Skyline Shines

Mission Statement: To empower and transform a global community of learners



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February 15, 2013

In this issue:

- <u>Accreditation Update</u>
- <u>African American Heritage Month</u>
- <u>Art Gallery Exhibit</u>
- <u>Autism Panel</u>
- Back to School Jam
- <u>Hoskins-Black History Museum</u>
- <u>Career Counseling Conference</u>
- <u>CERT Training</u>
- <u>Coming Up</u>
- <u>Female Scholar-Athlete</u>
- <u>Free Tax Preparation</u>
- <u>Guidelines</u>

- <u>Kababayan Call for</u> <u>Submissions</u>
- New Employees
- <u>Now Hiring America Counts</u>

Vol. 2 No. 21

- <u>President's Breakfast</u>
- <u>SparkPoint Open House</u>
- <u>Step Up for Sustainability</u>
- <u>Transfer Center Events</u>
- <u>unsubscribe</u>
- <u>Women on Writing Event</u>



Domini Hoskins Black History Museum and Learning Center Opens in Woodside Plaza, Redwood City



The NFL Alumni Northern California Chapter is presenting the awesome Domini Hoskins Black History Museum and Learning Center from Saturday (Feb. 2) to Feb. 28 at 282 Woodside Plaza (next to Lucky's), in Redwood City.

Open to the public, the 11,000-square foot exhibit hours are from 10 a.m. to 7 p.m. Monday to Friday, from 10 a.m. to 6 p.m. Saturday, and from noon to 5 p.m. Sunday.

Parents, teachers and others who are interested in American history should be sure to visit this amazing display of black culture and history.

Carolyn Hoskins is the founder and executive director of the nonprofit Domini Hoskins Black History Museum and Learning Center Foundation and curator of the extensive exhibit. The widow of Robert "Bob" Hoskins, a former S.F. 49er defensive tackle, she is also a member of the NFL Alumni Northern California Chapter executive committee.

The museum and learning center is named after Carolyn Hoskins' grandson, 21-year-old Domini Hoskins. He admits that, "my favorite part of the museum is the sports collection."

"This is very, very passionate for me," said Carolyn Hoskins. "Kids in school are just not getting the knowledge about black history and the important roles blacks have held in our country. It's a lot of work and sometimes I get discouraged."

"People can go all over the country and never see a unique collection like this!" said Jeff Bayer, the NFL Alumni chapter's director of marketing.

Donations are \$5 per adult; \$3 per student and senior; and free for children five and under. Special group rates are also available.

Mid-Peninsula Boys & Girls Club, Seaport Storage in Redwood City, and Woodside Plaza Properties are also community partners for the exhibit.

To learn more about special Black History events, visit: <u>www.nflalumninocal.org</u>. For more information about the museum and learning center, call either Carolyn Hoskins at 650-921-4191 or Jeff Bayer at 650-533-4949 or email: <u>jbayer4949@aol.com</u>.

Article by Carolyn Livengood, President's Council, San Mateo County Times



Urban Youth Society & First Year Experience hosts Rock The School Bells Back To School Jam

On Wednesday, February 6, 2013 students from the Urban Youth Society (UYS) Hip Hop Club and the First Year Experience (FYE) Program hosted their Back To School Jam to promote next month's upcoming 6th Annual Rock The School Bells Hip Hop Conference and Benefit Concert. They provided information regarding Rock The School Bells (RTSB) as well as sell RTSB t-shirts in which all of the proceeds went to the Rock The School Bells Scholarship Fund. The event hosted by UYS Officer Sam "Uce" Veu and the music was provided by FYE student, Adrian Sosa also known as DJ Juke. The day was also filled with live performances and dance routines.

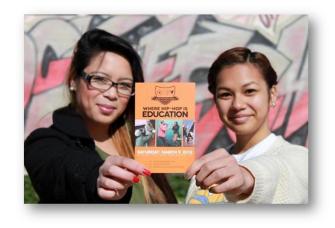


Photo credit: Roosevelt Head

The Rock The School Bells Hip Hop Conference takes place from 9:00 a.m.- 4:30 p.m. at Skyline College on Saturday, March 9, 2013. The conference will engage the youth and focus on the elements of Hip Hop and how Hip Hop culture contributes to personal development and careers. All workshops are interactive and include topics such as lyric writing, graffiti writing, dance styles, DJ fundamentals, entrepreneurship, art and business, social justice, community building, and health among others. Facilitators include professionals who incorporate Hip Hop culture in their own careers and lives. The conference is free for all youth and students.

The evening's benefit concert goes from 6:00 p.m. - 9:00 p.m. and highlights local and global Hip Hop performers featuring artists from the Bay Area and beyond including Ise Lyfe, Rock Steady Crew and other special guests. Concert tickets are \$12 presale and can be purchased at <u>www.rtsb6.eventbrite.com</u>. All proceeds goes toward the Rock The School Bells Scholarship Fund.

If you or your students would like to volunteer and/or participate at Rock The School Bells on Saturday, March 9, 2013, log onto <u>www.rocktheschoolbells.com</u>.

For more information, please contact Nate Nevado at nevadon@smccd.edu

Article by Nate Nevado.



Panel on Autism in the College Classroom February 21, 2013

On February 21, 2013 from 12:00-1:30 p.m. in Building 6, Room 6203, the Disability Resource Center will host a panel presentation for faculty and staff on Autism in the College Classroom.

Colleges nationwide are seeing an increase in students with autism spectrum disorders. Drs. Pamela LaPage, Sue Courey, and Trang Nguyen of SFSU and the Autism Social Connection will be presenting information on working with students who have autism and answering questions. Don't miss your opportunity to learn more about how to support Skyline



College students on the autism spectrum. Coffee and light refreshments will be served.

Article by Melissa Gonzalez.



First Annual Career Counseling Conference



Dr. John D. Krumboltz

The Skyline College Career Services Center will be hosting an afternoon of Professional Development with esteemed Career Specialist, John D. Krumboltz, Ph.D., Professor of Education and Psychology at Stanford University on Wednesday February 20, 2013 from 1:00 to 3:30 p.m. in the Career Services Center, Building, Room 1219B

Dr. Krumboltz is a Fellow of the American Psychological Association and the American Association for the Advancement of Science. His Ph.D. in educational psychology and counseling is from the University of Minnesota, his M.A. degree in counseling is from Teachers College, Columbia University, and his B.A. in psychology is from Coe College. He has worked as a high school counselor and algebra teacher, as a research psychologist for the U.S. Air Force and taught educational psychology at Michigan State University before moving to Stanford.

During sabbatical years he accepted year-long invitations as a Visiting Senior Research Psychologist at the Educational Testing Service, as a Fellow at the National Center for Research in Vocational Education at Ohio State University, and as a Visiting Colleague in the Institute of Psychiatry at the University of London as well as at the National Institute for Careers Education and Counseling in Cambridge, England. He has received a Guggenheim Fellowship and spent a year as a Fellow at the Center for Advanced Studies in the Behavioral Sciences. On three occasions he has received the Outstanding Research Award from the American Personnel and Guidance Association (now the American Counseling Association).

In 1990 the American Psychological Association's Division of Counseling Psychology gave him the Leona Tyler Award, the nation's foremost award in the field of counseling psychology. In 1994 the National Career Development Association presented him with their Eminent Career Award. In 2002 the American Psychological Association honored him with The Distinguished Professional Contributions to Knowledge Award. In 2004 the American Counseling Association designated him a Living Legend in Counseling. In 2006 he received the Outstanding Achievement Award from the University of Minnesota.

We look forward to hosting such a distinguished guest!

Article by Virginia Padron.



SparkPoint Open House | You're Invited!



You are invited to the SparkPoint at Skyline College Open House. Monday, February 25, 2013, 11:30 a.m. – 1:30 p.m. Skyline College Campus, Building One, Floor Two.

See our expanded facilities, enjoy great food and Latin Jazz Music, and learn about the many services and resources SparkPoint has to offer to our community.

The first 100 students to attend and visit our featured Four Poster Sessions, will earn a \$20 gift certificate to the campus Bookstore.

The following link includes a printable invitation and a parking pass for guests. <u>http://skylinecollege.edu/sparkpoint/services/documents/OpenHouseInvitationandParkingPass.pdf</u>

The Open House will feature our partnership with the <u>Center for Law and Social Policy</u> and the <u>American Association of Community Colleges</u> to serve as one of six colleges in the nation demonstrating how students can tap public benefits in addition to financial aid when eligible in order to improve college completion rates.

Our expanded facilities include additional office space and a larger reception area with a monitor where, during Open House, we will loop <u>The Discovery Channel feature on our</u> work in their Profiles Series.

Get ready for a good time! Food! And Music! And great like-minded people committed to this work!





Article by Dr. William Watson.



African American Heritage Month

February is National African American Heritage Month. Please join us as we celebrate culture and diversity with a list of dynamic events at Skyline College throughout the month of February. Encourage students to enter the essay contest. Details are listed below. Don't miss out on these events!

List of Activities & Events

February 2013 African American Heritage Month Please join us as we honor culture and diversity at Skyline College with the following events			
Date Sat. Feb. 2	Event • City of Daly City Black History Month Celebration	Time 12:00pm – 4:00pm	Location Pacelli Event Center 145 Lake Merced Blvc Daly City, CA
Wed. Feb. 6	Top 10 Transfer Institutions for African Americans	12:00pm – 2:00pm	2-116
Thurs. Feb. 7	Financial Aid and Scholarship Resources for African Americans	12:00pm – 2:00pm	6-204 & 6-206
	Expressions Through Black Music Project: Funktastic Concert	12:00pm – 1:00pm	Theater
Wed. Feb. 13	 Emerging Health Issues for African Americans 	11:00am - 1:00pm	6-204 & 6-206
Tues. Feb. 19	Deadline Date to Submit Essay for Contest	12:00pm	
Wed. Feb. 20	Inside Africa Slideshow & Discussion	1:30pm - 3:00pm	Multicultural Center (Building 4)
Thurs. Feb. 21	Issues Facing African American Veterans	12:00pm – 2:00pm	6-204 & 6-206
Fri. Feb. 22	* World Music Concert: WolfHawkJaguar	1:30pm	Theater
Thurs. Feb. 28	Emerging Careers and Upcoming Trends Announce Winners of the Essay Contest	12:00pm – 2:00pm	1-219B (Career Center
To ei	ine College Mission Statement mpower and transform a global munity of learners.		Skyline

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VITA is Back! Free Tax Preparation at Skyline College

SparkPoint at Skyline College and the Business Division, in partnership with <u>Earn it! Keep it!</u> <u>Save it!</u>, are pleased to announce free income tax preparation assistance for students, faculty, staff and community members (households that earned less than \$51,000 in 2012).

Taxes will be prepared every Saturday, now through Saturday, March 30, 2013 (except February 16), from 12:30 p.m. to 4:30 p.m. in Building 8, Room 8209. Please call SparkPoint at Skyline College at (650) 738-7035 to make an appointment.

Last year, student volunteers from Instructor John Miller's Volunteer Income Tax Preparation (VITA) class were able to complete over 200 tax returns, resulting in \$185,526 being returned to the community. We expect to complete even more returns this year, so book your appointment today!

For more information about VITA, please visit www.skylinecollege.edu/sparkpoint/services/FreeTaxPreparationAssistance.php.

For more information on SparkPoint @ Skyline College, please visit the SparkPoint website @ <u>www.skylinecollege.edu/sparkpoint/</u> or contact Dr. William Watson, Director at <u>william.watson@smccd.edu</u>

Remember to like us on Facebook!



Article by Josh Jubelirer.



New Employees in Enrollment Services

Please welcome our new staff members in Enrollment Services:

Gustavo "Gus" Andrade – Veterans Center Coordinator

Gustavo Andrade is a Veteran. He served in the United States Marine Corps for five years as an F/A-18 aircraft mechanic. During his time in the Marine Corps he was deployed three times aboard the aircraft carrier the Nimitz, two of which were in support of Operation Iraqi Freedom and Operation Enduring Freedom. Upon ending his active duty contract, Gustavo was hired as an independent contractor by Bloom Energy in Sunnyvale, CA. He worked at Bloom Energy as an equipment maintenance team supervisor. After 3 years of working at Bloom Energy Gustavo decided to become a full-time student and pursue a degree in business administration and electrical engineering.



Currently, Gus is both a full time student and an employee here at Skyline College.



Florentino Ubungen – Outreach Coordinator

Florentino Ubungen is a San Francisco native. He graduated with a BA from San Francisco State University in Liberal Arts and an MA from San Jose State in Educational Counseling. He was also a scholar athlete, playing baseball for City College of San Francisco and the Academy of Art University. He recently finished playing professional baseball in the Philippines with the Alabang Tigers. He has worked in multiple educational and non-profit programs such as USF Upward Bound, CAL-Soap, JCYC, and Daly City Peninsula Partnership to name a few. More recently he was an instructor at City College of San Francisco in the Transitional Studies Program where he taught Literature and credit recovery classes.

Florentino is very passionate about working with students and looks forward to building the Outreach and Community Relations program at Skyline College.

Article by Dr. John R. Mosby.



Skyline College Students Step Up for Sustainability

Skyline College Students Step Up present Be the Light of Change sustainability contest. What is your idea to improve Skyline College's Sustainability? Three grants, \$5,000 will be awarded to the winning ideas. Applications are due March 1, 2013 and presentations will be held March 19, 2013. Students will vote for the winner as part of the Skyline College Students Step Up program.

For more information & applications contact Jennifer Mair at <u>mairj@smccd.edu<mailto:mairj@smccd.edu</u>>.





New Exhibit at Skyline College Art Gallery

Skyline College Art Gallery is proud to present *Body Language: Figures in Clay*, a group exhibition featuring nine Bay Area sculptors. The exhibition is on view in the Gallery now through March 9, 2013

For more information, including hours, please visit the gallery website <u>http://www.smccd.edu/accounts/skygallery</u> or <u>http://www.facebook.com/skygallery</u>

Body Language: Figures in Clay is an exhibition of nine Bay Area ceramic sculptors who use the human form as a vehicle of artistic expression. Each artist uses the plasticity of the clay material in distinctive ways to capture life, emotion, and attitude. Drawing from personal history, observations of life, and imagination, each artist captures unique aspects of the human experience. Ranging from realistic and representational to abstract and fantastical, the works invite you to engage because they are familiar forms that bring new perspectives.



Explorer, Lorraine Bonner



Murder! Murder! Murder! of Crows Tomoko Nakazato

Article by Paul Bridenbaugh.



Call for Submissions: Aming Kuwento II: The Next Chapter

In Fall 2004, several students from the Filipino Student Union and Kababayan Program met Evangeline "Vangie" Canonizado Buell, Filipina community activist and co-founder of the East Bay chapter of the Filipino American National Historical Society (FANHS), who reminded all of us of the significance of remembering and writing about our history:

"If we do not tell our own history, then others will tell it for us — as *they* interpret it — and we will risk losing the essence and truth about the Filipino American experience. That history could fade from memory, and one day, our children's children could be asking, 'Who were our ancestors? What were they like? What did they do?' and there could be no one to answer and nowhere to look."

Moved by these inspiring words, these students created *Aming Kuwento: Our Stories*, a collection of artwork, photography, poetry, short stories, and essays about the Filipino and Filipino American experience. Students, faculty, staff, and community members all contributed to the project, which was funded by a Trustees' Fund for Program Improvement awarded in Fall 2004.

This year, the Kababayan Program at Skyline College is celebrating its 10th anniversary, and to commemorate the event, with the help of the Literature 267: Filipino American Literature class, we are putting together *Aming Kuwento II: The Next Chapter*, another anthology about the Filipino and Filipino American experience, open to Filipinos and non-Filipinos at Skyline College alike.

Themes may include, but are not limited to, issues concerning family, friends, values, heritage, culture, language, immigration, racism, community — anything about you and your personal history, your story.

We are looking for:

- Poetry
- Spoken Word
- Song Lyrics
- Fiction
- Short Stories
- Non-Fiction
- Memoir
- Photography
- Drawings
- Paintings
- Sculpture



We are inviting all students, staff, and faculty to submit their work. If you would like someone to come to your class to make the announcement, please let us know and we'll see who is available. **Deadline for submissions is March 13, 2013.** For more information, please contact Liza Erpelo at x4119 or <u>erpelol@smccd.edu</u>, or visit our website at <u>http://amingkuwento2.blogspot.com/</u>.



Article by Liza Erpelo.



Community Emergency Response Team Training at Skyline College

The City of San Bruno and Skyline College are partnering up to hold a Community Emergency Response Team training course here at the college, to start February 27, 2013 and ending with graduation on April 13, 2013. Classes will be held on consecutive Wednesday nights with the exception of the Easter break, starting at 6:30PM and ending at 9PM.

The training is provided free of charge and covers a wide range of topics related to problems encountered when we have a disaster type event that occurs. The overall aim of the training is to provide knowledge, hone basic emergency skills and learn the value of working as a team to aid others in need of assistance.

Anyone can benefit from this training but it will be especially useful for us here at the college, should we be used as an evacuation site or find the need to evacuate the campus. Building captains and managers should endeavor, if possible, to avail themselves of this free training.

Lastly, we here at Skyline College are proud to work with the City of San Bruno and host this valuable class for the community at large. I hope to see you here.

Rob Dean Chief, Public Safety



Upcoming Spring Transfer Center Events SAVE THE DATE!



Transfer Fair Wednesday, March 13, 2013 10:00 am - 1:00 pm, Building 6, Dining Hall

An opportunity for students to meet with representatives from private four-year colleges and universities. If you have class during this time, please consider bringing your class!

UC Davis Tour Friday, March 15, 2013 All Day (Bus leaves at 7 a.m. sharp!)

Students will attend workshops, hear from faculty and student speakers and take a tour of the campus. Lunch and bus transportation will be provided.

Extra credit participation slips are available to students for all transfer events!



Now Hiring – America Counts Tutors

Please encourage your students to apply!

The Financial Aid Office is seeking to hire new Federal Work-Study students as tutors for the America Counts Program. Student must be:

- ? Receiving financial aid
- ? Not on any appeal status (Over 90 Units or SAP)
- ? English tutor: have completed or placed in ENGL 836 or higher
- ? Math tutor: have completed or placed in MATH 110 or higher
- ? Ability to make a one year commitment

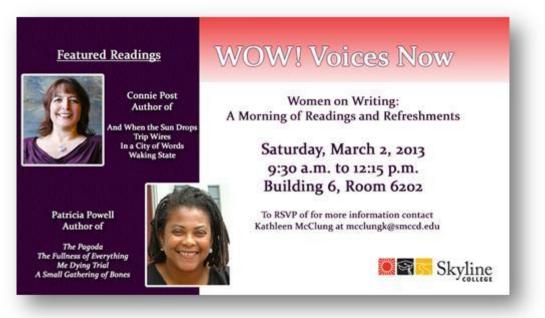
Applications are available at the Financial Aid Office, Bldg. 2 - Room 2234. The deadline to submit an application is **February 28, 2013 by 6:30 p.m.**

For more information, please visit: <u>Pacifica School Volunteers - Job Opportunities Flyer or</u> <u>http://www.skylinecollege.edu/financialaid/americacounts.php</u>





Women on Writing Event WOW! Voices Now



Save The Date for the Women on Writing event Saturday, March 2, 2013 from 9:30 a.m. to 12:15 p.m. in the Student and Community Center at Skyline College.

You are cordially invited to a festive morning of readings, conversation and conviviality. This year WOW! is scaling back from a day-long conference, and we're delighted to host a lively morning event to celebrate the WOW! community and creative spirit. Acclaimed authors Connie Post and Patricia Powell kick off the program by reading their work, and then we'll enjoy an Open Reading. Please join us!

Featured readings include:

Connie Post – Author of And When the Sun Drops, Trip Wires, In a City of Words and Waking State.

Patricia Powell – Author of *The Pagoda, The Fullness of Everything, Me Dying Trial* and A Small Gathering of Bones.

RSVP by February 15, 2013 to Kathleen McClung at Skyline College, 3300 College Drive, San Bruno, CA 94066.



March 21, 2013 PRESIDENT'S BREAKFAST

Skyline College 13th Annual President's Breakfast SAVE THE DATE!

When

Thursday March 21, 2013 from 7:00 AM to 8:30 PM PDT

Add to Calendar

Save the date for the 13th Annual President's Breakfast!

Thursday, March 21, 2013

Networking at 7:00 a.m., Breakfast at 7:30 - 8:30 a.m.

South San Francisco Conference Center

255 South Airport Boulevard

South San Francisco, CA 94080

Where

South San Francisco Conference Center

255 South Airport Boulevard

South San Francisco, CA 94080



Driving Directions

Special thanks to Pacific Gas and Electric Company for hosting the complimentary breakfast.

Please RSVP by Monday, March 11, 2013.

Get more information

Register Now!

I can't make it

The President's Council and I look forward to seeing you on Thursday, March 21 at the breakfast.

Sincerely,

Regina Stanback Stroud, President skypresbreakfast@smccd.edu

(650) 738-4325



Accreditation Update

The Accreditation Co-Chairs would like to extend our deepest appreciation to the writing teams for your hard work on completing Drafts 1 and 2. We are currently collecting all of the final content submissions for Draft #3, along with any comments that have been submitted. We are ready to compile the final document into a single voice. Please allow us to call on you should we have a need for clarification. The writers and co-chairs have done a herculean job in researching and writing the first two drafts. Your involvement has helped to make this process a reflective, and holistic view of the institution and its quality.

Skyline Shines!

Article by Donna Bestock and Christine Roumbanis.



Kelly Huey Named 2012 Female Scholar-Athlete



Kelly Huey, who played women's basketball and attended Skyline College from 2010-2012, was named by the California Community College Athletic Association as their 2012 CCCAA Female Scholar Athlete. It is the highest honor that the CCCAA awards to student athletes among the 27,000 annual participants. Kelly completed 63.5 units at Skyline College with a perfect 4.0 grade point average. She was also a standout women's basketball player who was voted all-conference and team most valuable player during the 2010-2011 and 2011-2012 seasons. She is currently attending Concordia University in Oregon on an athletic scholarship while pursuing a major in Nursing.

Kelly will be receiving this award at the 2013 CCCAA Celebration of Student Athlete's Luncheon to be held on March 27, 2013 at the Marriott Hotel in San Mateo. The luncheon is scheduled to begin at 11:30 AM. If you are interested in attending, please contact Joe Morello at morelloj@smccd.edu prior to March 1st for registration information. Kelly is the first Skyline College student athlete and first San Mateo County Community College District student to earn this honor since it started in 1984. Congratulations Kelly!!!!!!

To learn more about how Kelly is doing at Concordia, please follow the link below: http://www.gocugo.com/news/2013/2/5/_0205130336.aspx?path=wbball

Article by Joe Morello

Skyline Shines

Coming Up...

Friday, February 15, 2013

- Declared Recess
- 1:00 p.m. 2:00 p.m., Skyline College Baseball vs. Shasta, Skyline College

Saturday, February 16, 2013

- Declared Recess
- 11:00 a.m. 12:00 p.m., Skyline College Baseball vs. Shasta (DH), Skyline College

Sunday, February 17, 2013

Declared Recess

Monday, February 18, 2013

• President 's Day - Holiday

Tuesday, February 19, 2013

- 10:00 a.m. 2:00 p.m., UC Davis Representative Advising Appointments, Transfer Center, Building 2, Room 2227
- 11:00 a.m. 1:00 p.m., BACC Workshop by SparkPoint & Financial Aid, Skyline College, Building 1, Room 1319
- 12:10 p.m. 2:10 p.m., Transfer Articulation Bridge Program Orientation with Paul Mendez from SFSU, Transfer Center, Building 2, Room 2227
- 2:00 p.m. 3:00 p.m., Skyline College Baseball vs. Laney, Skyline College

Wednesday, February 20, 2013

- 12:00 p.m. 1:00 pm., Career Center Workshop FIND YOUR CAREER, Building 1, Room 1219B
- 12:00 p.m. 1:00 p.m., Financial Aid Office Workshop Career Planning and Financial Aid, Building 1, Room 1219
- 1:00 p.m. 4:00 p.m., BACC Workshop by SparkPoint & Financial Aid, Library Computer Lab

Thursday, February 21, 2013

- African American Heritage Month Deadline Date to Submit Essay for Essay Contest
- 10:00 a.m. 1:00 p.m., Tabling Event Notre Dame De Namur University, Dining Hall, Building 6
- 12:00 p.m., 2:00 p.m., African American Heritage Month Issues Facing African American Veterans, Building 6, Room 6204 & 6206
- 1:00 p.m. 2:00 p.m., Financial Aid Office Workshop Student Loans 101, Building 2, Room 2117A
- 2:10 p.m. 3:30p.m., Sustainability Ambassador Network, Building 6, Room 6203
- 3:30 p.m. 4:30 p.m., Skyline College Baseball vs. San Diego Mesa, San Diego Mesa



Friday, February 22, 2013

- African American Heritage Month World Music Concert Wolf Hawk Jaguar, Theater, Time TBD
- 2:00 p.m. 3:00 p.m., Skyline College Baseball vs. San Diego Mesa, San Diego Mesa
- 6:00 p.m. 7:30 p.m., The Taming of the Shrew presented by The Skyline College Theater Club & the ASSC, Theater

Saturday, February 23, 2013

 6:00 p.m. – 7:30 p.m., The Taming of the Shrew presented by The Skyline College Theater Club & the ASSC, Theater

Sunday, February 24, 2013

• 2:30 p.m. – 3:30 p.m., The Taming of the Shrew presented by The Skyline College Theater Club & the ASSC, Skyline College, Theater

For the latest information on events and activities happening at Skyline College, please view our calendar at the following link: <u>http://www.skylinecollege.edu/events/index.php</u>

If you would like to include your college event or activity on the calendar, please submit the event, date, time and location to Cherie M. Napier via email at napierc@smccd.edu.



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 1/4 or 1/2 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 <u>http://skylinecollege.edu/publicinformationoffice/feedback.php</u>



Feedback and Suggestion Box

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

• The California Community College Chancellor's Office in Sacramento: <u>http://www.cccco.edu/</u>

- · The Community College League of California: <u>http://www.ccleague.org/</u>
- The Research and Planning Group: <u>http://www.rpgroup.org/</u> *Skyline Shines* is archived at http://www.skylinecollege.edu/presidentsoffice/skylineshines.php