
**Minutes of Accreditation Oversight Committee
Held on September 21, 2015
Building 4, Room 4-343**

Type of Meeting:	Regular Meeting
Meeting Location:	Building 4, Room 4-343
Chairperson:	Aaron McVean
Members Present:	Eloisa Briones, Angélica Garcia, Stephen Fredericks, David Martinez, William Minnich, Jonathan Paver, Sarah Perkins, Jesse Raskin, Tammy Robinson, Christine Roumbanis, Dennis Wolbers, Karen Wong
Members Absent:	Liz Gaudet
Ex-Officio:	Regina Stanback Stroud
Guest:	Pearl Ly
Resource:	Belinda Chan (recorder)

1. GENERAL BUSINESS

1.1 Call to Order

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

1.2 Introduction

Jonathan Paver introduced the newly hired Director of Learning Common, Dr. Pearl Ly, to the Committee. Members in attendance also introduced themselves.

2. ACTION ITEMS

2.1 Approval of Agenda

A motion was made by Christine Roumbanis and seconded by Angélica Garcia to approve the September 21, 2015 Agenda as written. Motion carried unanimously.

2.2 Approval of Minutes

A motion was made by Will Minnich and seconded by Jesse Raskin to approve the August 31, 2015 Minutes as written with Karen Wong's minor editing recommendations. Motion carried unanimously.

3. DISCUSSIONS/ REPORTS

3.1 Review of Distance Education across the Accreditation Standards

Accrediting Commission for Community and Junior Colleges (ACCJC) requires community colleges to submit a change of proposal if Degree/ Certificate Programs fall into one of the two situations: a) Degree/ Certificate Programs are offered 50% or more online, and b) Degree/ Certificate Programs are offered 100% online. Jonathan Paver apprised the Committee that Distance Education will begin the annual process of drafting a substantive change proposal for AOC to review and send forward to the Board for action. Courses

listed in the substantive change report are courses approved by the Curriculum Committee but may not necessarily be offered. The report will address how areas listed below will be available and accessible to Distance Education students:

- A. Instructional Programs
- B. Student Support Services
- C. Library and Learning Support Services

See Appendix I for Skyline College Distance Education Substantive Change Report Fall 2015 for details. Upon receipt from the College, the DE Substantive Change Report will be sent for review and approval by the District Board on September 30, 2015 and the ACCJC on November 2, 2015.

4. ACTION ITEM

4.1 Recommendation of Distance Education Substantive Change Proposal

A motion was made by Jesse Raskin and seconded by Christine Roumbanis to recommend Distance Education Substantive Change Proposal. Motion carried unanimously.

5. NEXT REGULAR MEETING

Next regular meeting will be held on Monday, October 19, 2015 in Room 4-343 from 9:00 to 10:00 a.m.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 9:56 a.m.

Minutes were approved on January 25, 2016.