

**Minutes of Accreditation Oversight Committee
Held on October 16, 2017
Held in Building 4, Room 4-343**

Type of Meeting:	Regular Meeting
Chairperson:	Jacqueline Honda (Chair, Accreditation Liaison Officer), Interim Dean of PRIE
Members Present:	Eloisa Briones, Raymond Hernandez, William Minnich, Zahra Mojtahedi, Tammy Robinson, Christine Roumbanis, Pcyeta Stroud, Jennifer Taylor-Mendoza, Karen Wong,
Members Absent:	Christine Abella, Luis Escobar, Angélica Garcia, James Houpis, Leandro Torres Mantilla, Andrea Vizenor
Ex-Officio:	Regina Stanback Stroud, College President
Guest:	Cheri Jones, Consultant for Strategic Planning Online (SPOL)
Recorder:	Belinda Chan, Staff Assistant of PRIE

1. GENERAL BUSINESS

1.1. Welcome and Introduction

Jacqueline Honda called the regular meeting to order at 9:04 a.m.

2. ACTION ITEMS

2.1. Approve of Agenda

A motion was made by William Minnich and seconded by Raymond Hernandez to approve the October 16, 2017 Agenda. No changes made and motion carried unanimously.

2.2. Approve of Minutes

A motion was made by William Minnich and seconded by Christine Roumbanis to approve the September 18, 2017 Minutes. No changes made and motion carried unanimously.

3. REPORT/ DISCUSSION

3.1. ACCJC Visit Preparation

3.1.1. Writing Team Update

A tri-chair structure for the Accreditation Steering Committee was recommended and approved. Two of the three chairs have been confirmed: William Minnich as the Administrator Chair and Karen Wong as the Faculty Chair. The third tri-chair will be confirmed prior to the next AOC meeting. These three chairs will oversee the overall planning and organization of writing team of each standard.

Writing team members will be recruited from top-down (nomination) as well as down-top (self-recommendation) approach. Parties interested in becoming a writing team member should contact Jacqueline Honda or the Tri-chairs directly.

In Fall 2017, the writing team will review gaps and collect evidence. Writing will begin in Spring 2018. Minnich recommended a detailed timeline in place prior to recruiting at all of the division meetings. Tentative schedule proposed:

End of Oct: Administrative and Faculty Co-chairs for each standard will be identified

Oct 17, 2017: Accreditation quick overview and writers recruitment at BEPP divisional meeting

Nov 3, 2017: Accreditation quick overview and writers recruitment at SMT divisional meeting

Dec 2, 2017: All appointments will be approved
Early Dec: Training/ refresher on Standards
Early Spring: SPOL training on Accreditation

Minnich and Wong will coordinate with other instructional deans to introduce accreditation and recruit writers.

3.1.2. Master Plans Update

A list of master plans was presented. Members were invited to share their knowledge about the update of each plan, as listed in appendix I. These existing plans will be used to update our Strategic Plan, which will align with the District Strategic Plan.

BSI, SEP, and SSSP Plans are now combined into an integrated plan according to the California Community College Chancellor's Office's latest instructions. The integrated plan, as well as the Technology plan, are both completed. They will be brought to Strategic Planning and Allocation of Resources Committee (SPARC) to recommend to College Governance Council (CGC) for adoption.

3.2. SPOL Training on Accreditation

Cheri Jones, Consultant for the Strategic Planning Online (SPOL), provided an overview of accreditation in SPOL. Accreditation writing will be entered in the Program Review & Accreditation module. Similar to Annual Program Review (APP) entry in SPOL, writers are required to check-out/check-in the page, which allow writers to work collaboratively and simultaneously. When responding, writers will compose responses for each standard in the response tab only. ACCJC tab will be used to record any correspondence from ACCJC, and the Institutional tab will be used to record any follow-up response from Skyline College to ACCJC.

The two major differences between Accreditation and APP/CPR/ALUR entry are:

- approval chain is incorporated in the Program Review and Accreditation module
- accreditation writing will not have any entry in the Planning and Budget modules

4. NEXT MEETING

Next regular meeting is to be held on Monday, November 27, 2017 at 9:00 a.m. in Room 4-343.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:48 a.m.

Minutes were approved by Members on December 11, 2017.