

## **Part F: Certification of Continued Institutional Compliance with Commission Policies and Federal Regulations**

### **Certification of Compliance**

Skyline College certifies that it continues to be in compliance with the federal regulations noted below and with Commission policies on Rights and Responsibilities of the Commission and Member Institutions; Institutional Degrees and Credits; Transfer of Credit; Distance Education and on Correspondence Education; Representation of Accredited Status; Student and Public Complaints Against Institutions; Institution Advertising, Student Recruitment, and Representation of Accredited Status; Contractual Relationships with Non-Regionally Accredited Organizations; and Institutional Compliance with Title IV.

### **Public Notifications of an Evaluation Team Visit and Third Party Comment**

*Regulation citation: 602.23(b).*

Skyline College has solicited third-party comments through a variety of face-to-face meetings ranging from student information to faculty and college-wide meetings. The College held a series of open forums that addressed the accreditation process and included an opportunity for community members to provide feedback ([SC-AccreditationForumFlyer-2018](#)). Skyline College also hosted a link for public comments on its publicly accessible website ([SC-Website-Accreditation-ISERDraftsFeedback-2018-19](#)). The College complies with the Commission Policy on Rights and Responsibilities of the Commission and Member Institutions on third-party comments.

### **Standards and Performance with Respect to Student Achievement**

*Regulation citations: 602.16(a)(1)(i); 602.17(f); 602.19 (a-e).*

Evidence documented in [Standard I.B.1](#), [I.B.2](#), [I.B.3](#), [I.B.4](#), [I.B.5](#), [I.B.6](#) and [II.A](#) describe student performance and achievement at Skyline College. TracDat, Annual Program Plan (APP), Comprehensive Program Review (CPR) and Annual Leadership Unit Review (ALUR) processes integrate evaluation of student achievement within programs and link the results with planning and decision-making. The Scorecard defines the standards of student performance and is aligned with San Mateo County Community College District (SMCCCD) student success metrics and strategic goals. ([SC-Scorecard-Draft-20190116](#); [SC-Website-PRIE-Scorecard-20190209](#)). For programs in fields where licensure is required, the licensure examination passage rates for program completers is used as an additional student performance metric. The College complies with the Commission Policy on Standards and Performance with Respect to Student Achievement.

### **Credits, Program Length, and Tuition**

*Regulation citations: 600.2 (definition of credit hour); 602.16(a)(1)(viii); 602.24(e), (f); 668.2; 668.9.*

Credit hour assignments and degree program lengths are within the range of good practice in higher education, comply with strict California regulation, C-ID and transfer degree agreements that align with four-year institutions. Course and program descriptors are being even more thoroughly scrutinized within the Guided Pathways framework. Curriculum Committee review, external program accreditation such as for Emergency Medical Technician and Surgical Technology programs, in addition to recent work with transfer institutions and Strong Workforce planning has resulted in verification of credit hours and clinical-practice course and degree paths.

The College website, catalog and curriculum documents comply with units, hours, rigor and adherence to higher education practice ([SC-Catalog-2018-19](#), 87-205, 242-409). Clock hour conversions adhere to Department of Education formulas, policies and procedures. Degrees and credits comply with the Commission's policies, standards for institutions of higher education and California Community Colleges Chancellor's Office (CCCCO) regulations. Tuition for all programs are the same with the exception of the baccalaureate degree, which clearly explain the additional costs of upper division work. The College complies with the Commission Credits, Program Length, and Tuition.

### **Transfer Policies**

*Regulation citations: 602.16(a)(1)(viii); 602.17(a)(3); 602.24(e); 668.43(a)(ii).*

The website, catalog, and other program documents appropriately display information about transfer policies including the acceptance of transfer units, Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP) and other testing results. Skyline College complies with the commission's policy on Transfer of Credit and clearly describe this to students. Evidence of Skyline College's transfer policies are detailed in [Standard II.A.10](#).

### **Distance Education and Correspondence Education**

*Regulation citations: 602.16(a)(1)(iv), (vi); 602.17(g); 668.38.*

Skyline College has specific processes, policies and procedures for defining, creating, and validating online/Distance Education (DE) coursework that is consistent with the Online Education Initiative and U.S. Department of Education (USDE) definition of DE, as detailed with evidence in [Standard II.A.2](#) and [II.A.7](#). The Curriculum Committee sets consistent policies and procedures that require regular and substantive interaction with the instructor and online activities that are factored into the student's grade. The College consistently applies standard practices for verifying the identity of students, and protects student information, with required FERPA training a critical component of employment as discussed in [Standard II.C.8](#). The College complies with the Commission Policy on Distance Education and Correspondence Education.

## **Representation of Accredited Status and Student Complaints**

*Regulation citations: 602.16(a)(1)(ix); 668.43.*

The Skyline College Catalog and website describe clear policies and procedures for handling student complaints as detailed in [Standard I.C.2](#). Student complaint files for the previous six years are available and demonstrate accurate implementation of the complaint policies and procedures. The accreditation associations and agencies are available on the website at the bottom of the homepage as a single click. Appropriate student complaint policies are documented in the [Standard I.C.2, I.C.8, and II.C.3](#). Public information for advertising and recruitment are consistent with Commission policies and regulations. The College demonstrates compliance with the Commission Policy on Representation of Accredited Status and the Policy on Student and Public Complaints against Institutions.

## **Institutional Disclosure and Advertising and Recruitment Materials**

*Regulation citations: 602.16(a)(1)(vii); 668.6.*

Skyline College provides accurate and current information to the public through the College Catalog and the website. ([SC-Catalog-2018-19](#)) Publications are focused primarily on course and education program information along with regulatory and enrollment information related to educational programs. The catalog contains all of the information enumerated by the Accreditation Standards. Program and course information is provided to the public primarily through the catalog which is available online and in print. In order to keep the information current, the catalog is updated annually. The Office of Instruction maintains the College Catalog and asks respective divisions and department for updates each year. The College website is also an important method of communicating with the public. The website is updated as programs and services change. The College's accreditation status is noted on the website as is information about programmatic accreditation ([ACCJC-Website-20190321](#); [SC-Website-Accreditation-SpecificProgram-20190214](#)). The College complies with Commission Policy on Institutional Disclosure and Advertising and Recruitment Materials.

## **Non-Regionally Accredited Organizations and Title IV Compliance**

*Regulation citations: 602.16(a)(1)(v); 602.16(a)(1)(x); 602.19(b); 668.5; 668.15; 668.16; 668.71 et seq.*

In Skyline College's self-evaluation of [Standards III.D.10](#) and [III.D.15](#), the College provides evidence of compliance with USDE Title IV regulations including the findings from any audits. The College and District has standard practices with regard to financial responsibility requirements, program record keeping, and accountability. The District reports audit results annually and presents at meetings of the SMCCCD Board of Trustees regularly. The institutional student loan default rate is within the USDE acceptable range and has been in decline. The College provides evidence in Eligibility Requirement 5 and [Standard III.D.10](#). All contractual relationships regarding student support services, library, tutoring, and other areas

align with the standards. Skyline College complies with the Commission Policy on Contractual Relationships with Non-Regionally Accredited Organizations and the Policy on Institutional Compliance with Title IV.

## **PART F ACRONYMS**

ALUR	Annual Leadership Unit Review
AP	Advanced Placement
APP	Annual Program Plan
CCCCO	California Community Colleges Chancellor's Office
CLEP	College Level Examination Program
CPR	Comprehensive Program Review
DE	Distance Education
IB	International Baccalaureate
MVV	Mission-Vision-Values
SMCCCD	San Mateo County Community College District
USDE	U.S. Department of Education

## PART F EVIDENCE LIST

Evidence Short Name	Section Used	Evidence Full Name
ACCJC-Website-20190321	Part F	Accrediting Commission for Community and Junior Colleges (ACCJC) Website
SC-AccreditationFormFlyer-2018	Part F	Skyline College Accreditation Forum Flyer
SC-Catalog-2018-19	Part F	Skyline College Catalog [2018-2019]
SC-Scorecard-Draft-20190116	Part F	Skyline College Scorecard draft
SC-Website-Accreditation-ISERDraftsFeedback-2018-19	Part F	Skyline College Institutional Self-Evaluation Report (ISER) Drafts and Feedback
SC-Website-Accreditation-SpecificProgram-20190214	Part F	Skyline College Accreditation on Specific Program
SC-Website-PRIE-Scorecard-20190209	Part F	Skyline College Planning, Research, and Institutional Effectiveness (PRIE) Scorecard Website