

**Minutes of Accreditation Oversight Committee  
Held on February 26, 2018  
Held in Building 4, Room 4-146**

<b>Type of Meeting:</b>	Regular Meeting
<b>Chairperson:</b>	Jacqueline Honda (Chair, Accreditation Liaison Officer), Interim Dean of PRIE
<b>Members Present:</b>	Raymond Hernandez, William Minnich, Zahra Mojtahedi, Patrick Perez, Jennifer Taylor-Mendoza, Karen Wong
<b>Members Absent:</b>	Christine Abella, Eloisa Briones, Luis Escobar, Angélica Garcia, James Houpis, Pcyeta Stroud, Tammy Robinson, Christine Roumbanis, Leigh Anne Shaw, Andrea Vizenor
<b>Ex-Officio:</b>	Regina Stanback Stroud, College President
<b>Recorder:</b>	Belinda Chan, Administrative Assistant of PRIE

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**1. GENERAL BUSINESS****1.1. Welcome and Introduction**

Jacqueline Honda called the regular meeting to order at 9:08 a.m.

**2. ACTION ITEMS****2.1. Approval of Agenda**

Due to the absence of a quorum, agenda items were informational only.

**2.2. Approval of Minutes**

Due to the absence of a quorum, approval of the Minutes was deferred to the next Committee meeting.

**3. REPORT/ DISCUSSION****3.1. ACCJC Visit Preparation****3.1.1. Accreditation Institute 2018, February 22 – 24, 2018**

Jacqueline Honda and Karen Wong attended the Accreditation Institute, co-hosted by the Academic Senate and Accrediting Commission for Community and Junior Colleges (ACCJC), in Garden Grove and found the conference very informative. Two types of pre-session were included as part of the conference on Thursday, February 22: 1. A full-day session for new peer reviewers attended by Wong, 2. A half-day session for new accreditation liaison officers attended by Honda.

Dr. Steven Reynolds, Vice President of the ACCJC, reinforced limiting the Quality Focus Essay (QFE) to 5000 words; the QFE features an initiative intended to strengthen student achievement. An example is how Skyline College aims to achieve its overall course success rate aspirational goal of 75% through the guided pathways work.

A concern was raised on how the ACCJC Visiting Team will review Skyline College's ISER & QFE. Honda explained that ACCJC Visiting Team Members are made up of peers from either public or private colleges-- faculty, administrators, or classified staff of an ACCJC accredited institution. Wong added that visiting teams are being trained to evaluate colleges according to their mission/ vision/ values, not against the visiting team's particular institutional practices. Hence, the Accreditation Writing Team Members are reminded to review Skyline College's Mission-Vision-Values (MVV) when reviewing whether the

College meets the standard. The Visiting Team will review submitted documents, ISER and QFE, prior to the site visit and seek clarification during the visit, if necessary. The ISER is to showcase the strengths of an institution and to identify areas where it may improve.

Regarding metrics referenced in Standard I, colleges are advised by the ACCJC to adopt the metrics that are pertinent to their own mission. The Planning, Research, and Institutional Effectiveness Office (PRIE) is in the process of reviewing and revising the metrics in the Balanced Scorecard and setting the short-term and long-term goals. The California Community Colleges Chancellor's Office (CCCCO) Institutional Effectiveness Framework of Indicators (IEFI) can be among the optional metrics but are not required by the ACCJC. This year, the CCCCCO has suspended the requirement to adopt and set short-term and long-term goals for the IEFI. They are in the process of revamping the metrics to align with state-wide initiatives such as the Basic Skill Initiative (BSI)/ Student Equity Plan (SEP)/ Student Success and Support Program (SSSP).

Evidence submission does not need to be all-inclusive but rather representative. The Visiting Team may ask for more evidence prior to or during the visit, if needed.

If gaps are identified, it is very important that the gaps are brought up to the college leadership's attention to fix.

When implementing new and/or improved processes to comply with the standards, not everything needs to be completed by the time of the team visit. However, it is essential to document the process(es) and their rationale, and a schedule that shows all relevant bodies will undergo it. Secondly, it's important to have at least initiated the process so that they'll be in place when the visiting team is on campus. An example is the revamping of the Comprehensive Program Review and Annual Program Plan processes.

Action plans are only for planned major changes to comply with the standards. Don't include if: (a) the College is implementing minor improvements to existing processes, and (b) the College is already implementing it. Best is to make any necessary changes to comply with the standard prior to the visit.

Colleges will be evaluated holistically, as shared by Dr. Reynolds' Skyline College visit on February 6, 2018. Visiting teams are being trained to evaluate clusters of standards rather solely each sub-standard (e.g., IIA, not just IIA2). If a college does not meet a sub-standard, it will not necessarily imperil a college's accreditation status.

The evaluation will consist of recommendations and commendations. The two types of recommendations are the following: (a) for improvement, or (b) for compliance. The latter triggers the "two-year rule" (really about 15 months) in which the college must address the deficiency within that time frame. Not doing so may result in a "show cause" status. Commendations will be college practices that are examples of best practices for the field as a whole.

The ACCJC is also planning to create its own online system, similar to Strategic Planning Online (SPOL), in the future to limit ISER word counts, house the evidence, and standardize colleges' submission format.

### **3.1.2. Nancy Kaplan-Biegel's Workshop Update**

Nancy Kaplan-Biegel's workshops, thus far, were all well received and valuable to the writers. By attending one of the Standard I Writing Team meetings, she was apprised of where writers are at in order

to strengthen subsequent workshops. Other Standard Chairs are highly encouraged to invite Kaplan-Biegel to join their writing team meetings.

### **3.1.3. Student Climate (Student Voice) Survey Update**

The Student Climate Survey, now called the Student Voice Survey, will be deployed in three phases: 1) to have faculty volunteer to devote part of their class time to allow students to participate in the survey; 2) to send the survey link via GWAMAIL. The link also will be available in the Learning Center, Financial Aid Office, Transfer Center, Veterans Resources Center, etc. where students may be utilizing student services; 3) to host a table in the Quad to recruit participants who are not captured in the first two phases. The first phase will roll out on the week of March 5, 2018.

### **3.1.4. Employee Voice Survey Update**

Due to a recent decision to participate in the Chronicle of Higher Education survey, Skyline College's Employee Voice Survey will deploy earlier than its original scheduled time in April to the week of March 5, 2018. The results of the Employee Voice Survey will be analyzed and incorporated into the Institutional Self-Evaluation Report (ISER).

The Chronicle of Higher Education survey is for the College's bid to be designated one of the top 100 colleges in the US to work for. It will be deployed on ~~March 12~~ March 19 [updated after February 26, 2018]. This survey will be sent directly from the host agency.

It is essential for employees of Skyline College to participate both surveys.

## **4. NEXT MEETING**

Next regular meeting will be held on Monday, March 19, 2018 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 March 19, 2018.