

**Minutes of Accreditation Oversight Committee
 Held on October 20, 2014
 Building 4, Room 4-343**

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. GENERAL FUNCTIONS

1.1 Call to Order

Aaron McVean called the first regular meeting to order at 9:05 a.m.

1.2 Welcome and Introductions

Aaron extended a cordial welcome to all and invited members introducing themselves and their roles in the last accreditation team visit, if any.

Members	Involvement in the last self-evaluation	Experience in Accreditation
Joi Blake		
Eloisa Briones	Standard III D	Served in 3 Accreditation Team Visits with one of them as Chief Visiting Officer
Stephen Fredricks	Standard III	Visited open forum and involved with Site Visiting Team Interested in serving the Site Visiting Team
Michael Manneh	None	@ CSM: Put information together for review and Site Visiting Team

		@ CCSF: Prepared workshops for Site Visiting Team
Aaron McVean	None	Been as co-author for the writing self-study evaluation Had served on 3 Accreditation Visiting Teams (was the Team Assistant on the most recent one)
David Martinez	None	None
John Mosby	Standard II	Represented the Student Services Experienced with WASC in a 4-year institution Interested in serving the site visiting team
Jonathan Paver	None	Had written accreditation self-study report
Sarah Perkins	Accreditation Liaison Officer Chief Instructional Officer	Coordinated, set up, written the self-study report Had worked with HLC covered Southern and Midwest part of the U.S. Had worked as CIO outside Skyline College
Jesse Raskin	Editing and proofreading	Edited and proofread Would like to become a ACCJC Site Visitor
Christine Roumbanis	Co-Chair Standard II	Helped coordinated forums Was one of the primary writers for self-study report – had written standard II Assisted faculty with the standards Was one of the lead in compiling evidence Trained for the Site Visitor (will be involved in site visits) for Accreditation Council for Business School C
Regina Stanback Stroud	Standard II Committee Steering Team	Served on 3 Site Visiting Teams: Assistant to the Chair, College Co-Chair, Southern Accreditation Association for Colleges
Dennis Wolbers	Standard II (general education and library)	Served on the Steering Committee as Resource Manager: helped set up SharePoint
Karen Wong	Standard II (students learning outcome and assessment)	Interested in serving the site visiting team

1.3 Approval of Agenda

There were no addition or changes to the Agenda.

1.4 Approval of Minutes

A motion was made by John Mosby and seconded by Karen Wong to approve the May 7, 2014 Committee meeting Minutes as written. No change was made. 6 voted aye, 7 voted abstentions and 0 voted nay. Motion carried.

2. DISCUSSIONS

2.1 Accreditation Follow-up Report

The Accreditation Follow-up Report, submitted to Accrediting Commission for Community and Junior Colleges (ACCJC) on October 15, 2014, responded to the recommendations suggested in Reaffirmation Letter dated on February 7, 2014.

Resolution to Recommendation 1: To bring evaluation up-to-date in adjunct faculty

Resolution to Recommendation 2: To develop and conduct assessment of our integrated planning and resource allocation cycle. Regina Stanback Stroud mentioned that Skyline College needs to show our planning and budget allocation is correlated with our goals. The Committee will review Balanced Scorecard and need to liaise to the District on the recommendation. Sarah Perkins reminded the Committee that the wordings used in the three colleges and the District are very different. Therefore, the Committee is recommended to refer and use the wordings based on the District's.

Resolution to Recommendation 3: To review Skyline College's Distance Education program; Jonathan Paver expressed his interest in participating and building an infrastructure related.

2.2 Existential Question: "Why are we here?"

2.2.1 Review Committee Charge and Membership

The Compendium of Committees describes the charge of this committee as follows: "The overarching mission of this committee is student success through successful accreditation. It is the responsibility of the institution, CEO and ALO (Accreditation Liaison Officer) to keep Skyline College in compliance with the ERs (Eligibility Requirements), Accreditation Standards, including federal requirements, Commission policies, and Skyline's MVV (mission-Vision-Values). This committee will support the college in keeping in compliance."

Sarah Perkins commented that the last sentence "keeping in compliance" is the most complicated meeting target as it is not only applying for the accreditation report but for daily goal. Aaron McVean will get into details of how to assist the College in keeping in compliance.

2.2.2 Committee Commitment

Aaron McVean proposed of having a minimum of 3-year term commitment for the non-administrative members and 6-year term for administrative members serving the Committee. Regina Stanback Stroud responded that all committees in Skyline College are for members to serve for one-year term. To request a change to the 3-year term, discussion has to be brought up to College Council for voting. On the contrary, it may be difficult for members making commitment to a 3-year team. As a result, Aaron suggested to keeping Accreditation Oversight Committee to a one-year term commitment, but encouraged members making themselves available serve in the Committee for 3 years.

Regina Stanback Stroud recommended of having all chairs and co-chairs for the Accreditation Steering Committee be appointed now to give everyone enough time for preparation and writing.

2.3 Long-term Accreditation Timeline Overview

2012-2013	Self-Evaluation Study	Submitted in August 2013
Fall 2013	Accrediting Team Visit	
February 7, 2014	Reaffirmation Letter Received	Reaffirmed with a required Follow-up Report
Fall 2014	Follow-up Report Submitted	Submitted on October 15, 2014
Fall 2016	Mid-Term Report	Due in October 2016
2017-2018	Self-Evaluation Study Preparation	
2018-2019	Self-Evaluation Study	Due August 2019

2.4 Debrief of previous self-evaluation study process

Aaron McVean will send out a questionnaire to ask the involved participants to provide feedback covering questions on “What works well?” and “What needs to be improved?” Regina Stanback Stroud recommended sending the survey to the community, possibly via Skyline Shines, sharing their thoughts with easy responding system.

3. NEXT REGULAR MEETING

Aaron McVean asked if the meeting day and time is available to all members and all members agreed with the listed schedule. Next regular meeting will be held in Room 4-343 on Monday, November 17, 2014 from 9:00 to 10:00 a.m.

4. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:03 a.m.

Minutes approved by Members on February 9, 2015.