

**Minutes of Accreditation Oversight Committee  
 Held on August 31, 2015  
 Building 4, Room 4-343**

Type of Meeting: Regular Meeting

Meeting Location: Building 4, Room 4-343

Chairperson: Aaron McVean

Members Present: Stephen Fredericks, Liz Gaudet, David Martinez, William Minnich, Jonathan Paver, Jesse Raskin, Christine Roumbanis, Dennis Wolbers, Karen Wong

Members Absent: Eloisa Briones, Angélica Garcia, Sarah Perkins

Ex-Officio: Regina Stanback Stroud

Resource: Belinda Chan (recorder)

**1. ACTION ITEMS**

**1.1 Call to Order**

Aaron McVean called the regular meeting to order at 9:04 a.m.

**1.2 Approval of Agenda**

A motion was made by Christine Roumbanis and seconded by William Minnich to approve the August 31, 2015 Agenda as written. Motion carried unanimously.

**1.3 Approval of Minutes**

A motion was made by Karen Wong and seconded by Christine Roumbanis to approve the March 16, 2015 Minutes as written. Motion carried unanimously.

A motion was made by Karen Wong and seconded by Christine Roumbanis to approve the May 18, 2015 Minutes with minor editing request by Karen Wong. Motion carried unanimously.

**2. DISCUSSIONS/ REPORTS**

**2.1 Update on Substantive Change**

Aaron McVean proudly announced that Skyline College was one of the three community colleges received its approval of the Substantive Change on Baccalaureate Program in the first round. The first pilot program will begin in September 2016 and the report about the Baccalaureate Program will be due in 2018.

**2.2 Mid-Term Report Timeline**

Fall 2015	Aug to Dec	Writing and Gathering Evidence
Spring 2016	Mar to May	Governance Review Process
	May	Final draft Mid-Term Report due to the Chancellor's Council
Fall 2016	Aug	Mid-Term Report due to Board of Trustees
	Sep	Approval from Board of Trustees
	Oct 16, 2016	Mid-Term Report due to ACCJC

### 2.3 Accreditation Time

2015/16	Mid-Term Report (due October 2016)
2017 – 2019	Self-Evaluation Study (due August 2019)
2020/21	Follow-up Report to ACCJC, if applicable
2022/23	Mid-Term Report (due October 2023)
2023 – 2026	Self-Evaluation Study (due August 2026)
2026/27	ACCJC Site Visit (new 7-year cycle)

The new 7-year cycle will begin in 2026/27.

### 2.4 Review Planning & Resources Allocation Survey

The Institutional Effectiveness Committee reviewed a survey addressing the recommendation on the planning and resource allocation cycle, equity, and leadership roles at all levels of Skyline College. The survey will be sent out to all employees of the college. To receive a higher response rate, Jonathan Paver suggested giving a few Bookstore gift cards as an incentive. Karen Wong thanked him for the suggestion and will follow up.

### 2.5 SLOAC Task Force to IE Committee

The SLOAC Task Force started in 2017, but it is no longer needed as a task force; thus it has evolved into the Institutional Effectiveness (IE) Committee, a sub-committee that advises and reports to the Strategic Planning and Allocation of Resources Committee (SPARC). All of IE’s recommendations and actions will be reviewed by SPARC followed by the College Governance Council (CGC).

See Appendix I for Institutional Effectiveness Committee Functions.

### 2.6 Update on Student Learning Outcomes

2.6.1 Assess the Effective Communication of ISLO (Total of 21 faculty)

2.6.2 TracDat, a software used for planning and assessing student learning outcomes, has a new version available. Skyline College will purchase the upgrade to Version 5 Sandbox and training will be provided to all TracDat users.

2.6.3 Student services is shifting the annual assessment cycle to 3-year assessment cycle. Information about the 3-year assessment plan can be found on the SLOAC’s website.

2.6.4 Instruction to submit updated three-year assessment calendars

2.6.5 New accreditation standards on SLOAC can be referenced to New Guide for Evaluating Institutions (p.10-11) See Appendix II.

## 3. OTHER BUSINESS

3.1 Substantive Change of Distance Education will be due in November 2015. Related meetings will be scheduled regularly with an annual review of Distance Education Substantive Change.

## 4. NEXT REGULAR MEETING

Next regular meeting will be held on Monday, September 21, 2015 in Room 4-343 from 9:00 to 10:00 a.m.

## 5. ADJOURNMENT

There being no further business, the meeting was adjourned at 10:01 a.m.

**Minutes were approved on September 21, 2015.**