



Skyline
COLLEGE
Academy

Skyline Shines

March 30 , 2012
25

Vol. 2, No.

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ASTEP Represents Skyline College at UMOJA

Skyline College ASTEP & ASTEP/Math Academy students attended the UMOJA (state-wide African American Learning Community) Northern Regional Symposium at Diablo Valley College (DVC) on March 23, 2012. Skyline College students, joined by students from DVC, Sierra College, Chabot, Los Medanos, American River College & Los Rios College, were leaders in morning small group discussions, asking “If I were your teacher....?” After lunch they were inspired by a presentation from Darrick Smith, of Learning Works in Oakland, who spoke about the need for them to realize their potential obstacles but not be constrained by them. During the entire day, Skyline College students were active and highly visible contributors to this motivating event.



*Bottom Row: Nicole Sarne, DeShawn Davis, Chanel Piper
Top row: D'Eboni Butler, Leah Navarre-Johnson, Professor Phyllis Taylor, Carlos Machado
Photo Credit: Teresa Aldredge - Consumnes River College*

Thank you to Phyllis Taylor for her contribution to this article.

Skyline Environmental Technology Faculty Train Union Tradespeople on Energy Efficiency Measures

On March 8, 2012 the Environmental Technology program at Skyline College and San Mateo County Building Trades Council celebrated the graduation of an energy efficiency and business management course. Students included HVAC technicians from Sheet Metal Local 104, electricians from IBEW Local 617, and the Northern California Carpenters. A handful of union business development representatives, training directors, and contractors also participated in the program.

The classes offered training en route to an industry-recognized certification from the Building Performance Institute (BPI). The credential signifies that a worker is trained in standards and

best



practices for conducting energy assessments for retrofits in single-family homes. Industry refers to the products and services as “whole-house home performance.”

The class also sought to train students in how to create and execute business plans for the home performance products and services. Policymakers in California have created new programs to encourage this work, and many traditional construction firms are testing out the industry as a potential source for profit. In 2008, the California Public Utilities Commission adopted an "Energy Efficiency Strategic Plan" that creates new codes and incentives to encourage this work through 2020.

Faculty members in Environmental Technology and staff from Green and Sustainable programs at Skyline worked for most of 2011 on developing the class with the County of San Mateo's Workforce Investment Board as part of a \$2.5 million Department of Labor grant program called Home Energy retrofit Occupations (HERO). For more information, contact Aaron Wilcher, Faculty Program Coordinator, Environmental Technology via email at wilchera@smccd.edu.

Thank you to Aaron Wilcher for his contribution to this article.

Skyline View, Students and Professor Honored at Annual State Convention of the Journalism Association of Community Colleges



Seven Skyline College journalism students and their instructor attended the Journalism Association of Community Colleges State Convention in Burbank on March 22-25, 2012. The Skyline View took home general excellence for online journalism, with individual students winning several other awards. Former staffer Dean Kevin Santos won third place for profile feature in the mail-in categories. In the on-the-spot

competitions, entertainment editor Diane Thao received honorable mention for editorial cartoon, and Blair Hardee, editor in chief, took home honorable mention in both news story and broadcast news writing. She and social media editor Terence Chin both received scholarships from the organization. Adviser Nancy Kaplan-Biegel was presented with the journalism educator of the year award in the two-year division from the California Journalism Education Coalition.

The group shared a chartered bus to Southern California with students from CCSF, Chabot, De Anza, Laney, Ohlone and College of Marin. The convention brought together more than 550 students and faculty from community college journalism programs around the state and beyond. In addition to participating in contests, the students attended a variety of workshops given by industry professionals, heard from the Pulitzer prize winning LA Times reporters who broke the Bell salary scandal, visited media outlets such as CBS, and received hands-on training in such areas as creating podcasts, speaking in front of a teleprompter and participating in a media “tweetup” using Twitter. For more on their trip, check out the Skyline College Journalism Department blog at www.skylinecollegejournalismdeparment.wordpress.com.

Thank you to Nancy Kaplan-Biegel for her contribution to this article.

Skyline College Wins Silver Medallion Award from NCMPR



The office of Development, Marketing and Public Relations was recently awarded a 2011 District 6 Silver Medallion for original photography by the National Council for Marketing and Public Relations. The award-winning photograph (at left) was taken by Christianne Marra, Communications Manager, during 2011 Commencement ceremonies at Skyline College.



The National Council for Marketing and Public Relations (NCMPR) represents marketing and public relations at community and technical colleges around the country. NCMPR's primary focus is providing support to the professional growth of individuals working in these areas. District 6 of NCMPR is comprised of community and technical colleges in the following locations: Arizona, California, Hawaii, Nevada, Utah, Commonwealth of the Northern Mariana Islands, Federated States of Micronesia, Republic of Palau, Republic of the Marshall Islands, and Territory of Guam.

Thank you to Christianne Marra for her contribution to this article. Photo of Christianne Marra with award taken by Liz Gaudet.

**Skyline College-Youth Entrepreneurship Program (YEP)
Graduates Second Cohort with Young Community Developers**

On March 15th the Skyline College Youth Entrepreneurship Program (YEP) graduated its second cohort for the 4-week Entrepreneurship Training with Young Community Developers (YCD), a community based organization located in the Bayview-Hunters Point area of San Francisco. YEP is offering this entrepreneurship training as a part of YCD's pre-existing job readiness training program.



Pictured here are Pcyeta Jackson, Yep Coordinator and Michael Neuendorff, YEP Faculty Member along with graduates – Photo by CITD

This class is part of an ongoing collaboration with Young Community Developers. Local residents partake in the specially created 4-week Entrepreneurship Training Program jointly developed between the Skyline College Youth Entrepreneurship Program (YEP), industry and community partners to focus on the primary stake-holders – the young adults. Not only is the objective to introduce entrepreneurship, but also to help remove economic barriers for young adults throughout the Bay Area.

The 4-week Training Program includes in-class sessions, which go over various entrepreneurial topics, and features an interactive public speaking seminar. YEP will start a new training class with YCD in April.

The Youth Entrepreneurship Program is funded through grants from the offices of the Chancellor for California Community Colleges and the President's Innovation Fund. It is locally hosted by Skyline College.

For more information on the Youth Entrepreneurship Program, please contact Pcyeta Jackson at jacksonp@smccd.edu or 650-738-7097.

Honors Essay Contest Open to All Skyline College Students Deadline to Apply: April 20, 2012



Beta Theta Omicron is sponsoring an Honors Essay Contest which is open to all Skyline College students enrolled in the Spring 2012 semester.

Students will have an opportunity to win cash prizes for their essays about “Food Fight! Competition and Food.” The Honors Study Topic is *The Culture of Competition*. Read more about the topic and get detailed information about the essay contest at the following link: <http://www.skylinecollege.edu/boo/essay/>.

Please share this information with your students and encourage them to submit an essay.

Thank you to Christine Case for her contribution to this article.

Tell Your Students – There’s Still Time to Join TRiO!



“got trio?”

FREE Tutoring & workshops

Join TRiO today!

Scholarships

Join TRiO today!

College Visits

Join TRiO today!

Easy access to Counseling

Join TRiO today!



Only 20 spots left for the semester!

Visit the Learning Center today in **Building 5** or call **(650)738-4144** for more information

Tell Your Students – There’s Still Time to Enter the...



2012 Student Business Plan Competition



1st Prize \$2000*
2nd Prize \$1000*
3rd Prize \$500*

Get your business started NOW!

- ⇒ **Special Info Session - March 29**
(2pm—4pm Rm 6206)
- ⇒ **Entries Due - April 19**
- ⇒ **Finalists Announced - April 26**
- ⇒ **Winners Announced - May 10!**

**All participants will receive one-on-one business coaching and a wealth of resources to help jump start your business!*

To participate in the Business Plan Competition or for more information on YEP please contact Poyeta Jackson
jacksonp@smccd.edu OR 650-738-7097





SparkPoint Center is Accepting Applications for the Grove Scholars Program



Grove Scholars Program

Apply now!



Receive an award of up to \$2,000 per semester

Receive financial coaching and attend financial education workshops

Access career counseling

And more!!!

Eligibility Requirements:

- Complete the Free Application for Federal Student Aid (FAFSA) for the 2012-2013 academic year.
- Pursue an approved CTE program at Skyline College.
- Develop a Student Education Plan (SEP) that includes at least two semesters of course planning and one CTE course in Fall 2012.
- Maintain a GPA of 2.0 along with a 75% completion rate.
- Maintain full-time enrollment at Skyline College.

To obtain an application, please visit the [SparkPoint](http://www.skylinecollege.edu/sparkpoint) website at www.skylinecollege.edu/sparkpoint

For more information, contact Patty Kwock at grovescholar@smccd.edu (650) 738-7045 Or visit Bldg. 1 Rm. 1222 **SparkPoint** at Skyline College

Deadline: Wednesday, April 11, 2012 at 4:00PM

Reminder: The SparkPoint Center is currently accepting applications for the Fall 2012 Grove Scholars Program. To obtain an application, students may visit the SparkPoint website at www.skylinecollege.edu/sparkpoint. For more information or questions, please contact us at grovescholar@smccd.edu or visit the SparkPoint Center in Building 1, Room 1222. The deadline to apply is **WEDNESDAY, APRIL 11, 2012 by 4:00 p.m.**



Earth Day Planning Meetings Open To All!

Earth Day is approaching quickly and a committee led by Amber Lincoln, President of the Environmental Club, has been formed to jumpstart the planning process. An Earth Day celebration at Skyline College is scheduled for Thursday, April 19, 2012. Planning meetings occur every Thursday from 2:00 p.m. to 3:00 p.m. in Building 6, Room 6205 and are open to

anyone who is interested in volunteering their time to make this day and the entire week a success.

Two planning meetings have been held so far, and a list of tasks has been created with lots of input and help from students, faculty, and staff. Amber is calling for more student help to guarantee activities held during this week cater to their interests as well as provide an opportunity for student leadership. **Please pass the word around to your student network to give them this exciting opportunity!**

Some events already in the planning stage include an expo with booths focused on environmental issues on the quad during Earth Day from 10:00 a.m. to 1:00 p.m., a evening career panel for students interested in environmental careers, and an All-Campus Sustainability Workshop focused on energy efficiency. Word on the street is that the shark tank from the Marine Science Institute will be back for another appearance this year!

For more information on Earth Day and Earth Week, please contact Amber Lincoln at linky9113@yahoo.com.

Thanks to Lindsey Virdeh for her contribution to this article.

Last Saturday for Free Tax Preparation: March 31

The Earn It! Keep It! Save It! program at Skyline College is providing free tax preparation to households that earned less than \$50,000 in 2011. Taxes will be prepared every Saturday through March 31, 2012 from 12:30 p.m. to 4:30 p.m. in Building 8, Room 8209. Please call (650) 738-7035 to make an appointment.



Free Tax Preparation

Get the Refund You Deserve – Fast & Confidential

Location and Dates

SparkPoint at Skyline College
 Accounting Lab, Bldg 8, Room 8209
 3300 College Drive, San Bruno, CA 94066
 650-738-7035

Saturdays: Feb 4 – Mar 31 (Except Feb 18)
 12:30 pm – 4:30 pm

Call today for an appointment

- Walk-ins based on availability
- Open to students and the community

To find additional sites near you, visit
www.earnitkeepitsaveit.org or call 211

Trained tax preparers are helping thousands of local residents.

Bring your:

- Photo ID for each person on your tax return
- Social Security card for each person on your tax return
- W-2 forms for all jobs held in 2011
- All 1099s, 1098's and any other tax forms
- Voided check or bank account and routing for direct deposit
- Last year's tax returns
- Childcare provider information
- Landlord's name, address and phone number for CA renter's credit

Your 2011 income must be less than \$50,000 to qualify

All locations are IRS authorized e-file providers.



Thank you to Raymond Jones for his contribution to this article.

Support the Automotive Technology Department



AUTOMOTIVE TECHNOLOGY DEPARTMENT

FUNDRAISER

Wednesday, March 28, 2012

1:30 pm – 5:00 pm, Building 8

Services Available:

- Oil Change & Safety Inspection..... \$30
- Tire Rotation.....\$10
- Oil Change & Tire Rotation..... \$35
- Brake inspection..... \$25



To schedule an appointment: email gleyzerf@smccd.edu
Include: Your Name, Vehicle Make, Model & Year

Skyline Students Step Up!



SKYLINE STUDENTS
USE YOUR \$100/WIN \$100
Share your ideas &
VOTE FOR THE WINNERS OF
4 GRANTS for \$6100!

Skyline Students Step Up Campaign

4 Grants totaling \$6100 Funding Student Ideas to Improve our Campus and Community

View student proposals at <http://skyline.civicevolution.org>

Students Comment, Share Ideas, Collaborate & Vote online from

April 1 – May 1

<http://skyline.civicevolution.org>

**Live Presentations, Prizes, Food, Fun & Final Vote will take place on
Tuesday, May 1, 2012 from 2:00 – 5:00 p.m. in Building 6, Room 6202**

A workshop to train dialogue facilitators for the event will be held on Tuesday, April 24, 2012
from 3:00 - 5:15 p.m. in Building 4, Room 4272

Please encourage and consider offering extra credit for your students to participate.

For more information, please contact Jennifer Mair at mairj@smccd.edu

Thank you to Jennifer Mair for her contribution to this article.

\$1,000 Available: Deadline Extended for the Faculty Innovative Sustainability Education Award

\$1,000 Available for Faculty for the Innovative Sustainability Education Award!

Award Categories

Spring 2012 one-time award:

- 1st Place: \$500
- 2nd Place: \$350
- 3rd Place: \$150



**Deadline
Extended!**

Application Process:

- Review award application which includes desired outcomes, criteria, and timeline
- Prepare and carry out lesson plan, project, activity, or assignment
- Disburse student evaluation template to students to complete
- Prepare and submit your 2-page application narrative, course outline, student evaluations, and any other supplemental documentation to Lindsey Virdeh

Applications Due on Friday, April 27th

For more information, an application, and a student evaluation template,
contact Lindsey Virdeh at virdehl@smccd.edu or 650-738-4445

Funded by the President's Innovation Fund (PIF), there are three awards available to encourage faculty to integrate concepts of sustainability into their lesson plans and curriculum. Faculty who accomplish this in an innovative and effective way, and connect these concepts with student learning outcomes of their course may apply for this one-time awards program for the Spring 2012 Semester. All faculty are encouraged to apply! Award categories are included in the graphic above.

Examples include a project, activity, or assignment that will inspire students to consider sustainability in the classroom and beyond. One specific example would be the following:

- A Chemistry instructor at Skyline College applies for this award. In teaching students about acids and bases, she decides to discuss household cleaners and how acids and bases in common cleaning products affect the health of local wildlife. She arranges for a guest speaker from the county to talk to the students, and then asks students to research and present on the chemistry behind the dangers of disposing of acids and bases improperly. Following this activity, she assigns students to find out which of their own household cleaning products are considered hazardous and asks them to visit a household hazardous waste facility to dispose of these items, and to write about their experiences, what they learned, and how this activity has changed their behaviors and understanding of

chemistry.

The application deadline for this award has been extended to **Friday, April 27th**. There is still plenty of time for faculty to prepare a project, activity, or assignment for their students to complete in order to apply for this award. A step-by-step process for applying for this award is included in the graphic above.

Faculty support in the form of a Sustainability Faculty Learning Community (FLC) is also available in the form of a once-per-month gathering. For more information on the FLC and an application and student evaluation template for this awards program, please contact Lindsey Virdeh at virdehl@smccd.edu or 650-738-4445.

Thanks to Lindsey Virdeh and Briana McCarthy for their contribution to this article.

Changes to Instructional Materials Regulations Proposed

The Board of Governors of the California Community Colleges provided a notice of changes to the regulations related to instructional materials. The Board is required to provide notification of the proposed changes in order to allow a 45-day comment period. On March 5, 2012 the Board held a public hearing and first reading on the changes proposed in BOG Agenda Item 2.1.

According to the official notification, "The Board felt it was important that students not be required to purchase unnecessary instructional materials. Staff was directed to add the words "and ensure the necessity" to the text of proposed amendments to section 59404, subdivision (a) as denoted by **bold underline**, as follows."

§ 59404. District Policies and Regulations for Instructional ~~and Other~~ Materials.

(a) The governing board of a community college district which requires that students provide instructional ~~or other~~ materials for a course shall adopt policies or regulations, consistent with the provisions of this subchapter, which specify the conditions under which such materials will be required. These policies and regulations shall direct instructors to take reasonable steps to minimize the cost **and ensure the necessity of instructional materials.**

(b) The policies or regulations specified in subdivision (a) shall be published in each college catalog developed after the date of adoption.

According to the BOG notification, "Any interested person may submit written comments relevant to the changes to the proposed regulatory action subject to the renote, i.e., title 5, California Code of Regulations, section 59404(a)." The BOG will accept comments on this proposal April 13, 2012. The public is encouraged to identify the specific section(s) being addressed in your comments.

Comments should be sent to:

Office of the General Counsel
California Community Colleges
Chancellor's Office
1102 Q Street, 3rd Floor
Sacramento, CA 95811-6549

Attn: Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel

Comments may also be submitted by facsimile at 916-322-9030 or by email at regcomments@cccco.edu. Comments must be received by Steven Bruckman prior to 5:00 p.m. on April 13, 2012. The proposal is schedule to be considered for action at the May 7-8, 2012 meeting. If you have further questions related to the content of the regulations, please contact

Barry Russell, Vice Chancellor
Academic Affairs Division
California Community Colleges

Chancellor's Office
1102 Q Street, 3rd Floor
Sacramento, CA 95811-6549
Telephone: 916-322-6881
E-mail: brussell@cccco.edu

If you have questions related to the regulatory process, please contact Steven Bruckman, Executive Vice Chancellor of Operations and General Counsel at 916-445-4826 or sbruckman@cccco.edu.

All of the information upon which this proposal is based may be obtained online at:

http://www.cccco.edu/Portals/4/Executive/Board/2012_agenda/march/2_1_Online_Materials.pdf

You may also request a copy of the proposal from Steven Bruckman, using the contact information provided above.

Article prepared by Regina Stanback Stroud

Coming Up...

March 31, 2012

- 12:00 p.m., Baseball vs. City College of San Francisco @ Skyline
- 12:30 p.m. – 4:30 p.m., Free Tax Preparation, Building 8, Room 8209; please call 650-738-7035 to schedule an appointment; open to Skyline College students and the community; walk-ins based on availability (this service is available on Saturdays through March 31, 2012 with the exception of February 18, 2012)

April 2 – 8, 2012

- Spring Recess – No School

April 2, 2012

- 2:30 p.m., Baseball vs. Cabrillo College @ Cabrillo

April 3, 2012

- 2:30 p.m., Baseball vs. West Valley @ Skyline

April 5, 2012

- 2:30 p.m., Baseball vs. Gavilan @ Skyline

Future Events – Mark Your Calendar!

April 7, 2012

- 12:00 p.m., Baseball vs. Monterey

April 10, 2012

- 2:30 p.m., Baseball vs. Mission College @ Mission
- 3:00 p.m., Badminton vs. DeAnza College @ Skyline

April 11, 2012

- 4:00 p.m. – 6:00 p.m., FAFSA and Fee Waiver Workshop, Building 2, Room 2117B; for more information, please contact the Financial Aid office at 650-738-4236
- 4:00 p.m. – 6:00 p.m., Grove Scholars Program Application Deadline, SparkPoint Center in Building 1, Room 1222; for more information, please contact grovescholar@smccd.edu

April 12, 2012

- 2:30 p.m., Baseball vs. Hartnell @ Skyline
- 3:00 p.m., Badminton vs. City College of San Francisco @ Skyline

April 14, 2012

- 9:00 a.m. – 4:00 p.m., *The 2nd Annual Conference: Pride in Community Strength in Unity* @ Skyline College, the conference is a free event featuring speakers, workshops, performances, and fun photo-ops; register at www.gsacon.wordproess.com and walk-ins are welcome.
- 12:00 p.m., Baseball vs. Gavilan College @ Gavilan
- 2:00 p.m. – 4:00 p.m., Earth Week Kick-Off: Movie Night, Building 6, Room 6502; for more information on and to volunteer for Earth Day, please contact Amber Lincoln at linky9113@yahoo.com or Lindsey Virdeh at 650-738-4445 or virdehl@smccd.edu

April 17, 2012

- 2:30 p.m., Baseball vs. Cabrillo @ Skyline
- 3:00 p.m., Badminton vs. Mission College @ Skyline

April 18, 2012

- 4:00 p.m. – 6:00 p.m., FAFSA and Fee Waiver Workshop, Building 2, Room 2117B; for more information, please contact the Financial Aid office at 650-738-4236

April 19, 2012

- 10:00 a.m. – 1:00 p.m., Earth Day Celebration at Skyline College in Main Quad; for more information on and to volunteer for Earth Day, please contact Amber Lincoln at linky9113@yahoo.com or Lindsey Virdeh at 650-738-4445 or virdehl@smccd.edu
- 1:30 p.m. – 3:30 p.m., Energy Efficiency Workshop, Pacific Heights, Building 19, Room 120; for more information on and to volunteer for Earth Day, please contact Amber Lincoln at linky9113@yahoo.com or Lindsey Virdeh at 650-738-4445 or virdehl@smccd.edu
- 2:30 p.m., Baseball vs. Canada College @ Canada

April 20, 2012

- 7:00 p.m. – 10 p.m., Cabaret, Skyline College Theater; presented by the Skyline College Dance, Drama and Music Departments; Tickets \$10 at the door or \$5 pre-sale tickets online at <http://bookstore.SkylineCollege.edu>

April 21, 2012

- 7:00 p.m. – 10 p.m., Cabaret, Skyline College Theater; presented by the Skyline College Dance, Drama and Music Departments; Tickets \$10 at the door or \$5 pre-sale tickets online at <http://bookstore.SkylineCollege.edu>

April 24, 2012

- 12:30 p.m. – 2:30 p.m., Financial Education Workshop: Credit Do's and Don'ts, Building 1, Room 1219B; for more information or to RSVP, please call 650-738-7035
- 2:30 p.m., Baseball vs. Monterey @ Monterey
- 3:00 p.m., Badminton vs. Fresno City College @ Skyline

April 25, 2012

- 4:00 p.m. – 6:00 p.m., FAFSA and Fee Waiver Workshop, Building 2, Room 2117B; for more information, please contact the Financial Aid office at 650-738-4236
- 5:00 p.m. – 7:00 p.m., Financial Education Workshop: Credit Do's and Don'ts, Building 1, Room 1219B; for more information or to RSVP, please call 650-738-7035

April 26, 2012

- 2:30 p.m., Baseball vs. Ohlone @ Skyline
- 3:00 p.m., Badminton vs. DeAnza College @ DeAnza

May 1, 2012

- 3:00 p.m., Badminton vs. City College of San Francisco @ CCSF

May 2, 2012

- 8:00 a.m. – 7:00 p.m., Graduation Application Deadline; for more information, please contact your Counselor or Admission & Records at 650-738-4465
- 4:00 p.m. – 6:00 p.m., FAFSA and Fee Waiver Workshop, Building 2, Room 2117B; for more information, please contact the Financial Aid office at 650-738-4236

May 7, 2012

- 1:00 p.m. – 7:00 p.m., the 7th Annual Pilipino Culture Night: Matinee – presented by the Kababayan Program at Skyline College; Tickets are \$5 presale and \$7 at the door; for tickets, please contact Jonathan Gulingan at jonathangulingan@gmail.com or KababayanProgram@gmail.com; for more information, please visit <http://skylinepcn.tumblr.com>
- 7:00 p.m. – 10:00 p.m., the 7th Annual Pilipino Culture Night: Gala Night – presented by the Kababayan Program at Skyline College; Tickets are \$5 presale and \$7 at the door; for tickets, please contact Jonathan Gulingan at jonathangulingan@gmail.com or KababayanProgram@gmail.com; for more information, please visit <http://skylinepcn.tumblr.com>

May 9, 2012

- 4:00 p.m. – 6:00 p.m., FAFSA and Fee Waiver Workshop, Building 2, Room 2117B; for more information, please contact the Financial Aid office at 650-738-4236

May 16, 2012

- 4:00 p.m. – 6:00 p.m., FAFSA and Fee Waiver Workshop, Building 2, Room 2117B; for more information, please contact the Financial Aid office at 650-738-4236

May 17, 2012

- 11:00 a.m. – 2:00 p.m., Talisman Awards Ceremony, Building 1, Art Gallery
- 4:00 p.m. – 5:30 p.m., Student Recognition & Awards Ceremony (SRAC) in Theater

May 19, 2012

- 10:00 a.m. – 4:00 p.m., Visual Merchandising Class Fashion Show at Serramonte Shopping Center – presented by Skyline College Visual Merchandising Class

May 25, 2012

- 5:00 p.m. – 7:00 p.m., Commencement, Building 3, Gym

For the latest information on events and activities happening at Skyline College, please view our calendar at the following link:

http://www.skylinecollege.edu/current/calendarsandevents/news_events.html

Guidelines for Skyline Shines Submissions

Many of you submit material to be included in Skyline Shines. Thanks so much for taking to time to help me keep the college informed. Here are a few guidelines that will facilitate the publication of Skyline Shines each week:

Send submission to skylineshines@smccd.edu

- **Submit your article by 3:00 p.m. on Thursdays; articles received after this time will appear in the following week's issue**
- Place your submission in a Word document with your pictures pasted in the document.
- Use medium sized pictures that are equal to ¼ or ½ of a page.
- Use Times New Roman 12pt. font that is justified to the left for the body of the article.
- Don't forget to add a headline/title using 18 pt. bold font that is justified to the center
- Use the following commonly accepted abbreviations: a.m. or p.m. (i.e. "The event will be held from 8:00 a.m. – 1:30 p.m." "The workshop is scheduled to run from 9:30 a.m. – Noon.")
- Spell out numbers of one or two words. Use figures for numbers that require more than two words to spell out. (i.e., "Almost eight years ago I began taking ceramics courses." And "I counted 176 records on the shelf.")
- If a sentence begins with a number, spell out the number or rewrite the sentence.

- Use the month, day, a comma and the year to indicate the date (i.e., “March 4, 2011” not “March 4th, 2011 or March 2nd, 2011”).
- Add the word College when you refer to the name Skyline (i.e., Skyline College instead of Skyline).

Do you have a suggestion?

One way to submit it is through our general **e-Suggestion Box**, via the hyperlink in the box below, or via the same box on the front page of our website at <http://www.skylinecollege.edu/general/surveys/index.html>



For state level information on community colleges, see these websites:

- The California Community College Chancellor’s Office in Sacramento: <http://www.cccco.edu/>
 - The Community College League of California: <http://www.ccleague.org/>
 - The Research and Planning Group: <http://www.rpgroup.org/>
- Skyline Shines* is archived at <http://www.skylinecollege.edu/facstaff/PresidentsOffice/skyshines/>

Unsubscribe

If you are receiving this newsletter and would like to discontinue receiving it, please notify us at skylineshines@smccd.edu and we will remove you from the distribution list.