

Certification of Continued Compliance with Eligibility Requirements

The Accreditation Self Study Steering Committee has had the opportunity to review the eligibility requirements for accreditation. The Committee agrees that College of San Mateo continues to meet each of the twenty-one eligibility requirements for accreditation set forth by the Western Association of Schools and Colleges.

1. Authority

College of San Mateo's authority to operate as a degree granting institution is its continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. This Commission is recognized by the Commission on Recognition of Postsecondary Accreditation and by the United States Department of Education. This authority is noted on the table of contents page of the College Catalog.

Documentation:

Documentation is available upon request.

2. Mission

The Mission Statement of College of San Mateo was originally adopted by the College Council in December 2001 and updated in February 2005. The San Mateo County Community College Board of Trustees approved the revised statement in April 2007. The current statement is found in the general information section of the College Catalog.

Documentation:

Documentation is available upon request.

3. Governing Board

The San Mateo County Community College District (SMCCCD), which includes College of San Mateo, is governed by a six-member board, five of whom are elected at large by county voters and one of whom is a student trustee elected by the colleges' associated students. The board normally meets twice a month; generally one of these meetings is a study session. On each board agenda there is the opportunity for presentations or statements from the public as well as for statements from various college constituents. The board adheres to its conflict of interest policy. To the best of the college's knowledge, no board member has employment, family, or personal financial interests related to the college or the district.

Documentation:

Documentation is available upon request.

4. Chief Executive Officer

Each chief executive officer of the college is appointed by the Board of Trustees. The current chief executive officer of College of San Mateo is Michael Claire, whose primary responsibility is to the institution.

Documentation:

Documentation is available upon request.

5. Administrative Capacity

In general, College of San Mateo has sufficient administrative staff to support its mission and purpose. Appropriate administrative preparation and experience are addressed as part of the employment process.

Documentation:

Documentation is available upon request.

6. Operational Status

Students at College of San Mateo are enrolled in a variety of courses and programs leading to associate degrees and occupational certificates. A student body currently numbering approximately 11,000 students pursues degree and other educational objectives.

Documentation:

Documentation is available upon request.

7. Degrees

A substantial portion of College of San Mateo's programs, approximately 80 percent, lead to either an associate in arts or associate in science degree. In fall 2006, approximately 55 percent of the college's students were enrolled in these degree programs. Of the remaining students, the largest proportion, 30 percent, were undecided on their educational objective.

Documentation:

Documentation is available upon request.

8. Educational Programs

College of San Mateo's educational programs are congruent with its mission, are based on recognized fields of study, are of sufficient content and length, and are conducted at levels of quality and rigor appropriate to the degrees offered. The college is in the process of identifying student learning outcomes at all levels. All associate degree programs are two academic years in length.

Documentation:

Documentation is available upon request.

9. Academic Credit

The awarding of academic credit at College of San Mateo is based on Title 5, section 55002, of the California Code of Regulations.

Documentation:

Documentation is available upon request.

10. **Student Learning Achievement**

College of San Mateo is currently engaged in defining and publishing expected student learning and achievement outcomes for each department/program/unit. Through regular and systematic assessment, College of San Mateo is demonstrating that students achieve these outcomes.

Documentation:

Documentation is available upon request.

11. **General Education**

College of San Mateo incorporates into its degree programs from 28 to 34 units of general education distributed among the major areas of knowledge; these areas ensure breadth of outlook and contribute to a balanced education. Graduation requirements include competency in mathematics/quantitative reasoning and English. Student learning outcomes are currently being developed. The general education component is consistent with statewide standards.

Documentation:

Documentation is available upon request.

12. **Academic Freedom**

The San Mateo County Community College District, which includes College of San Mateo, is dedicated to maintaining a climate of academic freedom encouraging the sharing and cultivation of a wide variety of viewpoints. Academic freedom expresses the college's belief in inquiry, informed debate and the search for truth; academic freedom is necessary in order to provide students with a variety of ideas, to encourage them to engage in critical thinking and to help them understand conflicting opinions.

Documentation:

Documentation is available upon request.

13. **Faculty**

College of San Mateo faculty, as of fall 2006, is comprised of 160 full-time contract faculty, as well as 67 post-retirement or part-time contract faculty and 234 adjunct faculty. The degrees and length of college service for full-time faculty are listed in the College Catalog. Faculty responsibilities include development and review of curriculum and assessment of learning, and they are stated in the Faculty Handbook.

Documentation:

Documentation is available upon request.

14. **Student Services**

College of San Mateo acknowledges the importance of providing appropriate student services and student development programs to its diverse student body in order to facilitate access, progress and success. Student services uses a student-centered service model. Major areas of student services are as follows: admissions and records; assessment; financial aid; scholarships; international student center; counseling, advising and matriculation; career services center; DSPS; EOPS; multi-cultural center;

psychological services; transfer center; service learning; student employment and cooperative education; research; articulation; health services; child development center; relations with schools; student activities; and CalWORKs. The college's services and programs for students are consistent with its mission.

Documentation:

Documentation is available upon request.

15. Admissions

The College of San Mateo's admissions policies and practices are consistent with its mission, district Board of Trustees' policy, the California Education Code, and Title 5 regulations. Information about admission to programs with limited enrollment is found in the admissions section of the College Catalog.

Documentation:

Documentation is available upon request.

16. Information and Learning Resources

Information and learning resources and services to students and employees at College of San Mateo consist of specific services in the following areas: district and college technological support services; the college library and library learning center; departmental and other open access computer labs; distance learning support services, including KCSM-TV; and tutoring services available in several locations. Internet access is available throughout the campus, including a large number of wireless hot spots. The district's colleges belong to the Peninsula Library System, which permits access to all public libraries and branches in San Mateo County. Taken together, these resources support the college's mission and its educational program.

Documentation:

Documentation is available upon request.

17. Financial Resources

College of San Mateo's financial resources come primarily from the state of California; additional resources come from other sources such as grants, federal funds, and auxiliary services. Budget planning takes place at both the district and college levels; at the college level, administrators, faculty, classified staff, and students have the opportunity to participate in budget development. The district maintains a contingency reserve.

Documentation:

Documentation is available upon request.

18. Financial Accountability

An independent certified accounting firm conducts year-end audits of the San Mateo County Community College District, which includes College of San Mateo. These audits, conducted in accordance with generally accepted audit standards, include a review of the previous year's recommendations, financial documents, expenditures, and internal control processes. If an audit yields an exception, the exception is responded to in a report to the auditors and to the Board of Trustees.

Documentation:

Documentation is available upon request.

19. Institutional Planning and Evaluation

Institutional planning at College of San Mateo involves administrators, faculty, classified staff, and students via college governance bodies, standing institutional committees, and ad hoc groups convened to address specific planning issues. Efforts are currently underway to integrate the existing planning documents, among them those addressing technology, facilities, student equity, and enrollment management, into an educational master plan. Periodic college research briefs address student academic performance and program effectiveness. Development and assessment of student learning outcomes are well underway at the college.

Documentation:

Documentation is available upon request.

20. Public Information

College of San Mateo annually reviews and publishes in its catalog, schedule of classes, and/or on its website comprehensive and accurate information regarding admission, rules and regulations, degrees, costs and refunds, grievance procedures, academic credentials of faculty and administrators, and other information concerning college functions. The mission statement addresses the college's purposes and objectives.

Documentation:

Documentation is available upon request.

21. Relations with the Accrediting Commission

The Board of Trustees of the district assures that College of San Mateo adheres to the requirements, standards and policies of the Accrediting Commission for Community and Junior Colleges; describes itself in the same manner to all its accrediting agencies; communicates changes, if any, in its status; and discloses information required by the Commission.

Documentation:

Documentation is available upon request.

Statement of Continued Compliance

We hereby certify that College of San Mateo continues to comply with the eligibility requirements for accreditation set forth by the Western Association of Schools and Colleges.

Michael Claire
President, College of San Mateo

Helen Hausman
*President, Board of Trustees
College of San Mateo*

Date

Date