

**Minutes of Accreditation Oversight Committee  
Held on August 26, 2019  
Held in Building 4, Room 4-343**

<b>Type of Meeting:</b>	Regular Meeting
<b>Chairperson:</b>	Ingrid Vargas (Chair, Accreditation Liaison Officer), Dean of PRIE
<b>Members Present:</b>	Eloisa Briones, Angélica Garcia, Raymond Hernandez, Michael Kane, Rolin Moe, William Minnich, Zahra Mojtahedi, Leigh Anne Shaw, Pcyeta Stroud, Jennifer Taylor-Mendoza, Andrea Vizenor, Karen Wong
<b>Members Absent:</b>	Associated Students of Skyline College Representative, Luis Escobar,
<b>Ex-Officio:</b>	Jannett Jackson, Interim College President
<b>Resource:</b>	Paul Cassidy, Belinda Chan (Recorder)

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## 1. GENERAL BUSINESS

### 1.1. Call to Order and Introduction

Ingrid Vargas called the regular meeting to order at 9:05 a.m. Members in attendance introduced themselves and their representing areas.

## 2. ACTION ITEMS

### 2.1. Approval of Agenda

A motion was made by Leigh Anne Shaw and seconded by Zahra Mojtahedi to approve the August 26, 2019 Agenda as written. Motion carried unanimously.

## 3. REPORT/ DISCUSSION

### 3.1. Report Out on ACCJC Visit Team Chair's Pre-Visit

[Dr. Linda Rose](#), President of Santa Ana College and Chair of ACCJC site visit team, visited Skyline College on Friday, August 16, 2019 and met with the following constituents per her request:

- Dr. Jannett Jackson, Interim College President
- Ingrid Vargas, Accreditation Liaison Officer
- Karen Wong, Michele Hagggar, and William Minnich, Tri-Chairs of Accreditation Team
- Kathryn Browne, Academic Senate President
- Michele Hagggar, Classified Senate President

The pre-visit was to ascertain the lodging location, meeting venue, and the logistics of the week. Dr. Rose reiterated that the site visit team members will be focused on validating the contents of Skyline College's Institutional Self-Evidence Report (ISER). The visit team will not be comparing Skyline College's practices to other colleges, but rather to Skyline College's own declared best practices. Site visit team members will read the ISER prior to the visit and identify any questions that require more specific information to be shared during the site visit.

The pre-visit went well and Dr. Rose was impressed by the number of people who participated in the ISER.

### 3.2. Update on Planning for ACCJC Site Visit

The ACCJC Site Visit will take place on September 30, 2019 through October 3, 2019.

Everyone within the college-wide community is encouraged to participate in the following activities and events to keep abreast of accreditation and the upcoming site visit.

Sessions Prior to Site Visit:

- “Accreditation Matters! What’s in it for YOU?”, a forum with Dr. Stephanie Droker, ACCJC Senior Vice President, to be held on Tuesday, September 10, 2019 in Rooms 6-202 to 6-206
- “What to Expect During the Accreditation Visit”, a forum hosted by the Accreditation Tri-Chairs and Accreditation Liaison Officer, will be held on Wednesday, September 11, 2019  
This session will include a panel discussion and Q&A with Skyline community members who have served as peer reviewers for other colleges’ accreditation site visits.

Trivia Contest:

- To motivate the college community to engage with the ACCJC site visit and to review key information about the college and the accreditation process, the College launched a trivia contest on opening day, which will continue up until the Friday before the site visit.
- Six weekly trivia contests with three questions each for students and employees to participate with a chance to win a \$50 gift card. The first weekly contest attracted over 230 participants and the majority of the participants were students. The winners of the first weekly contest have been announced through Skyline Shines: 2 students and 1 employee.
- Participants with correct answers from the weekly trivia contest will be automatically entered for the Grand Prize drawing, an opportunity to win a \$100 gift card and other prizes.
- Members are encouraged to invite themselves, their colleagues and students to participate.

Forums During the Site Visit:

All community members have been invited to participate in the following opportunities to meet with the ACCJC peer review site visit team:

1. Tuesday, October 1, 2019, 5:30 – 6:30 p.m. in Rooms 6-202 to 6-206
2. Wednesday, October 2, 2019, 12:30 – 1:30 p.m. in Building 1, Theater

Questions about the Site Visit:

- Is there any comment about the Bachelor of Science in Respiratory Care Program?
  - This did not come up during the pre-visit. We should know about any specific questions regarding the BS program after the team meets in early September.
- Are there any committee meetings during the site visit week that the visiting team can attend?
- The only governance committee scheduled to meet that week is the Curriculum Committee. Ingrid will reach out to committee chair Jessica Hurless, about opening up the meeting to visit team members.
- What level of access to Canvas for online course review will the site visit team members require?
  - The answer is unknown at the moment. Rolin Moe will look into the different levels of access available to determine which is most appropriate.

**Discussion of ISER Evidence Protocols**

On August 15<sup>th</sup> the College learned that a piece of evidence included with the ISER contained personal information pertaining to a vendor. The document was immediately removed from the website and, in consultation with the ACCJC, steps were taken to recall evidence that had been distributed to visit team members. As a result of this incident, this committee should review protocols for selecting and clearing evidence to be posted as part of the self-evaluation process in future accreditation cycles.

Before the next accreditation cycle, this committee will create and approve:

- Guidelines for the selection of appropriate evidence for inclusion in the self-evaluation
- A process for reviewing all pieces of evidence prior to their being made public

**4. ANNOUNCEMENT****4.1. Accreditation All the Time**

In an effort to prepare ahead for the next accreditation cycle, Karen Wong, Tri-Chair of Accreditation, suggested the following:

- To map governance committees, working groups and task forces to specific accreditation standards
- To ask the heads of each of these committees and groups to be aware of the standards as they conduct their work, and to forward any relevant minutes or other documentation to the ALO annually.
- To have the PRIE office organize the documents into folders pertaining to each standard.

**5. NEXT MEETING**

Next regular meeting will be held on Monday, September 16, 2019 at 9:00 a.m. in Room 4-343.

**6. ADJOURNMENT**

There being no further business. William Minnich made a motion, and seconded by Raymond Hernandez adjourn the meeting at 10:01 a.m.

Minutes were approved by Members on September 16, 2019.