
**Minutes of Accreditation Oversight Committee
Held on November 17, 2014
Building 4, Room 4-343**

Type of Meeting: Regular Meeting

Chairperson: Aaron McVean

Members Present: Stephen Fredricks, David Martinez, John Mosby, Jonathan Paver, Jesse Raskin, Christine Roumbanis, Dennis Wolbers

Members Absent: Joi Blake, Eloisa Briones, Sarah Perkins, Karen Wong

Ex-Officio: Regina Stanback Stroud

Guest Present: Bridget Fischer

Resource: Belinda Chan (recorder)

Type of Meeting: Regular Meeting

Chairperson: Aaron McVean (Chair, Accreditation Liaison Officer), Dean of Planning, Research & Institutional Effectiveness

Members Present: Regina Stanback Stroud, College President
Joi Blake, VP of Student Services
Eloisa Briones, VP of Administrative Services
Sarah Perkins, VP of Instruction
Stephen Fredricks, Academic Senate Rep.
Michael Manneh, Classified Senate Rep.
David Martinez, ASSC Rep.
John Mosby, Dean of Enrollment Services
Jonathan Paver, Dean of Academic Support and Learning Technology/ Distant Ed Rep.
Jesse Raskin, CTE Faculty Rep.
Christine Roumbanis, Interim Dean of Business
Dennis Wolbers, Curriculum Committee Rep.
Karen Wong, Coordinator of Institutional Effectiveness

Resource: Belinda Chan, Planning, Research & Institutional Effectiveness (recorder)

1. ACTION ITEMS

1.1 Call to Order

Aaron McVean called the regular meeting to order at 9:08 a.m.

1.2 Approval of Agenda

Due to the absence of a quorum, no motion or voting was made. No additions were made to the agenda.

1.3 Approval of Minutes

Due to the absence of a quorum, no motion or voting was made. Dennis Wolbers suggested the following changes to October 20, 2014 Committee Minutes:

Replace the word “remained” with “reminded” in 2.1 Resolution to Recommendation 2: “Sarah Perkins remained the Committee that the wordings used in the three colleges and the District were very different”

Include “Due August 2019” in the third column of the last row “2018 – 2019” in 2.3.

2. DISCUSSIONS
2.1 Upcoming Professional Development

Date	Time	Location	Topic
Nov 18, 2014	2:00 – 3:30 pm	Webinar	New accreditation standards (by Napa Valley College)
Apr 22 – 24, 2015		San Diego	ACCJC Training Confirmed attendance: Regina Stanback Stroud, Aaron McVean, Karen Wong <i>Maximum number of attendees allow to attend this training has yet to determine.</i>

2.2 Process of Review Balanced Scorecard

In Academic Year 2013-14, the Institutional Planning Committee (IPC) requested to have the Skyline College Balanced Scorecard be reviewed because it has never been reviewed and updated since its creation. Karen Wong, Coordinator of Institutional Effectiveness and Chairperson of Skyline College Student Learning Outcomes and Assessment Committee (SLOAC) brought the Balanced Scorecard to SLOAC for review. Revision will be completed by February 2015. Once completed, the revision will be first brought to Accreditation Oversight Committee (AOC) and followed by Strategic Planning and Allocation of Resources Committee (SPARC) and College Governance Council (CGC). The AOC will be asked to ensure that the revision meets the requirements for Institution-Set Standards from the ACCJC.

2.3 Baccalaureate Degree Substantive Change

Substantive Change for Baccalaureate Degree Program is due on March 5, 2015 with below listed timeline. The first cohort targets to begin in Fall 2016.

November 20, 2014	Release of RFP - To find out about the information needed to submit to the CCCCCO.
November 21, 2014 (first meeting)	Baccalaureate Degree Program Work Group - Members include: Joi Blake, Sarah Perkins, John Mosby, Aaron McVean, Raymond Hernandez, Ijaz Ahmed
December 19, 2014 (due)	Application to the Chancellor’s Office

January 21, 2015	Approval of Baccalaureate Degree Program - Board of Governors (BOG) will announce the 15 pilot colleges.
February 9, 2015 (due)	Draft
March 5, 2015 (due)	ACCJC Substantive Change Proposal

2.4 Distance Education Substantive Change

A document titled “Trends in Distance Education – What College Leaders Should Consider” was shared in SharePoint. See Appendix I.

Jonathan Paver provided an overview of changes in distance education with below highlights:

- A substantive change submission is required when 50% or more of courses are approved to be taught in an online format (not including hybrid courses)
- General education courses can be taken 100% online
- Business Administration program can be taken 100% online
- 3 new online certificate programs are offered online: ECE, Entrepreneur, Warehouse & Logistics
- Courses/programs that cannot currently be offered online include: oral communication, science labs, automotive courses

3. ACTION ITEM

3.1 Formation of Work Teams

Three teams were form and members assigned themselves to each team voluntarily as listed below. Detail of roles and assignments to be discussed.

Accreditation Evidence Team	Professional Development Team	Standard Review Team
Dennis Wolbers	Stephen Fredricks	Aaron McVean
Christine Roumbanis	Jesse Raskin	Karen Wong
Jonathan Paver		John Mosby
Liz Gaudet (External Resource) <i>Became Classified Senate Rep beginning Spring 2015</i>		Sarah Perkins

4. NEXT REGULAR MEETINGS

Next regular meeting will be held in Room 4-343 on Monday, December 15, 2014 from 9:00 to 10:00 a.m.

Due to next two regular meeting dates (January 19, 2015 and February 16, 2015) are holidays, the first meeting in Year 2015 is rescheduled to **Monday, February 9, 2015, 9:00 to 10:00 a.m.**

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:00 a.m.

Minutes approved by Members on February 9, 2015.