:schaefera@smccd.edu">schaefera@smccd.edu</a> (650) 574-6141 Kathy McEachron <a href="mailto:mceachronk@smccd.edu">mceachronk@smccd.edu</a> (650) 574-6216 Ludmila Prisecar <a href="mailto:prisecarl@smccd.edu">prisecarl@smccd.edu</a> (650) 574-6207
<b>Officers and Senators</b>	<ul style="list-style-type: none"> <li>• Classified Senate Vice President (chair)</li> <li>• College Business Officer (CBO)</li> <li>• Two (2) classified staff employees</li> </ul>

<b>Classified Staff Professional Development Committee</b>	
	<ul style="list-style-type: none"> <li>• One (1) classified supervisory employee.</li> </ul>
<b>Meetings and Agendas</b>	<p>Meets as needed.</p> <p>Agendas are posted online and in accordance with the Brown Act.</p>
<b>Brown Act</b>	Yes
<b>Type of decision making</b>	Robert's Rules of Order
<b>Website</b>	<a href="http://collegeofsanmateo.edu/classifiedsenate/professionaldevelopmentcommittee.asp">http://collegeofsanmateo.edu/classifiedsenate/professionaldevelopmentcommittee.asp</a>

## Institutional Planning Committees

<b>Institutional Planning Committee (IPC)</b>	
<b>Purpose</b>	The mission of the Institutional Planning Committee is to ensure the implementation and ongoing assessment of the institutional planning process.
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Develop institutional priorities based on the SMCCCD Strategic Plan and the CSM Educational Master Plan</li> <li>• Ensure that budget allocations are based on institutional planning priorities and are relevant to the current fiscal environment</li> <li>• Establish measurable indicators for institutional priorities based on recommendations from the Office of Planning, Research, and Innovation (PRI), establish targets for those indicators, and monitor progress in meeting those targets</li> <li>• Ensure that participatory governance is properly followed across all participatory governance committees</li> <li>• Ensure the integration of the planning process, including, but not limited to, a coordinated, institutional approach in addressing college priorities and the interrelationships among institutional plans</li> <li>• Establish regular communication with the campus community regarding the institutional planning process</li> <li>• Assess on an annual basis the effectiveness of the Institutional Planning Committee and institutional planning process</li> </ul>
<b>Recommends to</b>	College President
<b>Chair selection</b>	Tri-chair: Academic Senate president, Classified Senate president, Vice President, Student Services
<b>Membership</b>	<p>IPC shall be made up of the following members:</p> <p>Administrators</p> <ol style="list-style-type: none"> <li>1. President (ex-officio; non-voting)</li> <li>2. 6 administrators to be appointed by Cabinet</li> </ol> <p>District Office</p>

## Institutional Planning Committee (IPC)

	<ul style="list-style-type: none"> <li>1. Executive Vice Chancellor (ex-officio; non-voting)</li> </ul> <p>Faculty</p> <ul style="list-style-type: none"> <li>1. SLO Coordinator (ex-officio)</li> <li>2. Professional Development Coordinator (ex-officio)</li> <li>3. Chair, Library Advisory Committee (ex-officio)</li> <li>4. Chair, Curriculum Committee (ex-officio)</li> <li>5. Faculty chair, Educational Equity Committee (ex-officio)</li> <li>6. Faculty DE Coordinator (ex-officio)</li> <li>7. Academic Senate Past President (ex-officio)</li> </ul> <p>Staff</p> <ul style="list-style-type: none"> <li>1. 6 at-large classified employees</li> </ul> <p>Students</p> <ul style="list-style-type: none"> <li>1. President, ASCSM (ex-officio)</li> <li>2. Vice President, ASCSM (ex-officio)</li> <li>3. Finance Director, ASCSM (ex-officio)</li> </ul>																																																
<p><b>Current Members</b></p>	<table border="0"> <tbody> <tr> <td>Emily Barrick</td> <td>Director of the Wellness Center</td> <td><a href="mailto:barricke@smccd.edu">barricke@smccd.edu</a></td> </tr> <tr> <td>Mondana Bathai</td> <td>Student Rep</td> <td><a href="mailto:mbathai1@my.smccd.edu">mbathai1@my.smccd.edu</a></td> </tr> <tr> <td>Jia Chung</td> <td>Classified Staff (Business Services)</td> <td><a href="mailto:chungj@smccd.edu">chungj@smccd.edu</a></td> </tr> <tr> <td>Michael Claire</td> <td>College President, (Ex Officio)</td> <td><a href="mailto:clairem@smccd.edu">clairem@smccd.edu</a></td> </tr> <tr> <td>Sandra Stefani Comerford</td> <td>Vice President of Instruction</td> <td><a href="mailto:comerford@smccd.edu">comerford@smccd.edu</a></td> </tr> <tr> <td>Tabitha Conaway</td> <td>Faculty</td> <td><a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a></td> </tr> <tr> <td>Laura Demsetz</td> <td>Dean, Social Science/Creative Arts</td> <td><a href="mailto:demsetz@smccd.edu">demsetz@smccd.edu</a></td> </tr> <tr> <td>Heidi Diamond</td> <td>Dean, Business &amp; Technology</td> <td><a href="mailto:diamondh@smccd.edu">diamondh@smccd.edu</a></td> </tr> <tr> <td>Krystal Duncan</td> <td>Dean of Counseling, Advising, and Matriculation</td> <td><a href="mailto:duncan@smccd.edu">duncan@smccd.edu</a></td> </tr> <tr> <td>Alicia Frangos</td> <td>Classified Staff</td> <td><a href="mailto:frangosa@smccd.edu">frangosa@smccd.edu</a></td> </tr> <tr> <td>Georgia Giari</td> <td>Student Rep</td> <td><a href="mailto:georgiagiari@my.smccd.edu">georgiagiari@my.smccd.edu</a></td> </tr> <tr> <td>Hilary Goodkind</td> <td>Dean, PRIE</td> <td><a href="mailto:goodkindh@smccd.edu">goodkindh@smccd.edu</a></td> </tr> <tr> <td>John Burrigh</td> <td>Student Rep</td> <td><a href="mailto:johnburrigh@my.smccd.edu">johnburrigh@my.smccd.edu</a></td> </tr> <tr> <td>Fauzi Hamadeh</td> <td>Classified Staff <b>(IPC Co-Chair)</b></td> <td><a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a></td> </tr> <tr> <td>David Laderman</td> <td>Faculty</td> <td><a href="mailto:laderman@smccd.edu">laderman@smccd.edu</a></td> </tr> <tr> <td>Kim Lopez</td> <td>Vice President, Student Services <b>(IPC Co-Chair)</b></td> <td><a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a></td> </tr> </tbody> </table>	Emily Barrick	Director of the Wellness Center	<a href="mailto:barricke@smccd.edu">barricke@smccd.edu</a>	Mondana Bathai	Student Rep	<a href="mailto:mbathai1@my.smccd.edu">mbathai1@my.smccd.edu</a>	Jia Chung	Classified Staff (Business Services)	<a href="mailto:chungj@smccd.edu">chungj@smccd.edu</a>	Michael Claire	College President, (Ex Officio)	<a href="mailto:clairem@smccd.edu">clairem@smccd.edu</a>	Sandra Stefani Comerford	Vice President of Instruction	<a href="mailto:comerford@smccd.edu">comerford@smccd.edu</a>	Tabitha Conaway	Faculty	<a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a>	Laura Demsetz	Dean, Social Science/Creative Arts	<a href="mailto:demsetz@smccd.edu">demsetz@smccd.edu</a>	Heidi Diamond	Dean, Business & Technology	<a href="mailto:diamondh@smccd.edu">diamondh@smccd.edu</a>	Krystal Duncan	Dean of Counseling, Advising, and Matriculation	<a href="mailto:duncan@smccd.edu">duncan@smccd.edu</a>	Alicia Frangos	Classified Staff	<a href="mailto:frangosa@smccd.edu">frangosa@smccd.edu</a>	Georgia Giari	Student Rep	<a href="mailto:georgiagiari@my.smccd.edu">georgiagiari@my.smccd.edu</a>	Hilary Goodkind	Dean, PRIE	<a href="mailto:goodkindh@smccd.edu">goodkindh@smccd.edu</a>	John Burrigh	Student Rep	<a href="mailto:johnburrigh@my.smccd.edu">johnburrigh@my.smccd.edu</a>	Fauzi Hamadeh	Classified Staff <b>(IPC Co-Chair)</b>	<a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a>	David Laderman	Faculty	<a href="mailto:laderman@smccd.edu">laderman@smccd.edu</a>	Kim Lopez	Vice President, Student Services <b>(IPC Co-Chair)</b>	<a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a>
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<b>Institutional Planning Committee (IPC)</b>			
	Sarah Mangin-Hinkley	Co-Chair, LAC	<a href="mailto:mangins@smccd.edu">mangins@smccd.edu</a>
	Teresa Morris	Faculty, (COI Chair)	<a href="mailto:morrissett@smccd.edu">morrissett@smccd.edu</a>
	Madeleine Murphy	Chair, CAC	<a href="mailto:murphym@smccd.edu">murphym@smccd.edu</a>
	Ludmila Prisecar	Classified Staff (Business Services)	<a href="mailto:prisecarl@smccd.edu">prisecarl@smccd.edu</a>
	Anniqua Rana	Interim Dean, ASLT, (DEETC Co-Chair)	<a href="mailto:rana@smccd.edu">rana@smccd.edu</a>
	Erica Reynolds	Classified Staff (Academic Support and Learning Technologies)	<a href="mailto:reynoldse@smccd.edu">reynoldse@smccd.edu</a>
	Jan Roecks	Vice President of Administrative Services	<a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a>
	Richard Rojo	Director, Community Relations, Marketing & Outreach	<a href="mailto:rojo@smccd.edu">rojo@smccd.edu</a>
	Elizabeth Schuler	Faculty	<a href="mailto:schuler@smccd.edu">schuler@smccd.edu</a>
	Jeremiah Sims	Director of Equity, Academic Support & Learning Technologies	<a href="mailto:simsj@smccd.edu">simsj@smccd.edu</a>
	Arielle Smith	Counselor, Student Services	<a href="mailto:smitha@smccd.edu">smitha@smccd.edu</a>
	Mary Vogt	Classified Staff (President's Office/PRIE)	<a href="mailto:vogtm@smccd.edu">vogtm@smccd.edu</a>
	Jeremy Wallace	Faculty (Language Arts) <b>(IPC Co-Chair)</b>	<a href="mailto:wallacej@smccd.edu">wallacej@smccd.edu</a>
<b>Term Limits</b>	n/a		
<b>Staff</b>	PRIE Administrative Assistant		
<b>Quorum</b>	50% of members plus one		
<b>Brown Act</b>	No		
<b>Type of decision making</b>	Consensus		
<b>Accreditation Standards/ Institutional Priorities</b>	AP 2.75.1 Institutional Planning and Effectiveness Strategic Goal #5		
<b>Website</b>	<a href="http://collegeofsanmateo.edu/ipc/">http://collegeofsanmateo.edu/ipc/</a>		

<b>Distance Education Committee (DEC)</b>	
<b>Purpose</b>	The CSM Distance Education Committee ensures excellence in teaching and learning through distance education. It facilitates the development of distance learning instruction in response to student and community needs, as well as to developments in educational technology. The committee is committed to supporting faculty and students with appropriate pedagogical and technical training.
<b>Functions</b>	<ul style="list-style-type: none"> <li>• Help shape a college vision of distance education</li> <li>• Recommend policies for quality and academic rigor of all distance education classes</li> <li>• Help guide student accessibility and promote distance education courses as a viable option for pursuing educational goals</li> </ul>

<b>Distance Education Committee (DEC)</b>	
	<ul style="list-style-type: none"> <li>• Develop procedures, in consultation with the Vice President of Instruction, reflective of the specifications of Title V, the ACCJC, and the Department of Education guidelines for educational technology and online instruction</li> <li>• Make recommendations to provide centralized online access to all student support services and resources – library, counseling, financial aid</li> <li>• Make recommendations to provide online support for students, such as creating an online readiness course for students struggling to use educational technology</li> </ul>
<b>Recommends to</b>	IPC
<b>Chair selection</b>	Faculty Distance Ed Coordinator Instructional Technologist
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Two faculty representatives from each academic division</li> <li>• One representative from Information Technology Services</li> <li>• Professional Development Coordinator</li> <li>• Director, Disability Resource Center</li> <li>• Dean, Academic Support and Learning Technologies</li> <li>• One student representative</li> </ul>
<b>Term Limits</b>	Two years, staggered
<b>Staff</b>	n/a
<b>Quorum</b>	50% of members plus one
<b>Brown Act</b>	No
<b>Accreditation Standards/ Institutional Priorities</b>	BP/AP 7.20 Student Equity Accreditation Standard II.A Strategic Goals #2,3
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/deetc.asp">http://collegeofsanmateo.edu/institutionalcommittees/deetc.asp</a>

<b>Educational Equity Committee</b>	
<b>Purpose</b>	<p>The Educational Equity Committee (EEC), which is an Institutional Committee, represents the conjoining of two long-standing committees at CSM. The Diversity in Action Group, DIAG, was a committee made up of a group of committed educators working to ensure that cultural responsiveness and cultural sustenance were key elements of the educational efforts put forth by the College. Traditionally marginalized students, by and large, attend under-resourced schools; and because of limited educational opportunities, these students are often enrolled in basic skills courses as community college students.</p> <p>The Basic Skills Initiative (BSI), at its core, is an initiative interested in arriving at educational equity for students enrolled in Basic Skills courses. It became clear that there was obvious overlap and even synchronicity between the</p>

<b>Educational Equity Committee</b>																																																																							
	respective work undertaken by DIAG and BSI. The two committees were joined, thus forming the EEC. This merger was an organic shift because the committed educators that made up these two (formerly) distinct committees were clearly working towards the same goal: educational equity.																																																																						
<b>Functions</b>	The mission of the Educational Equity Committee is to work towards the elimination of systemic inequities, college-wide, through the review (and revision, where necessary) of all processes that influence individual student success. Therefore, this committee will work to develop educational equity-centered analytical and pedagogical tools that equip CSM's campus community with viable avenues to begin working towards the eradication of the educational opportunity gap.																																																																						
<b>Recommends to</b>	IPC																																																																						
<b>Chair selection</b>	Equity Director and BSI Coordinator (ex-officio)																																																																						
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Two faculty representatives from each academic division</li> <li>• Dean, ASLT</li> <li>• Three staff at-large</li> <li>• One student representative</li> <li>• Director of equity</li> <li>• BSI Coordinator</li> </ul>																																																																						
<b>Current Members</b>	<table border="0"> <tbody> <tr> <td>Tabitha Conaway</td> <td>Staff</td> <td><a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a></td> <td>(650) 574-6570</td> </tr> <tr> <td>Frederick Gaines</td> <td>Faculty: Creative Arts</td> <td><a href="mailto:gaines@smccd.edu">gaines@smccd.edu</a></td> <td>(650) 574-6183</td> </tr> <tr> <td>Kamran Eftekhari</td> <td>Faculty: Business and Technology</td> <td><a href="mailto:eftekhari@smccd.edu">eftekhari@smccd.edu</a></td> <td>(650) 574-6693</td> </tr> <tr> <td>Rafael Delgado</td> <td>Staff: Business and Technology</td> <td><a href="mailto:delgador@smccd.edu">delgador@smccd.edu</a></td> <td>(650) 574-6361</td> </tr> <tr> <td>Sarah Lawrence</td> <td>Faculty: Language arts</td> <td><a href="mailto:lawrences@smccd.edu">lawrences@smccd.edu</a></td> <td>(650) 574-6652</td> </tr> <tr> <td>Theresa Martin</td> <td>Faculty: Math and Science</td> <td><a href="mailto:martin@smccd.edu">martin@smccd.edu</a></td> <td>(650) 574-6252</td> </tr> <tr> <td>Aurora Medrano</td> <td>Faculty: Business and Technology</td> <td><a href="mailto:medranoa@smccd.edu">medranoa@smccd.edu</a></td> <td>(650) 574-6678</td> </tr> <tr> <td>Brandon Napoli</td> <td>Faculty: Business and Technology</td> <td><a href="mailto:napolib@smccd.edu">napolib@smccd.edu</a></td> <td>-----</td> </tr> <tr> <td>Alice Pevyhouse</td> <td>Faculty: Math and Science</td> <td><a href="mailto:pevyhousea@smccd.edu">pevyhousea@smccd.edu</a></td> <td>-----</td> </tr> <tr> <td>Luis Padilla</td> <td>Staff: VROC</td> <td><a href="mailto:padillal@smccd.edu">padillal@smccd.edu</a></td> <td>(650) 574-6625</td> </tr> <tr> <td>Anniqua Rana</td> <td>Admin</td> <td><a href="mailto:rana@smccd.edu">rana@smccd.edu</a></td> <td>(650) 574-6572</td> </tr> <tr> <td>Patrice Reed-Fort</td> <td>Faculty: Counseling</td> <td><a href="mailto:reedfortp@smccd.edu">reedfortp@smccd.edu</a></td> <td>(650) 574-6168</td> </tr> <tr> <td>Jose Rocha</td> <td>Staff: HSI-STEM</td> <td><a href="mailto:rochaj@smccd.edu">rochaj@smccd.edu</a></td> <td>(650) 574-6263</td> </tr> <tr> <td>Jeremiah Sims</td> <td>Admin: ASLT</td> <td><a href="mailto:simsj@smccd.edu">simsj@smccd.edu</a></td> <td>(650) 574-6105</td> </tr> <tr> <td>Arielle Smith</td> <td>Faculty: Counseling</td> <td><a href="mailto:smitha@smccd.edu">smitha@smccd.edu</a></td> <td>(650) 574-6253</td> </tr> <tr> <td>Rosemarie Taylor</td> <td>Student Representative</td> <td><a href="mailto:rosemarietaylor@my.smccd.edu">rosemarietaylor@my.smccd.edu</a></td> <td>-----</td> </tr> <tr> <td>Olivia Viveros</td> <td>Staff: Math and Science</td> <td><a href="mailto:viveroso@smccd.edu">viveroso@smccd.edu</a></td> <td>(650) 574-6601</td> </tr> </tbody> </table>			Tabitha Conaway	Staff	<a href="mailto:conawayt@smccd.edu">conawayt@smccd.edu</a>	(650) 574-6570	Frederick Gaines	Faculty: Creative Arts	<a href="mailto:gaines@smccd.edu">gaines@smccd.edu</a>	(650) 574-6183	Kamran Eftekhari	Faculty: Business and Technology	<a href="mailto:eftekhari@smccd.edu">eftekhari@smccd.edu</a>	(650) 574-6693	Rafael Delgado	Staff: Business and Technology	<a href="mailto:delgador@smccd.edu">delgador@smccd.edu</a>	(650) 574-6361	Sarah Lawrence	Faculty: Language arts	<a href="mailto:lawrences@smccd.edu">lawrences@smccd.edu</a>	(650) 574-6652	Theresa Martin	Faculty: Math and Science	<a href="mailto:martin@smccd.edu">martin@smccd.edu</a>	(650) 574-6252	Aurora Medrano	Faculty: Business and Technology	<a href="mailto:medranoa@smccd.edu">medranoa@smccd.edu</a>	(650) 574-6678	Brandon Napoli	Faculty: Business and Technology	<a href="mailto:napolib@smccd.edu">napolib@smccd.edu</a>	-----	Alice Pevyhouse	Faculty: Math and Science	<a href="mailto:pevyhousea@smccd.edu">pevyhousea@smccd.edu</a>	-----	Luis Padilla	Staff: VROC	<a href="mailto:padillal@smccd.edu">padillal@smccd.edu</a>	(650) 574-6625	Anniqua Rana	Admin	<a href="mailto:rana@smccd.edu">rana@smccd.edu</a>	(650) 574-6572	Patrice Reed-Fort	Faculty: Counseling	<a href="mailto:reedfortp@smccd.edu">reedfortp@smccd.edu</a>	(650) 574-6168	Jose Rocha	Staff: HSI-STEM	<a href="mailto:rochaj@smccd.edu">rochaj@smccd.edu</a>	(650) 574-6263	Jeremiah Sims	Admin: ASLT	<a href="mailto:simsj@smccd.edu">simsj@smccd.edu</a>	(650) 574-6105	Arielle Smith	Faculty: Counseling	<a href="mailto:smitha@smccd.edu">smitha@smccd.edu</a>	(650) 574-6253	Rosemarie Taylor	Student Representative	<a href="mailto:rosemarietaylor@my.smccd.edu">rosemarietaylor@my.smccd.edu</a>	-----	Olivia Viveros	Staff: Math and Science	<a href="mailto:viveroso@smccd.edu">viveroso@smccd.edu</a>	(650) 574-6601
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Alice Pevyhouse	Faculty: Math and Science	<a href="mailto:pevyhousea@smccd.edu">pevyhousea@smccd.edu</a>	-----																																																																				
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Olivia Viveros	Staff: Math and Science	<a href="mailto:viveroso@smccd.edu">viveroso@smccd.edu</a>	(650) 574-6601																																																																				

<b>Educational Equity Committee</b>			
	Katerine Webster Faculty: Language Arts	<a href="mailto:websterk@smccd.edu">websterk@smccd.edu</a>	(650) 574-6591
<b>Term Limits</b>	Two years		
<b>Staff</b>	N/A		
<b>Quorum</b>	50% of members plus one		
<b>Brown Act</b>	No		
<b>Accreditation Standards/ Institutional Priorities</b>	BP/AP 7.20 Student Equity College Mission and Values Strategic Goal #3		
<b>Website</b>	<a href="http://collegeofsanmateo.edu/eec/">http://collegeofsanmateo.edu/eec/</a>		

<b>Technology Committee</b>					
<b>Purpose</b>	The College of San Mateo Technology Committee is a subcommittee of IPC and is composed of representatives from staff, faculty, administrators, and the district. The purpose of the committee is to provide overall guidance for the strategic implementation of technology within the College.				
<b>Functions</b>	The Technology Committee will meet a minimum of two times per year and will provide updates to IPC on topics such as: <ul style="list-style-type: none"> <li>• Timeline regarding replacement and new technology implementation on campus.</li> <li>• Development of the Technology Plan</li> <li>• Review and plan for the changing technology needs for instruction, student services, and business operations.</li> <li>• Review of the yearly allocation for technology.</li> </ul>				
<b>Recommends to</b>	IPC				
<b>Chair selection</b>	Chosen by committee				
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Vice President, Instruction</li> <li>• Dean, ASLT</li> <li>• Director of Learning Commons</li> <li>• Instructional Technologist</li> <li>• Director of ITS</li> <li>• Two CSM IT Technicians</li> <li>• One member of the faculty at-large</li> <li>• One student representative</li> </ul>				
<b>Current Members</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Alexis Arreola</td> <td style="width: 50%;">David McLain</td> </tr> <tr> <td>Tarana Chapple (Chair)</td> <td>Sitt Phone Paing – Student Rep.</td> </tr> </table>	Alexis Arreola	David McLain	Tarana Chapple (Chair)	Sitt Phone Paing – Student Rep.
Alexis Arreola	David McLain				
Tarana Chapple (Chair)	Sitt Phone Paing – Student Rep.				



<b>Technology Committee</b>	
	<p>Jia Chung Yoseph Demissie Mike Holtzclaw Robin Lee</p> <p>Annette Perot Erica Reynolds Ellie Tayag Peter von Bleichert - Faculty</p>
<b>Term Limits</b>	Two years
<b>Staff</b>	N/A
<b>Quorum</b>	50% of members plus one
<b>Brown Act</b>	No
<b>Accreditation Standards/ Institutional Priorities</b>	Accreditation III.C Strategic Goal #3
<b>Website</b>	TBD

## Institutional Committees At-Large

<b>Academic Standards Committee</b>																
<b>Purpose</b>	To ensure a fair and equitable appeal process for students.															
<b>Functions</b>	1. 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															
<b>Recommends to</b>	n/a															
<b>Chair selection</b>	Dean of Enrollment Services															
<b>Membership</b>	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.															
<b>Current Members</b>	<table> <tbody> <tr> <td>Mike Holtzclaw</td> <td>Vice President of Instruction</td> <td><a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a> (650) 574-6404</td> </tr> <tr> <td>David Danielson</td> <td>Faculty, Philosophy</td> <td><a href="mailto:danielson@smccd.edu">danielson@smccd.edu</a> (650) 574-6376</td> </tr> <tr> <td>Lloyd Davis</td> <td>Faculty, Mathematics</td> <td><a href="mailto:davis@smccd.edu">davis@smccd.edu</a> (650) 574-6684</td> </tr> <tr> <td>Jeff Flowers</td> <td>Faculty, Chemistry</td> <td><a href="mailto:flowersj@smccd.edu">flowersj@smccd.edu</a> (650) 574-6469</td> </tr> <tr> <td>Lorrita Ford</td> <td>Director, Library &amp; Learning Services</td> <td><a href="mailto:fordl@smccd.edu">fordl@smccd.edu</a> (650) 574-6569</td> </tr> </tbody> </table>	Mike Holtzclaw	Vice President of Instruction	<a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a> (650) 574-6404	David Danielson	Faculty, Philosophy	<a href="mailto:danielson@smccd.edu">danielson@smccd.edu</a> (650) 574-6376	Lloyd Davis	Faculty, Mathematics	<a href="mailto:davis@smccd.edu">davis@smccd.edu</a> (650) 574-6684	Jeff Flowers	Faculty, Chemistry	<a href="mailto:flowersj@smccd.edu">flowersj@smccd.edu</a> (650) 574-6469	Lorrita Ford	Director, Library & Learning Services	<a href="mailto:fordl@smccd.edu">fordl@smccd.edu</a> (650) 574-6569
Mike Holtzclaw	Vice President of Instruction	<a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a> (650) 574-6404														
David Danielson	Faculty, Philosophy	<a href="mailto:danielson@smccd.edu">danielson@smccd.edu</a> (650) 574-6376														
Lloyd Davis	Faculty, Mathematics	<a href="mailto:davis@smccd.edu">davis@smccd.edu</a> (650) 574-6684														
Jeff Flowers	Faculty, Chemistry	<a href="mailto:flowersj@smccd.edu">flowersj@smccd.edu</a> (650) 574-6469														
Lorrita Ford	Director, Library & Learning Services	<a href="mailto:fordl@smccd.edu">fordl@smccd.edu</a> (650) 574-6569														

## Academic Standards Committee

	Charlene Frontiera	Dean, Mathematics & Science	<a href="mailto:frontierac@smccd.edu">frontierac@smccd.edu</a>	(650) 574-6312
	Laura Demsetz	Dean, Creative Arts & Social Science	<a href="mailto:demsetz@smccd.edu">demsetz@smccd.edu</a>	(650) 574-6581
	Mohsen Janatpour	Faculty, Physics	<a href="mailto:janatpour@smccd.edu">janatpour@smccd.edu</a>	(650) 574-6272
	Yaping Li	Faculty, Communication Studies	<a href="mailto:liy@smccd.edu">liy@smccd.edu</a>	(650) 574-6338
	Joe Mangan	Faculty, Cross Country/Track	<a href="mailto:mangani@smccd.edu">mangani@smccd.edu</a>	(650) 574-6448
	Madeleine Murphy	Faculty, English	<a href="mailto:murphym@smccd.edu">murphym@smccd.edu</a>	(650) 574-6344
	Krystal Romero	Dean, Counseling, Advising, & Matriculation	<a href="mailto:romerok@smccd.edu">romerok@smccd.edu</a>	(650) 574-6440
	Kathleen Ross	Dean, Business & Technology	<a href="mailto:rossk@smccd.edu">rossk@smccd.edu</a>	(650) 574-6532
	Ruth Turner	Faculty, EOPS	<a href="mailto:turner@smccd.edu">turner@smccd.edu</a>	(650) 574-6138
	Henry Villareal	Dean, Enrollment Services	<a href="mailto:villarealh@smccd.edu">villarealh@smccd.edu</a>	(650) 574-6590
	Andreas Wolf	Dean, Kinesiology, Athletics, & Dance	<a href="mailto:wolf@smccd.edu">wolf@smccd.edu</a>	(650) 574-6462
<b>Term Limits</b>	2 years			
<b>Staff</b>	n/a			
<b>Quorum</b>	50% of members plus one			
<b>Brown Act</b>	No			
<b>Accreditation Standards/ Institutional Priorities</b>	Strategic Goal #2			
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/asc.asp">http://collegeofsanmateo.edu/institutionalcommittees/asc.asp</a>			

## Accreditation Oversight Committee

<b>Purpose</b>	To ensure the continual accreditation of the college.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Coordinates College of San Mateo's ongoing activities related to its accreditation</li> <li>2. Provides open communication between the Accreditation Oversight Committee and the college community</li> </ol>
<b>Recommends to</b>	n/a
<b>Chair selection</b>	Accreditation Liaison Officer
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. College President</li> <li>2. Vice President of Instruction</li> </ol>

<b>Accreditation Oversight Committee</b>			
	<ol style="list-style-type: none"> <li>3. Vice President of Student Services</li> <li>4. Accreditation Faculty Liaison</li> <li>5. Academic Senate President</li> <li>6. Dean, PRIE</li> <li>7. Two administrators at-large</li> <li>8. Two classified staff at-large</li> <li>9. Two faculty at-large</li> </ol>		
<b>Current Members</b>	<p>Lizette Bricker John Burrigh Tarana Chapple Michael Claire Mike Holtzclaw Hilary Goodkind, Chair &amp; Accreditation Liaison Officer Laura Demsetz Fauzi Hamadeh Teeka James Kim Lopez Madeleine Murphy Anniqua Rana Jan Roecks Mary Vogt Jeremy Wallace</p>	<p>Dean, Enrollment Services Student Rep Dean, ASLT College President Vice President, Instruction Administrator, PRIE Dean, Creative Arts &amp; Social Science Classified Staff Faculty Vice President, Student Services Faculty Faculty Vice President, Admin Services Classified Staff President, Academic Senate</p>	<p><a href="mailto:brickerl@smccd.edu">brickerl@smccd.edu</a> <a href="mailto:johnburrigh@my.smccd.edu">johnburrigh@my.smccd.edu</a> <a href="mailto:chapple@smccd.edu">chapple@smccd.edu</a> <a href="mailto:clairem@smccd.edu">clairem@smccd.edu</a> <a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a> <a href="mailto:goodkindh@smccd.edu">goodkindh@smccd.edu</a> <a href="mailto:demsetz@smccd.edu">demsetz@smccd.edu</a> <a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a> <a href="mailto:james@smccd.edu">james@smccd.edu</a> <a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a> <a href="mailto:murphym@smccd.edu">murphym@smccd.edu</a> <a href="mailto:ranaa@smccd.edu">ranaa@smccd.edu</a> <a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a> <a href="mailto:vogtm@smccd.edu">vogtm@smccd.edu</a> <a href="mailto:wallacej@smccd.edu">wallacej@smccd.edu</a></p>
<b>Term Limits</b>	n/a		
<b>Staff</b>	n/a		
<b>Quorum</b>	50% of members plus one		
<b>Brown Act</b>	No		
<b>Accreditation Standards/ Institutional Priorities</b>	Accreditation Standards IV.B, IV.C		
<b>Website</b>	<a href="http://collegeofsanmateo.edu/accredinfo/">http://collegeofsanmateo.edu/accredinfo/</a>		

<b>College Auxiliary Services Advisory Committee</b>	
<b>Purpose</b>	To ensure communication among the various auxiliary departments.

<b>College Auxiliary Services Advisory Committee</b>			
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. 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)</li> <li>2. Monitors and makes recommendations regarding on campus vending machines (Canteen and Pepsi)</li> <li>3. 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</li> </ol>		
<b>Recommends to</b>	College President		
<b>Chair selection</b>	Selected by Committee		
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Cafeteria contractor</li> <li>2. Bookstore manager</li> <li>3. SMAC general manager</li> <li>4. SMCCCD Vice Chancellor of Auxiliary Services and Enterprise Operations</li> <li>5. Vice President of Student Services</li> <li>6. Two students at-large</li> <li>7. Two classified staff at-large</li> <li>8. Two faculty at-large</li> </ol>		
<b>Current Members</b>	<p>Daria Anshakova      ASCSM Senator, Student      <a href="mailto:danshako@my.smccd.edu">danshako@my.smccd.edu</a></p> <p>Tom Bauer      Administrator      <a href="mailto:bauert@smccd.edu">bauert@smccd.edu</a>      (650) 358-6782</p> <p>                         SMCCCD Chancellor of Auxiliary Services and Enterprise Operations</p> <p>Erik Ferroggiaro      ASCSM Senator, Student      <a href="mailto:eferrogg@my.smccd.edu">eferrogg@my.smccd.edu</a></p> <p>Marissa Garcia      ASCSM Senator, Student      <a href="mailto:mgarc365@my.smccd.edu">mgarc365@my.smccd.edu</a></p> <p>Fauzi Hamadeh      Classified Staff      <a href="mailto:hamadehf@smccd.edu">hamadehf@smccd.edu</a>      (650) 574-6141</p> <p>                         Student Life &amp; Leadership Assistant</p> <p>Kim Lopez      Administrator      <a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a>      (650) 574-6118</p> <p>                         Vice President of Student Services</p> <p>Rick McMahon      Owner, Pacific Dining      <a href="mailto:mcmahonr@smccd.edu">mcmahonr@smccd.edu</a></p> <p>Aaron Schaefer (Chair)      Classified Staff      <a href="mailto:schaefera@smccd.edu">schaefera@smccd.edu</a>      (650) 574-6141</p> <p>                         Student Life &amp; Leadership Manager</p> <p>Diana Thomas      Fitness Center General Manager, SMAC      <a href="mailto:thomasd@smccd.edu">thomasd@smccd.edu</a>      (650) 378-7382</p>		
<b>Term Limits</b>	Two years		
<b>Staff</b>	n/a		
<b>Quorum</b>	50% of members plus one		
<b>Brown Act</b>	No		
<b>Accreditation Standards/ Institutional Priorities</b>	Strategic Goal #5		

## College Auxiliary Services Advisory Committee

**Website** [http://collegeofsanmateo.edu/institutionalcommittees/college\\_auxiliary\\_services\\_advisory\\_committee.asp](http://collegeofsanmateo.edu/institutionalcommittees/college_auxiliary_services_advisory_committee.asp)

## Disciplinary Hearing Committee

<b>Purpose</b>	To ensure a fair and equitable process for student discipline.
<b>Functions</b>	<ol style="list-style-type: none"><li>1. Hears student discipline cases that are remanded to a hearing by the Vice President of Student Services</li><li>2. Makes recommendations to the Vice President regarding disciplinary action to be taken</li></ol>
<b>Recommends to</b>	Vice President of Student Services
<b>Chair selection</b>	Chair is selected from within committee
<b>Membership</b>	<ol style="list-style-type: none"><li>1. Two faculty at-large</li><li>2. Two deans at-large</li><li>3. Two students at-large</li></ol>
<b>Current Members</b>	
<b>Term Limits</b>	Two years
<b>Staff</b>	n/a
<b>Quorum</b>	50% of members plus one
<b>Brown Act</b>	No
<b>Accreditation Standards/ Institutional Priorities</b>	Student conduct procedure 7.69.1, 2, 3; 7.73.1 Strategic Goal #2
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/dhc.asp">http://collegeofsanmateo.edu/institutionalcommittees/dhc.asp</a>

## International Education Committee

<b>Purpose</b>	The role of CSM's International Education Committee is to serve as an advisory body for the development and implementation of the International Education Program at CSM and the coordination of college efforts with the District's International Education initiative for increasing the enrollment of international students at the three colleges.
<b>Functions</b>	<ol style="list-style-type: none"><li>1. Work with the CSM International Education staff and the district to review marketing and recruitment efforts for international students; identify target countries/regions for focused recruitment efforts</li><li>2. Advise on district-wide international admissions and programmatic procedures</li><li>3. Support and collaborate in the development and implementation of activities to further globalize/internationalize CSM's curriculum and academic environment, including training, events, and social/cultural activities for students, faculty/staff, and the greater campus community</li><li>4. Support and advocate for comprehensive support services and curriculum development for international students and international education</li></ol>
<b>Recommends to</b>	Vice President, Student Services
<b>Chair selection</b>	International Education Program Manager

<b>International Education Committee</b>				
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Vice President, Instruction</li> <li>2. Vice President, Student Services</li> <li>3. Vice President, Administrative Services</li> <li>4. Budget Officer</li> <li>5. Three classified staff at-large</li> <li>6. Three faculty at-large</li> <li>7. One student</li> </ol>			
<b>Current Members</b>	Janet Black	Faculty	<a href="mailto:black@smccd.edu">black@smccd.edu</a>	(650) 574-6284
	Mike Holtzclaw	Administrator	<a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a>	(650) 574-6404
	Silvana Grima	Classified Staff	<a href="mailto:grimas@smccd.edu">grimas@smccd.edu</a>	(650) 378-7292
	Jon Kitamura	Faculty	<a href="mailto:kitamuraj@smccd.edu">kitamuraj@smccd.edu</a>	(650) 574-6554
	Kim Lopez	Administrator	<a href="mailto:lopezk@smccd.edu">lopezk@smccd.edu</a>	(650) 574-6118
	Ludmila Prisecar	Classified Staff	<a href="mailto:prisecarl@smccd.edu">prisecarl@smccd.edu</a>	(650) 574-6207
	Kristi Ridgway	Administrator	<a href="mailto:ridgwayk@smccd.edu">ridgwayk@smccd.edu</a>	(650) 574-6337
	Jan Roecks	Administrator	<a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a>	(650) 358-6752
	Kalina Tabatt	Faculty	<a href="mailto:tabatk@smccd.edu">tabatk@smccd.edu</a>	(650) 574-6232
	Elinor Westfold	Faculty	<a href="mailto:westfolde@smccd.edu">westfolde@smccd.edu</a>	(650) 574-6381
	Christine Woo ( <b>Chair</b> )	Classified Staff	<a href="mailto:wooc@smccd.edu">wooc@smccd.edu</a>	(650) 574-6542
<b>Term Limits</b>	Two years			
<b>Staff</b>	n/a			
<b>Quorum</b>	50% of members plus one			
<b>Brown Act</b>	No			
<b>Accreditation Standards/ Institutional Priorities</b>	CSM Mission and Values			
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/iec.asp">http://collegeofsanmateo.edu/institutionalcommittees/iec.asp</a>			

<b>Faculty Professional Development Committee</b>	
<b>Purpose</b>	The 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.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Reviews short-term and long-term professional development proposals submitted by eligible faculty</li> <li>2. Makes recommendations to the President on proposed disposition</li> </ol>
<b>Recommends to</b>	College President
<b>Chair selection</b>	Chair is selected from within committee
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Vice President, Instruction</li> <li>2. One academic dean</li> <li>3. Four faculty at-large (two appointed by AFT and two by Academic Senate)</li> </ol>

<b>Faculty Professional Development Committee</b>				
<b>Current Members</b>	Rebecca Alex	Faculty	<a href="mailto:alexr@smccd.edu">alexr@smccd.edu</a>	(650) 574-6291
	Chris Smith	Faculty	<a href="mailto:smithchris@smccd.edu">smithchris@smccd.edu</a>	(650) 574-6516
	Kathleen Steele	Faculty	<a href="mailto:steele@smccd.edu">steele@smccd.edu</a>	(650) 574-6683
	Charlene Frontiera	Administrator	<a href="mailto:frontierac@smccd.edu">frontierac@smccd.edu</a>	(650) 574-6312
	Mike Holtzclaw	Administrator	<a href="mailto:holtzclawm@smccd.edu">holtzclawm@smccd.edu</a>	(650) 574-6404
	Makiko Ueda (Chair)	Faculty	<a href="mailto:uedam@smccd.edu">uedam@smccd.edu</a>	(650) 574-6125
<b>Term Limits</b>	Two year			
<b>Staff</b>	n/a			
<b>Quorum</b>	50% of members plus one			
<b>Brown Act</b>	No			
<b>Accreditation Standards/ Institutional Priorities</b>	Strategic Goal #3			
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/fpd.asp">http://collegeofsanmateo.edu/institutionalcommittees/fpd.asp</a>			

<b>Learning Support Centers Coordination Committee (LSC3)</b>	
<b>Purpose</b>	The Learning Support Centers Coordination Committee (LSC3) facilitates the effective and efficient operations of the learning support centers at CSM through a collaborative effort focused upon student success.
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Promote student scholarship and achievement by providing comprehensive academic support across the disciplines</li> <li>2. Provide equity through equal access and support services for all students</li> <li>3. Inform the CSM community of the various services available</li> </ol>
<b>Recommends to</b>	Vice President of Instruction
<b>Chair selection</b>	Administrative and Faculty Chairs are selected from within committee
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Dean, Academic Support and Learning Technologies</li> <li>2. Director of Learning Commons</li> <li>3. Analyst, PRIE</li> <li>4. Representative from <ul style="list-style-type: none"> <li>• Anatomy and Physiology Lab</li> <li>• Business Computer Lab</li> <li>• CIS Computer Lab</li> <li>• Communications Studies Center</li> </ul> </li> </ol>

### Learning Support Centers Coordination Committee (LSC3)

	<ul style="list-style-type: none"> <li>• Digital Media Computer Center</li> <li>• Integrated Science Center</li> <li>• Learning Center</li> <li>• Math Resource Center</li> <li>• Modern Language Center</li> <li>• Nursing Skills Lab</li> <li>• Reading and ESL Center</li> <li>• Writing Center</li> </ul>																																																																
<b>Current Members</b>	<table border="1"> <tr> <td>Russell Cunningham</td> <td>Business Computer Lab</td> <td><a href="mailto:cunningham@smccd.edu">cunningham@smccd.edu</a></td> <td>(650) 574-6489</td> </tr> <tr> <td>David Chin</td> <td>CIS Computer Lab</td> <td><a href="mailto:chind@smccd.edu">chind@smccd.edu</a></td> <td>(650) 574-6327</td> </tr> <tr> <td>Melissa Green</td> <td>CIS Computer Lab</td> <td><a href="mailto:greenm@smccd.edu">greenm@smccd.edu</a></td> <td>(650) 574-6374</td> </tr> <tr> <td>Yaping Li</td> <td>Communication Studies Center</td> <td><a href="mailto:liy@smccd.edu">liy@smccd.edu</a></td> <td>(650) 574-6338</td> </tr> <tr> <td>Kate Motoyama</td> <td>Communication Studies Center</td> <td><a href="mailto:motoyama@smccd.edu">motoyama@smccd.edu</a></td> <td>(650) 574-6676</td> </tr> <tr> <td>Ron Andrade</td> <td>CSM Learning Center</td> <td><a href="mailto:andrader@smccd.edu">andrader@smccd.edu</a></td> <td>(650) 574-6571</td> </tr> <tr> <td>Jeanette Courtin</td> <td>Digital Media Computer Lab</td> <td><a href="mailto:courtinj@smccd.edu">courtinj@smccd.edu</a></td> <td>(650) 574-6446</td> </tr> <tr> <td>Kathy Diamond</td> <td>Integrated Science Center</td> <td><a href="mailto:diamondk@smccd.edu">diamondk@smccd.edu</a></td> <td>(650) 574-6602</td> </tr> <tr> <td>David Locke</td> <td>Integrated Science Center</td> <td><a href="mailto:locke@smccd.edu">locke@smccd.edu</a></td> <td>(650) 574-6624</td> </tr> <tr> <td>Ellie Tayag</td> <td>Learning Commons</td> <td><a href="mailto:tayage@smccd.edu">tayage@smccd.edu</a></td> <td>(650) 574-6569</td> </tr> <tr> <td>Lena Feinman</td> <td>Math Resource Center</td> <td><a href="mailto:feinmanl@smccd.edu">feinmanl@smccd.edu</a></td> <td>(650) 574-6528</td> </tr> <tr> <td>Cheryl Gregory</td> <td>Math Resource Center</td> <td><a href="mailto:gregory@smccd.edu">gregory@smccd.edu</a></td> <td>(650) 574-6307</td> </tr> <tr> <td>Jane McAteer</td> <td>Nursing Skills Lab</td> <td><a href="mailto:mcateer@smccd.edu">mcateer@smccd.edu</a></td> <td>(650) 574-6218</td> </tr> <tr> <td>Amy Sobel</td> <td>Reading and ESL Center</td> <td><a href="mailto:sobel@smccd.edu">sobel@smccd.edu</a></td> <td>(650) 574-6696</td> </tr> <tr> <td>Sara Lawrence</td> <td>Writing Center</td> <td><a href="mailto:lawrences@smccd.edu">lawrences@smccd.edu</a></td> <td>(650) 574-6652</td> </tr> <tr> <td>Anniqua Rana</td> <td>Academic Support &amp; Learning Technologies</td> <td><a href="mailto:rana@smccd.edu">rana@smccd.edu</a></td> <td>(650) 574-6572</td> </tr> </table>	Russell Cunningham	Business Computer Lab	<a href="mailto:cunningham@smccd.edu">cunningham@smccd.edu</a>	(650) 574-6489	David Chin	CIS Computer Lab	<a href="mailto:chind@smccd.edu">chind@smccd.edu</a>	(650) 574-6327	Melissa Green	CIS Computer Lab	<a href="mailto:greenm@smccd.edu">greenm@smccd.edu</a>	(650) 574-6374	Yaping Li	Communication Studies Center	<a href="mailto:liy@smccd.edu">liy@smccd.edu</a>	(650) 574-6338	Kate Motoyama	Communication Studies Center	<a href="mailto:motoyama@smccd.edu">motoyama@smccd.edu</a>	(650) 574-6676	Ron Andrade	CSM Learning Center	<a href="mailto:andrader@smccd.edu">andrader@smccd.edu</a>	(650) 574-6571	Jeanette Courtin	Digital Media Computer Lab	<a href="mailto:courtinj@smccd.edu">courtinj@smccd.edu</a>	(650) 574-6446	Kathy Diamond	Integrated Science Center	<a href="mailto:diamondk@smccd.edu">diamondk@smccd.edu</a>	(650) 574-6602	David Locke	Integrated Science Center	<a href="mailto:locke@smccd.edu">locke@smccd.edu</a>	(650) 574-6624	Ellie Tayag	Learning Commons	<a href="mailto:tayage@smccd.edu">tayage@smccd.edu</a>	(650) 574-6569	Lena Feinman	Math Resource Center	<a href="mailto:feinmanl@smccd.edu">feinmanl@smccd.edu</a>	(650) 574-6528	Cheryl Gregory	Math Resource Center	<a href="mailto:gregory@smccd.edu">gregory@smccd.edu</a>	(650) 574-6307	Jane McAteer	Nursing Skills Lab	<a href="mailto:mcateer@smccd.edu">mcateer@smccd.edu</a>	(650) 574-6218	Amy Sobel	Reading and ESL Center	<a href="mailto:sobel@smccd.edu">sobel@smccd.edu</a>	(650) 574-6696	Sara Lawrence	Writing Center	<a href="mailto:lawrences@smccd.edu">lawrences@smccd.edu</a>	(650) 574-6652	Anniqua Rana	Academic Support & Learning Technologies	<a href="mailto:rana@smccd.edu">rana@smccd.edu</a>	(650) 574-6572
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<b>Staff</b>	n/a																																																																
<b>Quorum</b>	50% of members plus one																																																																
<b>Brown Act</b>	No																																																																
<b>Accreditation Standards/ Institutional Priorities</b>	Strategic Goals #3, 5 Accreditation Standard II.B																																																																
<b>Website</b>	<a href="http://collegeofsanmateo.edu/labs/lsccommittee.asp">http://collegeofsanmateo.edu/labs/lsccommittee.asp</a>																																																																



<b>Safety Committee</b>				
<b>Purpose</b>	To ensure the safety of the college's students, faculty, staff, administrators, and visitors and to develop plans for major disasters and emergencies.			
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Promotes a safe institutional environment for staff and students</li> <li>2. Works with District staff to coordinate plans for major disasters</li> <li>3. Monitors Emergency Website</li> <li>4. Coordinates periodic safety meetings for faculty and staff</li> </ol>			
<b>Recommends to</b>	College President			
<b>Chair selection</b>	Chair is selected from within committee			
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Vice President of Administrative Services</li> <li>2. SMCCCD Director of Public Safety</li> <li>3. Chief Public Safety Officer</li> <li>4. Director of Health Services</li> <li>5. Facilities Operations Manager</li> <li>6. General Manager, SMAC Fitness Center</li> <li>7. Three faculty at-large</li> <li>8. Three classified staff at-large</li> <li>9. One student</li> </ol>			
<b>Current Members</b>	Emily Barrick	Director of Health Services	<a href="mailto:barricke@smccd.edu">barricke@smccd.edu</a>	(650) 574-6397
	Gloria D'Ambra	Classified Staff/Health Services Staff	<a href="mailto:dambra@smccd.edu">dambra@smccd.edu</a>	(650) 574-6396
	Robert Dean	Chief of Public Safety	<a href="mailto:deanr@smccd.edu">deanr@smccd.edu</a>	(650) 574-6415
	Bryan Gerbig	Library Support Specialist	<a href="mailto:gerbig@smccd.edu">gerbig@smccd.edu</a>	(650) 574-6130
	Cynthia James	Adjunct Faculty/Program Assistant	<a href="mailto:jamesc@smccd.edu">jamesc@smccd.edu</a>	(650) 574-6636
	Beth LaRochelle	Acting Director of Dental Assisting	<a href="mailto:larochelleb@smccd.edu">larochelleb@smccd.edu</a>	(650) 574-6211
	Taiye Martin	Student Representative		
	Charles La Mere	Classified Staff/IT Support Technician II	<a href="mailto:lamere@smccd.edu">lamere@smccd.edu</a>	(650) 574-6109
	Enna Trevathan	Director of Nursing	<a href="mailto:trevathance@smccd.edu">trevathance@smccd.edu</a>	(650) 574-6218
	Ann Mitchell	Business Services Staff/Accounting Technician	<a href="mailto:mitchella@smccd.edu">mitchella@smccd.edu</a>	(650) 574-6220
	Vijiyalakshmi Raman	Classified Staff/Division Assistant	<a href="mailto:ramanv@smccd.edu">ramanv@smccd.edu</a>	(650) 574-6418
	Jan Roecks (Chair)	Vice President, Administrative Services	<a href="mailto:roecksj@smccd.edu">roecksj@smccd.edu</a>	(650) 574-6480
	Richard Rojo	Director of Community Relations and Marketing	<a href="mailto:rojoj@smccd.edu">rojoj@smccd.edu</a>	(650) 574-6538
	Michele Rudovsky	Facilities Operations Manager	<a href="mailto:rudovskym@smccd.edu">rudovskym@smccd.edu</a>	(650) 574-6577
	Diana Thomas	General Manager, SMAC-Fitness Center	<a href="mailto:thomasd@smccd.edu">thomasd@smccd.edu</a>	(650) 378-7382

<b>Safety Committee</b>	
	Dennis Tordesillas      Classified Staff/Vice President, Student Services <a href="mailto:tordesillasd@smccd.edu">tordesillasd@smccd.edu</a> (650) 574-6119 Jane Wong      Classified Staff/VP Administrative Services <a href="mailto:wongj@smccd.edu">wongj@smccd.edu</a> (650) 358-6865 William Woods      Director of Public Safety <a href="mailto:woodsw@smccd.edu">woodsw@smccd.edu</a> (650) 358-6840 Ben Zara Minkin      Emergency Preparedness Manager <a href="mailto:minkinb@smccd.edu">minkinb@smccd.edu</a> (650) 574-6634
<b>Term Limits</b>	Two years
<b>Staff</b>	n/a
<b>Quorum</b>	50% of members plus one
<b>Brown Act</b>	No
<b>Accreditation Standards/ Institutional Priorities</b>	BP 2.28 BP 8.13 Accreditation Standard III.B.1
<b>Website</b>	<a href="http://collegeofsanmateo.edu/emergency/safetycommittee.asp">http://collegeofsanmateo.edu/emergency/safetycommittee.asp</a>

<b>Scholarship Committee</b>	
<b>Purpose</b>	On behalf of the Foundation and other donors, to review the student applications for scholarships and other awards
<b>Functions</b>	<ol style="list-style-type: none"> <li>1. Reviews all scholarship applications received annually</li> <li>2. Makes awards based on criteria established for each scholarship</li> </ol>
<b>Recommends to</b>	SMCCCD Foundation
<b>Chair selection</b>	Chair is selected from within committee
<b>Membership</b>	<ol style="list-style-type: none"> <li>1. Six faculty at-large</li> <li>2. Four classified staff at-large</li> </ol>
<b>Current Members</b>	Maribeck Boosalis-Oler      Faculty, Cosmetology <a href="mailto:boosalisoler@smccd.edu">boosalisoler@smccd.edu</a> (650) 574-6616 Arnett Caviel (Chair)      Faculty, Counseling <a href="mailto:caviel@smccd.edu">caviel@smccd.edu</a> (650) 574-6435 Karen Chadwick (Coordinator)      Classified Staff, Financial Aid <a href="mailto:chadwick@smccd.edu">chadwick@smccd.edu</a> (650) 574-6514 Olivia Cortez-Figueroa      Classified Staff, Financial Aid <a href="mailto:cortezfigueroao@smccd.edu">cortezfigueroao@smccd.edu</a> (650) 574-6148 Jesenia Diaz      Faculty, Counseling <a href="mailto:diazj@smccd.edu">diazj@smccd.edu</a> (650) 574-6159 Alicia Frangos      Classified Staff, Student Services Division <a href="mailto:frangosa@smccd.edu">frangosa@smccd.edu</a> (650) 378-7329 Mario Mihelcic      Classified Staff, International Student Center <a href="mailto:mihelcicm@smccd.edu">mihelcicm@smccd.edu</a> (650) 574-6542 Rudy Ramirez      Faculty, Ethnic Studies <a href="mailto:ramirezr@smccd.edu">ramirezr@smccd.edu</a> (650) 574-6372

<b>Scholarship Committee</b>				
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	Finausina Tovo	Classified Staff, Learning Center	<a href="mailto:tovof@smccd.edu">tovof@smccd.edu</a>	(650) 574-6417
	Michelle Warner	Faculty, Women's Basketball	<a href="mailto:warner@smccd.edu">warner@smccd.edu</a>	(650) 358-6830
<b>Term Limits</b>	Two years			
<b>Staff</b>	n/a			
<b>Quorum</b>	50% of members plus one			
<b>Brown Act</b>	No			
<b>Accreditation Standards/ Institutional Priorities</b>	Strategic Goals #1, 2			
<b>Website</b>	<a href="http://collegeofsanmateo.edu/institutionalcommittees/sc.asp">http://collegeofsanmateo.edu/institutionalcommittees/sc.asp</a>			