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ACADEMIC OFFICERS AND SERVICES

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ACADEMIC OFFICERS AND SERVICES

ACADEMIC OFFICERS

PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS OF THE COLLEGE

The provost provides strategic and operational leadership, vision and direction for the design and implementation of the College's academic programs, student and residential services and programs, and enrollment services. The provost initiates plans and direction for the establishment and maintenance of a physical environment conducive to teaching, learning and living as well as providing academic and administrative leadership to the College's students, faculty and staff. The provost works collaboratively with the entire College community, including the Board of Trustees, the president, the faculty and the staff to advance the mission of the College.

VICE PROVOST FOR UNDERGRADUATE ACADEMICS

The Office of the Vice Provost for Undergraduate Academics provides curricular and academic support programs that touch all students at Saint Mary's College. These programs support the integration of undergraduate

students' experience across disciplines, degrees and schools on behalf of our mission to link students' intellectual, existential, affective, and spiritual lives. In collaboration with Faculty Development, Undergraduate Academics ensures that the faculty of Saint Mary's College share pedagogical strategies and teaching experiences outside their departments and schools. We aspire to create a culture of commencement by concentrating especially on practices that increase student engagement, persistence, and graduation.

DEANS OF THE SCHOOLS

The deans of the schools, in collaboration with the provost and vice provost, are responsible for the academic affairs of the schools, including the recommendation to the provost and vice provost of appointment, promotion, and retention of their school faculty and administrative staff; matters relating to orientation and evaluation of faculty and staff; curriculum planning, academic policies and programs; and all other aspects of the academic enterprise in their respective schools.

Academic Officers and Services

ACADEMIC OFFICERS AND SERVICES

DIRECTOR OF FACULTY DEVELOPMENT

The director is responsible for administering the Office of Faculty Development that provides faculty and student support services, as professional and scholarly development and collaborative faculty/student research funds and technology grants are distributed through FD Office by the Faculty Development Fund Committee and the Faculty Technology Group.

DEAN FOR LIBRARY AND ACADEMIC RESOURCES

The dean for library and academic resources is responsible for the development, programming, administration, and assessment of the services, programs, staff, and resources of the Saint Albert Hall Library, the College Archives, and the Museum of Art. The dean ensures that the services, collections, and activities of Academic Resources support the educational programs of the College through a broad-based collaboration with faculty, the campus administration, and staff.

STUDENT SUCCESS OFFICE (SSO)

The Student Success Office (SSO) strengthens collaboration among professional staff and faculty to foster a culture of commencement in which successful graduation is a shared universal expectation. To uphold that expectation, SSO supports an expanded understanding of student success, including academic, personal, and psychosocial well-being. SSO is committed to providing undergraduates and graduates with the guidance and services necessary to help them find the correct balance of support, challenge, structure and independence needed to realize their full potential. Under the leadership of the Vice Provost of Undergraduate Academics, SSO comprises the Career and Professional Development Services, High Potential Program, Student Academic Rights, Responsibilities, and Institutional Compliance, Student Disability Services, Student Engagement and Academic Success, and Tutorial and Academic Skills Center.

The Student Success Office (SSO) is a leader in Higher Education known for delivering high impact practices with proven outcomes. Our practices are focused on providing equity and access to all students.

The SSO and its departments provide students with connections, opportunities and initiatives that foster: holistic learning and education; academic, personal and professional development and excellence; degree achievement; and positive post-graduate outcomes from a developmental and strengths-based perspective.

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independence needed to realize their full potential. Under the leadership of the Assistant Vice Provost for Student Success, SSO is comprised of High Potential Sphere of Success, Career and Professional Development Services, Student Disability Services, Student Engagement and Academic Success, and Tutorial and Academic Skills Center.

Additionally, SSO promotes academic responsibility, integrity, accountability, and respect among Saint Mary's College students and faculty, ensuring compliance with and support of the college's academic standards and policies.

SSO serves as a consultant to and resource for students, faculty, staff, and parents and families concerning academic policies, standards, and student academic performance and standing. SSO has responsibility for the following core functions:

- Coordinates the academic probation and disqualification review process
- Convene the Academic Probation Review Board and coordinate the academic disqualification appeal process
- Hear student appeals and grievances to the Academic Probation Review Board decisions
- Hear student and faculty disagreements pertaining to student disability accommodations
- Review and act on petitions for substitutions to academic requirements based on appropriately documented disabilities
- Adjudicate student grievances against faculty and staff noncompliance of disability accommodations
- Review and act on student petitions for exceptions to academic policies

STUDENT ENGAGEMENT AND ACADEMIC SUCCESS (SEAS)

Student Engagement and Academic Success (SEAS) provides opportunities and implements initiatives, utilizing high impact practices which foster holistic learning, academic excellence, and degree achievement for students. SEAS is an innovative leader in student success initiatives. We inspire students to identify and utilize the power within them to be independent learners, successful scholars, and contributing members of society at and beyond Saint Mary's College of California. The campus community recognizes and values our holistic, strengths based approach to promoting academic excellence and student achievement.

SEAS provides strategies, resources, and programs that support: academic and personal success, transition to college and campus, balancing home and college, academic exploration and planning, and culturally relevant support to aid in retention, persistence and graduation of students. Programs include: Academic and Project Success, Lamont Madden Book Fund, and the Student Success Portal.

Services include: coaching, workshops—academic success, major exploration, time management, anti-procrastination techniques, study skills, career preparation, cover letter and resume writing, business etiquette, professional social networking, etc.; individual and group consultation; student outreach; academic monitoring; and referral and interdepartmental collaboration.

HIGH POTENTIAL SPHERE OF SUCCESS (HPSSSS)

Saint Mary's College has a fundamental mission to provide access to education for dedicated students from traditionally underrepresented groups in higher education. The High Potential Sphere of Success (HPSS) program is designed not only to provide that access, but to foster student success by drawing on the strengths and resiliency of first generation and/or low income students as they transition from high school through college. (See Admission for eligibility and admission procedures.) HPSS coaches and peer mentors work together with HPSS students to develop their academic and leadership skills and connect them to the college community.

The initiative furnishes a continuum of support for approximately 160 students from just prior to the first year of college through to baccalaureate degree completion. The HPSS program provides a comprehensive range of services and individualized support:

- **Summer Academic Institute for Leaders and Scholars (SAILS)** – is an intensive summer residential program, includes earning units toward graduation and an opportunity to meet professors, advisors, peers, and peer mentors. The activities and classes focus on academic, psychosocial and cultural development.
- **Peer Mentor Program** – student mentors offer academic and psychosocial support beginning in the SAILS Program and continuing throughout the students' first two years at Saint Mary's.
- **HPSS First Year Advising Cohort** – HPSS students enroll in HPSS FYAC, a partial credit course for both fall and spring semesters of their first year. This course, taught by student's faculty advisor, provides academic support and guidance to set a solid foundation for high academic and personal achievement. Faculty assist students with essential academic skills such as time management, study habits, using campus resources effectively, and tracking self-progress.
- **Coaching** – in addition to meeting with their faculty advisor, HPSS students meet regularly with a dedicated coach for frequent and focused individualized mentoring to help ensure steady progress toward academic and personal goals.

THE ADVISING OFFICE (TAO)

The Advising Office supports faculty members in their roles as undergraduate academic advisors. In conjunction with the First Year Advising Steering Committee, the TAO is responsible for the administration, logistical coordination, and curricular management of the First Year Advising Cohort (FYAC) Program.

Through participation in the mandatory FYAC Program, each first year student is assigned a faculty advisor from a discipline or field closely related to the student's academic interest. The FYAC Program is designed to help students navigate the complex issues and options encountered as they transition into the college environment, and to provide guidance in establishing longer range goals and strategies for academic success. With the guidance of their FYAC advisor, students are encouraged to declare an academic major in the spring of their first year.

Beginning in the sophomore year, students with a declared major are assigned to a faculty advisor from the appropriate academic department or program. Specialized advisors are provided for allied health science, pre-med, and pre-law students.

TUTORIAL AND ACADEMIC SKILLS CENTER (TASC)

The Tutorial and Academic Skills Center (TASC) offers a variety of support services and programs to students who are seeking to achieve greater academic success regardless of their level of academic performance. The Center offers tutorial services for all currently enrolled students. Tutoring is available in almost all courses taught at Saint Mary's, in individual and group settings depending on the subject and demand. TASC provides tutorial services for the Chemistry Skills Mastery Center and Math Center. Tutoring and workshops are also available for students who wish to complement their study efforts through enhanced academic skills development such as time management, note-taking, writing skills, study techniques, and reading comprehension.

CAREER AND PROFESSIONAL DEVELOPMENT SERVICES (CPDS)

Career Professional Development Services (CPDS) focuses on discovering internship, volunteer, diverse employment and post-graduation opportunities for students and alumni through building and enhancing internal and external partnerships. CPDS works closely with academic administrators, Deans, department chairs and faculty to integrate academic and professional development goals for students and alumni.

CPDS collaborates with the SEAS Coaches to promote a holistic approach to students' lives and to foster the personal and professional development of students. The collective goal is to provide a diverse array of possibilities so that students will be prepared for their post-graduation paths.

Additionally, CPDS helps students prepare for graduate and professional school (i.e., law). These services include identifying and selecting schools, application assistance, identifying and approaching references, essay and personal statement writing, and standardized test preparation.

CPDS provides on- and off-campus part-time and full-time job listings for undergraduate, graduate students, and alumni as well as hosting an annual Career/Internship/ Non-Profit/Grad School Fair and On-Campus Interviewing opportunities. All current job listings are online: stmarys-ca.edu/GaeLink.

STUDENT DISABILITY SERVICES (SDS)

Student Disability Services is dedicated to ensuring equal opportunity and access to all academic programs, services, resources and campus life activities at Saint Mary's College for qualified students with disabilities. The goal is to promote educational advancement in a safe, nondiscriminatory environment. Individualized assistance for reasonable and appropriate accommodations is provided for students with appropriately documented learning, health, psychological or physical disabilities.

Academic Officers and Services

CENTER FOR ENGAGED RELIGIOUS PLURALISM (CERP)

Founded in 2008, CERP is the academic center at Saint Mary's for promoting interreligious understanding and interfaith engagement across religiously diverse and non-faith perspectives in service of the College's goal of "inclusive excellence" and its mission, which states in part: "Recognizing that all those who sincerely quest for truth contribute to and enhance its stature as a Catholic institution of higher learning, Saint Mary's welcomes members from its own and other traditions, inviting them to collaborate in fulfilling the spiritual mission of the College."

CERP creates linkages with other colleges and universities, as well as organizations (such as the American Academy of Religion and the Interfaith Youth Core) to enhance Saint Mary's knowledge about and ability to address interfaith challenges and opportunities.

CERP works with faculty to develop scholarship, curriculum and workshops that advance interreligious understanding and interfaith leadership, including active collaboration with the newly developed minor in Interfaith Leadership. CERP also produces interfaith awareness and engagement programs and events to enrich and complement Saint Mary's curriculum, often in partnership with other organizations and with academic departments on campus. In so doing, CERP supports the College's commitment to collaboration and dialogue, to diversity, to prepare students for ethical and effective engagement in a diverse and global environment, and to build leadership that advances social justice.

CATHOLIC INSTITUTE FOR LASALLIAN SOCIAL ACTION (CILSA)

CILSA is working toward the day when all people collaborate to enact social justice, inclusion, and sustainability in every aspect of life. To that end, CILSA collaborates with students, faculty, staff and community partners to create and sustain transformative community engagement experiences inspired by the Catholic, Lasallian and Liberal Arts traditions. CILSA is an academic center that aims to be a national leader in the scholarship, theory and practice of community engagement.

CILSA utilizes the framework and integration of "head, heart, and hands" to guide its work:

Head – CILSA programs foster students' intellectual and personal development through academic exploration of issues related to justice that prompt critical thinking inside and outside the classroom. For faculty and staff, CILSA provides resources, materials and education in best practices to integrate social justice within the curricular and co-curricular experience.

Heart – CILSA programs nurture students' critical reflection of their experiences as they relate to meeting academic, intellectual, and other personal goals. The process promotes an understanding premised on knowledge coupled with compassion.

Hands – CILSA programs provide an array of service activities through coursework and co-curricular experiences that enable students, faculty, and staff to apply their knowledge and understanding in order to engage critical social issues and promote social justice for the common good.

STUDENT LEADERSHIP & SERVICE OPPORTUNITIES

Each year, nearly 75 students are deeply involved in CILSA's leadership and service programs, and nearly half of the student body engages in service. Students lead and participate in ongoing or one-time projects—starting with the Weekend of Welcome Saturday of Service—which are coordinated by student leaders in the Social Action Leadership Team (SALT). CILSA also offers Gaels 4 Justice Living-Learning Community for first-year students, Public Service Internship Program (PSI), Student Leaders in Community Engagement (SLICE), and Engaged Learning Facilitators (ELFs). CILSA hires 40+ students each year in Jumpstart. CILSA offers two full-time summer fellowship programs: MICAH Summer Fellowship (Bay Area), and International Summer Fellowship (Rwanda).

COMMUNITY ENGAGEMENT IN THE CORE CURRICULUM

CILSA provides pedagogical and practical support to faculty and coordinators who sponsor courses and programs that fulfill the Community Engagement core curriculum requirement. These courses and activities provide opportunities for students engage in purposeful actions that address community goals and promote student learning. Through critical reflection, students integrate the action with academic objectives to develop civic responsibility and an understanding of social justice.

Visit CILSA in 203 Ferroggiaro Hall or at stmarys-ca.edu/cilsa. Contact CILSA's director, Jennifer M. Pigza, Ph.D., at jpigza@stmarys-ca.edu or 925-631-4755.

CENTER FOR INTERNATIONAL PROGRAMS

The Center for International Programs (CIP) develops and supports international programs and activities on and off campus to support the Core Curriculum intellectual area—Engaging the World—which asks students to engage with the world in substantive and meaningful ways. Saint Mary's offers study abroad programs throughout the world, offering students the opportunity to immerse themselves in a new culture and deepen their understanding of the world and their role in it. Furthermore, on campus, the Center promotes global understanding through a variety of events, workshops, presentations and programs that provide a platform for discussion and exchange of ideas. The Center staff guides inbound and outbound students through the process of discovery and assists students as they explore the option of study abroad and assimilation to American culture.

The Center oversees the immigration advisement of F-1 and J-1 international students and scholars and leads orientations focusing on cultural assimilation, familiarization, and immigration regulations related to the F-1 student

or J-1 scholar visa status. Orientation occurs throughout a student's four-year program as international students make their transition to a new academic culture. Orientation includes a weekend retreat, a Global Fair, country specific presentations and opportunity for interchange and exchange. The International Club, referred to as the iClub, offers domestic and international students an opportunity to be involved in an organization specifically focused on all things global. The iClub is mentored by a CIP staff member. The International House (iHouse) is a living and learning community focused on intercultural communication. International and domestic students discover a "common ground" where they can communicate across cultures.

A wide variety of study abroad programs are offered to students during the fall and spring semesters. Current destinations include Australia, China, England, France, Germany, Italy, Mexico, South Africa and Spain. Saint Mary's has also established semester exchange programs with partners in Australia, Japan, and Spain. Through the Lasallian Consortium, Saint Mary's students have additional study abroad opportunities in Argentina, Costa Rica, Poland and Ireland. All students are eligible to receive academic credit for successfully completing courses during the term abroad. When students enroll in Saint Mary's sponsored study abroad programs, they are able to apply their federal, state, and Saint Mary's financial aid to cover most of the cost of their overseas program. For more information: (925) 631-4245 or studyabroad@stmmarys-ca.edu.

The Center is committed to enriching all students' life experiences, whether in the United States or abroad.

THE LIBRARY

SAINT ALBERT HALL – THE LIBRARY

Saint Albert Hall was named after the thirteenth century philosopher and theologian, Saint Albert the Great and in honor of the former President of Saint Mary's College, Brother Albert Plotz F.S.C., who was tragically killed in an automobile accident in the sixties.

The Library provides all students with a wealth of scholarly resources, comfortable physical spaces to study and work, expert librarians to assist in study and research, and helpful paraprofessional staff members. Not only can students and faculty get the help and advice of librarians by physically visiting the library, they can also get help and advice by telephoning or sending an electronic inquiry via email, chat, or text. Every student can make an appointment with a librarian specializing in a subject area to obtain individualized help and tutoring in research skills. Developed in partnership with teaching faculty, the library has an extensive instruction program geared to helping students develop scholarly research skills and particularly learn how to use the library to complete class assignments.

The Library's research, teaching and learning collections include a mix of print and electronic books and journals, films, music, and newspapers. Some of the highlights of these collections include:

- A *Course Reserve Collection* of high-use materials assigned by faculty members,
- A *Textbook Collection* of textbooks frequently assigned by faculty for all courses at Saint Mary's College,
- A *Best Sellers Collection* of new and recent books cited on the New York Times best seller list,
- An *Instructional Video Collection* of documentaries, theatrical performances (dance, opera and theater), interviews, and television series, and
- The *Byron Bryant Film Collection*, consisting of award winning and significant feature films in many languages and representing many cultures.

In addition to its own collections, the Library has sharing agreements with thousands of other libraries giving students access to millions of books and articles worldwide.

Throughout the Library, students will find computers, (some with specialized software), printers, and scanning devices, as well as technical support staff. The Library has the fastest Wi-Fi on campus and students can now do cloud printing in the building. Tech Bar staff can help students and faculty with technical computer problems.

There are six group study rooms that may be reserved by students. All group study rooms are equipped with a television, DVD/VHS player, and a whiteboard. One study room is also equipped for students to practice, record, and play back their own presentations and lectures. There are two quiet study spaces, a large silent study room on the first floor and a small, quiet reading room with soft furniture on the third floor.

The Library also houses the *College Archives*, which collects and makes available materials relating to all aspects of Saint Mary's College history. The *Special Collections Department* collects and makes available rare and unique materials from many time periods on many subjects. Three examples of its unique collections are the rare works comprising the *California and Western Americana Collection*, the *Cardinal Newman and His Times Collection*, a rare and extensive print collection of the Blessed Cardinal John Henry Newman's writings, as well as materials illuminating his life and the intellectual and political world in which he lived. Finally Special Collections houses the *Library for Lasallian Studies*, an extensive collection by and about Saint John Baptist De La Salle, the founder of the Brothers of the Christian Schools. The collection documents his influence and place in seventeenth century French spirituality.

INFORMATION TECHNOLOGY SERVICES

CHIEF TECHNOLOGY OFFICER

The Chief Technology Officer (CTO) oversees the strategic intent of the College's adoption and use of technology resources while also leading the College's Information Technology Services department (ITS), which includes educational technology services, audio/visual and media services, the IT service desk and tech bar, desktop computing, administrative information services, web and

Academic Officers and Services

Internet services, infrastructure and operations services and telephone services

DIRECTOR, EDUCATIONAL TECHNOLOGY

The Director, Educational Technology fosters collaborative partnerships among faculty, academic leaders, and technology professionals to encourage development of innovative, technology-enhanced instruction and academic event support with an eye on the distinction in the College's academic mission. The Director leads an Educational Technology team charged with development, service, support and maintenance of many and varied IT applications and resources identified by faculty as most appropriate to enhance teaching, learning and academic events.

THE CENTER FOR TEACHING, LEARNING AND SCHOLARSHIP: EDTECH

An Educational Technology team works closely with The Center for Teaching, Learning and Scholarship to best support the adoption and use of technology in relation to the College's academic mission. This team also provides focused support for various classroom-based and online academic/instructional applications, providing "tech camps" for faculty each academic year as a means to enhance understanding of the instructional technology resources and services available to faculty. The EdTech team is located in Saint Albert Library in the EdTech Center, which is to the right of the foyer as you enter.

THE IT SERVICE DESK AND TECH BAR

The IT Service Desk, located in room 111 in Galileo Hall, provides email, voice, walk-in and online as a clearing house for all service and support that IT Services provides to the College community. The IT Service Desk also loans various computing and audio/visual equipment to students, faculty and staff.

The IT Services Tech Bar has a primary location in Saint Albert Library to the right of the foyer as you enter. The Tech Bar is staffed mostly by students, and provides "just in time" walk-in technology support for students, faculty and staff on a very broad array of topics.

TECHNOLOGY IN TEACHING, LEARNING AND SCHOLARSHIP

The primary ITS mission is to support the curricular and research activities of faculty and students, campus communication and information dissemination services. The Saint Mary's network is built upon the foundation of a high-speed fiber-optic infrastructure that extends throughout the campus. This network links faculty and staff offices, student computer laboratories, technologically-enhanced classrooms, residence halls and the library. The College's networked data and voice communications resources are procured, developed and maintained by ITS and are also available to students, faculty and staff via the Internet when off campus.

The IT Services EdTech team maintains and supports software and computing/media equipment to serve faculty and students in classrooms and online.

Additionally, academic and non-academic events and conferences are supported for both internal and external individuals and groups. The EdTech team is also responsible for service and support of technology in classrooms and computer laboratories located throughout the campus.

The ITS department page on the College's website offers information and interactive self-service to students, faculty and staff, along with contact information and hours of operation for the IT Service Desk and Tech Bar.

SAINT MARY'S COLLEGE MUSEUM OF ART

Saint Mary's College Museum of Art, located in the campus' Arts Corridor, holds an outstanding encyclopedic permanent art collection and organizes exhibits that support teaching, learning, and scholarly research. The Museum's vision is to infuse Saint Mary's College with the unique virtues of art through high quality, thought provoking, multisensory arts programming that inspires encounters with the complexity, beauty, and meaning of human experience and its expression.

The Museum of Art advances academic excellence in and through the Arts via active collaboration and deep engagement with our students, faculty, staff, alumni, donors, Museum members, and the greater Bay Area Arts community. The exhibition program integrates artistic excellence and intellectual merit using objects from the permanent collection and outside sources to reflect different cultures, styles, and periods of art history and foster community involvement and life-long learning.

The collection of over 4,500 objects includes The William Keith Collection of late 19th and early 20th century California landscapes and portraits, historical and contemporary landscape paintings with a focus on California, works on paper consisting of primarily American and European prints and photography, sculpture focused on religious icons and contemporary sculpture, and an ethnographic collection.

Founded in 1934 by Brother Fidelis Cornelius Braeg, a Saint Mary's College art professor and biographer of William Keith, the Museum began with a collection of Keith's works. Keith was a key figure in the history of California art and a partner of naturalist John Muir. The Museum's donors provide support that allows the Museum to provide student scholarships and internships.

Saint Mary's College Museum of Art is accredited by the American Alliance of Museums. For further information, see stmarys-ca.edu/museum.