

File Naming Conventions

One of the most critical components of uploading evidence is naming the PDF file in a manner that is easily recognizable to various people who will be working on the self-study. Please see the naming conventions below. **Note: Dates below are formatted as YYYYMMDD.** Documents with no publication dates should include the date of access.

Evidence Type	Format	Example
Agenda	Committee Abbreviation-Agenda-Date	SPARC-Agenda-20170223
Board Agenda	SMCCCD-BoardAgenda-Date	SMCCCD-BoardAgenda-20181010
Board Policy	SMCCCD Board Policy-Policy #-Year 2-digit day	SMCCCD-BoardPolicy2.31-201306
Contracts	SMCCCD-Contract Name-Year	SMCCCD-CSEA Contract-2016-19
Course Outlines of Record	Course Prefix Name and Number-Document Type-Date of Approval (on CurricUNET listing)	ACTG100-COR-20170301
CPR	Program Abbreviation-CPR-Year	ANTH-CPR-2015
Email	Topic-Email-Date	TrainingAnnouncement-Email-20170301
Fact Sheet	Title-TermYear	SkylineCollegeFactSheet-Fall2016
Financial	District or College-Type of Document-Year or Date	SMCCCD-FinalBudgetReport-2015-16
Minutes	Committee Abbreviation-Minutes-Date	SPARC-Minutes-20170223 SMCCCD-BoardMinutes-20180825
Plan	Plan Name-Year	StudentEquityPlan-2015
Presentation Slides	Area-PresentationSlideTitle-Year or Date	PRIE-IPRACSurveyHighlights-2016 PRIE-CCSSEHighlights-20160216
Process Oriented Graphics	Graphic Name-Year or Date	IntegratedPlanningAndResourceAllocation CycleGraphic-2016
Publication	Publication Name-Year or Date	SLOACFramework-2013 SkylineShines-20120421
Report	Area-Report Type-Year	PRIE-CCSSEKeyFindings-2016
Syllabus	Course Prefix Name and Number-Document Type-TermYear	PSYC100-Syllabus-Spring2018
Survey	Area-Survey Title-Date or Term Conducted	PRIE-ShuttleSurvey-Fall2016
Misc. Documents (e.g. templates, Program Data Packets)	Committee Abbreviation-Document Title-Year or Date	SPARC-CommitteeCharge-2016
	Program Abbreviation-Document Title-Year or Date	PRIE-IRBLetter-20160923 PRIE-AnnualProgramPlanTemplate-2017
		PRIE-ProgramData-2017
Websites	SC-Website-Title of the Website-Date Accessed	SC-Website-MissionVisionValues-20180122
	SMCCCD-Website-Title of the Website- Date Accessed <u>Note:</u> Please take screen shots of the web page to save as a document, including the website address and date you accessed it. An example is on page two.	SMCCCD-Website-DistrictStrategicPlan-20180214



Files can be renamed at any time after uploading to SPOL by right-clicking on the file and then choosing Rename File. And if you have any questions regarding naming your document(s), please ask your Standard Chair. It's critically important to get the naming convention correct the first time.

Website Screen Shot Example

Evidence for: Standard IA1

SPOL Naming Convention: SC-Website-MissionVisionValues-20180316.pdf

Date Accessed: March 16, 2018

URL: <https://www.skylinecollege.edu/aboutskyline/mission.php>

The screenshot shows a web browser window displaying the Skyline College website. The address bar shows the URL: <https://www.skylinecollege.edu/aboutskyline/mission.php>. The website header includes the Skyline College logo, a search bar, and a navigation menu with links for Home, Admissions, Academics, Career, Students, Campus Resources, and About. The main content area is titled "Mission - Vision - Values" and contains the following sections:

- Mission Statement:** To empower and transform a global community of learners.
- Vision Statement:** Skyline College inspires a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.
- Values Statement:** Education is the foundation of our democratic society. Thus:
 - Social Justice:** We are committed to a comprehensive diversity framework that promotes social justice throughout all policies, procedures, and practices of the College.
 - Campus Climate:** We value a campus-wide climate that reflects a 'students first philosophy' with mutual respect between all constituencies and appreciation for diversity. Both instruction and student services are dedicated to providing every student with an avenue to success.
 - Open Access:** We are committed to the availability of quality educational programs and services for every member of our community regardless of level of preparedness, socio-economic status, gender, gender expression, sexual orientation, cultural, religious, or ethnic background, or disability status. We are committed to providing students with open access to programs and responsive student services both in person and online that enable them to advance steadily toward their goals.
 - Student Success and Equity:** We value students' success in achieving their goals, on-time, and strengthening their voices as they transform their lives through their educational experience. We aim to close gaps that result in inequitable outcomes by ensuring that each student has the opportunity to succeed.
 - Academic Excellence:** We value excellence in all aspects of our mission as a comprehensive community college offering preparation for transfer to a baccalaureate institution, workforce and economic development through career technical education programs and certificates. Associate of Arts and Associate of Science degrees. a