

**Minutes of Accreditation Oversight Committee
Held on December 11, 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:	Raymond Hernandez, William Minnich, Zahra Mojtahedi, Patrick Perez, Christine Roumbanis, Leigh Anne Shaw, Pcyeta Stroud, Karen Wong
Members Absent:	Christine Abella, Eloisa Briones, Luis Escobar, Angélica Garcia, James Houppis, Tammy Robinson, Jennifer Taylor-Mendoza, Andrea Vizenor
Ex-Officio:	Regina Stanback Stroud, College President
Recorder:	Belinda Chan, Staff Assistant of PRIE

1. GENERAL BUSINESS

1.1. Call to Order

Jacqueline Honda called the regular meeting to order at 9:05 a.m.

2. ACTION ITEMS

Approval of Agenda

A motion was made by Karen Wong and seconded by William Minnich to approve the December 11, 2017 Agenda with amendment as presented. Motion carried unanimously.

2.2. Approval of Minutes

A motion was made by William Minnich and seconded by Christine Roumbanis to approve the October 16, 2017 Minutes. No changes made and motion carried unanimously.

A motion was made by Christine Roumbanis and seconded by Raymond Hernandez to approve the November 20, 2017 Minutes. No changes made and motion carried unanimously with one abstention.

3. REPORT/ DISCUSSION

3.1. ACCJC Visit Preparation

3.1.1. Writing Team Update

Jacqueline Honda apprised the Committee that more than 80% of the accreditation writing teams invitees have responded by the deadline on December 8, 2017 with a “yes” to be part of a writing team. The Tri-Chairs will keep following up with the no response ones. Raymond Hernandez requested to have a list of each standard members to send to the Co-Chairs/ Tri-Chairs. Belinda Chan will send lists of each standard members to the standard co-chairs/ tri-chairs after the meeting adjourned.

3.1.2. Campus-wide Kick-Off Meeting

Two training sessions have been scheduled for Accreditation Steering Committee members and Accreditation Writing Teams to cover an overview of accreditation standards and usage of Strategic Planning Online (SPOL) to compose Standards’ writing and to upload evidence.

January 11, 2018 (Thu, Flex Day) – A training session for Standard Co-Chairs/ Tri-Chairs

January 26, 2018 (Fri) – A training session for accreditation writing teams.

3.1.3. ACCJC Liaison, Dr. Steven Reynold's Visit

Dr. Steven Reynold, Vice President of Accrediting Commission for Community and Junior Colleges (ACCJC), will be at Skyline College on Tuesday, February 6, 2018, from 1:00 to 4:00 p.m. to answer questions pertaining to the upcoming ACCJC visit in Fall 2019. Dr. Reynold is scheduled to join the Accreditation Steering Committee regular meeting on the 6th from 1:00 to 2:00 p.m.

3.1.4. Alternative ALO

Dr. Jennifer Taylor-Mendoza, Interim Vice President of Instruction, will be served as an alternative Accreditation Liaison Officer for Skyline College. Along with Jennifer Taylor-Mendoza, Jacqueline Honda and Karen Wong will participate the 2018 Accreditation Institute in Garden Grove in February. An update will be provided upon their return.

3.1.5. Dedicated Workroom

Jacqueline Honda thanked Christine Roumbanis for providing the Accreditation Steering Committee and its writing team a dedicated workroom, Room 4-126, for two years in preparation for the ACCJC Visit. Standard Chairs may contact the PRIE Office to access the room.

4. NEXT MEETING

Next regular meeting is to be held on Monday, January 29, 2018 at 9:00 a.m. in Room 4-343.

5. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:26 a.m.

Minutes were approved by Members on January 29, 2018.