

Organization of the Self Study: Timeline and Committee Membership

Organization of the Self Study

Organization for the self-study process at College of San Mateo (CSM) began in fall 2005, two years prior to the October 2007 site visit, with the appointment of three chairs—two English faculty members and the vice president of student services—who also served as co-editors of the self study. Next, to ensure broad-based representation and participation of the college community, a Steering Committee was created comprised of members from the student body, classified staff, faculty, and administration. In addition to the vice president of student services who also serves as the college's Accreditation Liaison Officer (ALO) and the two English faculty members, initially the Steering Committee included two student representatives, two logistics managers who are also classified staff representatives, and the former college president; subsequently, the Steering Committee was augmented by additional members comprised of the new college president, a themes editor, a resource manager, and the dean of articulation and research.

In September 2005, the Steering Committee members attended a district-wide self-study workshop conducted by members of the Western Association of Schools and Colleges (WASC); this workshop established the framework for College of San Mateo to begin its self-study process. To ensure representation from all of the college's constituencies, the three Steering Committee chairs/co-editors with the help of the president of the Academic Senate then began committee recruitment by sending a college-wide memo to all administrators, faculty and staff, apprising them of the accreditation process about to be undertaken and asking them to volunteer for committee membership. At the same time, students were recruited through the Associated Students. That November, nine standards co-chairs were appointed for each of the standards and subsections. Each standards committee consisted of two co-chairs: an administrator and a faculty member. The chairs/co-editors of the Steering Committee met, also in November, to prepare a self-study timeline and plan the initial college-wide meeting. In December 2005, the Steering Committee and standards committee co-chairs attended a kick-off event that included a presentation by Deborah G. Blue, ACCJC's Vice President of Policy and Research, and packets containing guidelines, timelines, committee membership lists, and general information were distributed.

Meanwhile, in November 2005, the assessment process began when the dean of articulation and research conducted college-wide surveys of students, classified staff, faculty, and administrators. Based on the standards, the surveys were used to begin extensive campus-wide dialogue and to provide evidence for the self study. The results were compiled and distributed in January 2006. In February, the nine standards committees began compiling their data and drafting responses to their standards.

The Steering Committee kept the campus community informed and engaged in the self-study process through a variety of means. Accreditation 2007 newsletters were distributed college-wide in April and September 2006. In February 2007, the self-study

draft was put on the college Accreditation 2007 website for review and feedback by the college community. An accreditation newsletter, distributed in early March 2007, invited members of the campus community to review the self-study draft and provide input or comments to the standards co-chairs electronically. After incorporating the feedback from the standards co-chairs, the Steering Committee chairs/co-editors revised the self study into one cohesive document. In early May, the self-study draft was again posted on the Accreditation 2007 website for final review and comment by the college community and the Board of Trustees. At its mid-June meeting, the Board of Trustees heard presentations by the colleges' chairs, and approved the final self study at its second July meeting. The final self study was sent to the printer in late July and mailed to ACCJC in August in anticipation of the site team visit the week of October 22, 2007.

This self study reflects the collective ideas, initiatives, and expectations of its constituent groups. We believe that it also expresses the long tradition of academic excellence and free exchange of ideas so strongly valued by the college's faculty, classified staff, administrators, and students. The accreditation process has been a rewarding experience for everyone involved who took this opportunity to consider the many accomplishments of the college and its students; while at the same time, through the planning agendas, the self study has enabled us to chart a challenging and exciting course for our future at the College of San Mateo.

The following is the timeline that guided us throughout the self-study process.

2007 Accreditation Self-Study Timeline

September 2005	Accreditation Steering Committee and three chairs/co-editors appointed
September 30, 2005	Entire Steering Committee and chairs/co-editors attend district-wide ACCJC/WASC Self Study Workshop
October 2005	Lead co-chairs—an administrator and a faculty member—for nine standards/subsections appointed; Co-chairs begin to recruit standards committee members
November 3, 2005	Chairs/co-editors of the Steering Committee meet to prepare for Accreditation Kick-Off meeting
November 2005	Standards co-chairs complete committees, comprised of administrators, faculty, classified staff, and students
November – December 2005	College-wide surveys of students, faculty, classified staff, and administrators conducted

December 1, 2005	Accreditation Kick-Off meeting held for standards co-chairs and standards committee members
January 2006	Information from surveys compiled and distributed
January 26, 2006	Chairs/co-editors of the Steering Committee meet to discuss accreditation website and general planning
February 2006	Standards committees begin research and writing; Presentation to the Governing Council of the Academic Senate
February 27, 2006	Chairs/co-editors of the Steering Committee meet to update standards committee oral report schedules and list questions for oral reports
March 2006	Presentation to the San Mateo County Community College District Board of Trustees; Standards committee co-chairs make oral progress reports to the chairs/co-editors of the Steering Committee; Standards committees continue research and writing
March 29, 2006	Chairs/co-editors of the Steering Committee meet with institutional researcher and website developer to discuss accreditation website
April 2006	First accreditation newsletter distributed college-wide; Standards committees continue research and writing
April 21, 2006	District-wide accreditation meeting
May 1, 2006	First draft of self study due to Steering Committee for feedback
May 17, 2006	Chairs/co-editors of the Steering Committee meet to discuss process for reviewing first draft of standard reports
May – June 2006	First draft of self study reviewed by chairs/co-editors and discussed with standards co-chairs
Summer 2006	First draft of self study edited by chairs/co-editors
June 27, 2006	Chairs/co-editors of the Steering Committee meet with college president to determine follow-up survey questions
June 29, 2006	Steering Committee meets to discuss organization of self-study report and assign first and second readers to standards, enhance style sheet, and confer on the nature of general comments to be forwarded to standards co-chairs

July 14, 2006	Second readers on the Steering Committee begin editing standard reports
July 27, 2006	Chairs/co-editors of the Steering Committee meet to discuss first draft of self study, to update timeline, and to discuss themes
August 2006	Comments by chairs/co-editors of the Steering Committee on first draft of self study are given to standards co-chairs; Expanded style sheet and general comments are distributed to co-chairs
September 5 - 7, 2006	Standard co-chairs meetings with Steering Committee regarding revisions for second draft of standard reports
September 2006	Follow-up surveys of faculty/administrators and classified staff conducted; Second accreditation newsletter distributed college-wide; President's Board Report updates the SMCCCD Board of Trustees on the accreditation process at CSM; Presentation is made to College Council; Presentation is made to Governing Council of the Academic Senate; Standards committees continue research and writing
September - December 2006	Standards committees continue research and revise first draft of self study
October 24 - 31, 2006	Chairs/co-editors of the Steering Committee meet with standards co-chairs regarding progress on standards
October 26, 2006	District-wide accreditation meeting
November 9 and 16, 2006	Themes meetings with theme point persons from standards committees
November 29, 2006	Accreditation Steering Committee meeting
December 5, 2006	Thank You Breakfast for accreditation standard co-chairs
December 6, 2006	Accreditation update to College Council
December 15, 2006	Second draft of self study submitted by standards co-chairs to Steering Committee chairs/co-editors for feedback

January - February 2007	Chairs/co-editors edit second draft of self study, in consultation with standards co-chairs
February 2007	Self-study second draft posted on Accreditation 2007 website for review and feedback by SMCCCD Board of Trustees, personnel at the District Chancellor's Office, CSM students, classified staff, faculty, and administrators; Print copies of the self study made available for review and feedback in the library
February 5, 2007	Accreditation Steering Committee meeting
February 13, 2007	Accreditation Steering Committee meeting
February 28, 2007	District-wide accreditation meeting with three colleges; Update on accreditation included in president's Executive Report to the Board of Trustees
March 2007	Third accreditation newsletter distributed college-wide; Standard co-chairs and committees review and incorporate feedback from CSM community and Steering Committee's chairs/co-editors into third self-study draft
March 7, 2007	Accreditation update presented at College Council; Accreditation Steering Committee meeting
April 16, 2007	Co-chairs and standards committees submit revisions to third self-study draft
April 17, 2007	District-wide accreditation meeting with three colleges
April 2007	Chairs/co-editors meet with Governing Council of the Academic Senate to update the members on the self-study process and remind them final feedback is due by May 18; Chairs/co-editors meet with Associated Students CSM to update the members on the self-study process and remind them final feedback is due by May 18
May 4 - 18, 2007	Self-study third and final draft posted on accreditation website for final comments
May 2007	Chairs/co-editors meet with Management Council to update the members on the self-study process and remind them final feedback is due by May 18; Chairs/co-editors advise classified employees of the self-study process and remind them final feedback is due by May 18;

	Chairs/co-editors meet with College Council to update the members on the self-study process and remind them final feedback is due by May 18
June 2007	Chairs/co-editors edit and proofread final version of self study; Self study presented to SMCCCD Board of Trustees for final review
July 2007	Self study approved by SMCCCD Board of Trustees; Self study printed
August 2007	Self study mailed to ACCJC
October 22 - 25, 2007	Accreditation team visit

Committee Membership 2005-07

Steering Committee

Juanita Alunan, self-study chair and co-editor (574-6591)
 Valerie Anderson, logistics and themes (574-6105)
 Michael Claire, president 2007-present (574-6224)
 Sandra Stefani Comerford, self-study chair and co-editor (574-6350)
 Alain Cousin, student representative (574-6185)
 Pat Griffin, self-study chair, co-editor, and ALO (574-6486)
 Phyllis Hechim, logistics (574-6486)
 Shirley Kelly, president 2000-2006
 Christianne Marra, logistics (574-6222)
 Harry Simms, student representative (574-6185)

Adjunct Steering Committee

Patty Egusa, resource assistant (574-6494)
 John Sewart, research (574-6196)
 Meghan Sweeney, resources (574-6539)

Standard 1: Institutional Mission and Effectiveness

A. Mission

B. Improving Institutional Effectiveness

Co-Chairs:

Linda Avelar, administration (retired 2007)
 Jim Robertson, faculty (574-6641)

Committee Members:

Val Anderson, classified (574-6105)
 Lyle Gomes, faculty (574-6292)
 Mike Habeeb, classified (574-6442)
 Sandra Mellor, administration (574-6173)
 Steve Morehouse, faculty (574-6131)

Rosemary Nurre, faculty (574-6493)
Mark Still, faculty (574-6639)
Yii-Ling Wong, student (574-6185)

Themes:

Linda Avelar, administration (retired 2007)

Standard II: Student Learning Programs and Services

A. Instructional Programs

Co-Chairs:

Susan Estes, administration (574-6407)
Laura Demsetz, faculty (574-6617)

Committee Members:

Dave Danielson, faculty (574-6376)
Betty Fleming, classified (524-6933)
Charlene Frontiera, administration (574-6312)
Matthew Kaidor, student (574-6185)
George Kramm, faculty (574-6679)
Vic Krimsley, administration (interim)
Marilyn Lawrence, administration (574-6905)
Richard Lohmann, faculty (574-6365)
Christianne Marra, classified (574-6222)
Jane McAteer, administration (574-6218)
Amy Sobel, faculty (574-6696)
Jing Wu, faculty (574-6341)

Themes:

Laura Demsetz, faculty (574-6617)

B. Student Support Services

Co-Chairs:

Marsha Ramezane, administration (574-6440)
Carolyn Fiori, faculty (574-6432)

Committee Members:

Sylvia Aguirre-Alberto, faculty (574-6160)
Gary Booker, classified (574-6413)
Arnett Caviel, faculty (574-6435)
Lorena del Mundo, classified (574-6226)
Arlene Fajardo, classified (574-6576)
Stacey Grasso, faculty (574-6693)
Fauzi Hamadeh, classified (574-6141)
Phyllis Hechim, classified (574-6486)
Helen Huel, administration (574-6269)
Christina Innes, student (574-6185)
Yanely Pulido, classified (574-6514)
Sue Roseberry, classified (574-6698)
Danita Scott-Taylor, administration (574-6155 or 574-6215)
Henry Villareal, administration (574-6590)

Themes:

Carolyn Fiori, faculty (574-6432)

C. Library and Learning Support Services

Co-Chairs:

Lorrita Ford, administration (574-6569)

Georgia Grant, faculty (retired 2007)

Committee Members:

Bryan Gerbig, classified (574-6130)

David Gibbs, faculty (574-6232)

Daniel Keller, faculty (574-6580)

Beverly Madden, classified (574-6538)

Roger Nishimoto, student (574-6185)

Yasha Rezaeihaghi, student (574-6185)

Carol Wills, faculty (574-6612)

Themes:

Daniel Keller, faculty (574-6580)

Standard III: Resources

A. Human Resources

Co-Chairs:

Al Acena, administration (retired 2007)

Craig Blake, faculty (574-6738)

Committee Members:

Ljiljana Cappelli, classified (574-6563)

Debbie Carrington, district classified (358-6804)

Karlynn Lee, student (574-6185)

Pamela McGlasson, faculty (574-6572)

Cody Pelletier, district classified (resigned 2006)

Themes:

Craig Blake, faculty (574-6738)

B. Physical Resources

Co-Chairs:

Gary Dilley, administration 2005-2006 (retired 2006)

Mike Claire, administration 2006 (574-6224)

Andreas Wolf, administration 2007 (574-6462)

Kathy Diamond, faculty (574-6602)

Committee Members:

Linda Da Silva, district administration (358-6726)

Charles Jones, classified (574-6517)

Matthew Kaidor, student (574-6185)

Diane Martinez, administration (574-6577)

Larry Owens, faculty (358-6771)

Themes:

Kathy Diamond, faculty (574-6602)

- C. Technology Resources**
Co-Chairs:
Eric Raznick, district administration (358-6703)
Diana Bennett, faculty (358-6769)
Committee Members:
John Avakian, administration (574-6499)
Christopher Knox-Davies, student (574-6185)
Melissa Green, faculty (574-6374)
Michele Muller, classified (524-6908)
Annette Perot, classified (574-6328)
Themes:
John Avakian, administration (574-6499)

- D. Financial Resources**
Co-Chairs:
Virgil Stanford, administration (574-6221)
Rick Ambrose, faculty (574-6475)
Committee Members:
Michael Barkoff, student (574-6185)
Kathy Blackwood, district administration (358-6869)
Kathy Chaika, classified (574-6209)
Mohsen Janatpour, faculty (574-6272)
Maggie Ko, classified (574-6207)
Bob Kowerski, faculty (574-6618)
Jan Roecks, district classified (358-6879)
Themes:
Rick Ambrose, faculty (574-6475)

Standard IV: Leadership and Governance

- A. Leadership and Governance**
B. Board and Administrative Organization
Co-Chairs:
Martha Tilmann, administration (574-6532)
Jeremy Ball, faculty (574-6638)
Committee Members:
Neil Abarquez, student (574-6185)
Valerie Anderson, classified (574-6105)
Lloyd Davis, faculty (574-6684)
Tom Diskin, faculty (574-6133)
Lori Granero, classified (574-6102)
Susan Harrison, district classified (358-6755)
Harry Joel, district administration (358-6767)
Miah Kim, student (574-6185)
Steve Robison, classified (retired 2007)
Themes:
Jeremy Ball, faculty (574-6638)

