



**ACCREDITING  
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for COMMUNITY and  
JUNIOR COLLEGES**

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January 31, 2008

Dr. Victoria P. Morrow  
President  
Skyline College  
3300 College Drive  
San Bruno, CA 94066

Dear President Morrow:

The Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges, at its meeting on January 9-11, 2008, reviewed the institutional self study report and the report of the evaluation team which visited Skyline College on Monday, October 22-Thursday, October 25, 2007. The Commission took action to reaffirm accreditation, with a requirement that the college complete a Progress Report.

I also wish to inform you that under U.S. Department of Education regulations, institutions out of compliance with standards or on sanction are expected to correct deficiencies within a two-year period or the Commission must take action to terminate accreditation. Skyline College must correct any deficiencies noted by **January 2010**.

The Commission asks that a Progress Report be submitted by **October 2009**. The Progress Report should demonstrate resolution of the recommendations and concerns as noted below:

**District Recommendations:**

**District Recommendation 1:** The team recommends that the district develop and implement appropriate policies and procedures that incorporate effectiveness in producing student learning outcomes into the evaluation process of faculty and others directly responsible for student progress toward achieving stated student learning outcomes. (Standard III.AI.1.c)

**District Recommendation 2:** In order to fully meet Standards regarding district evaluation procedures, the team recommends that while the district has clearly defined rules and regulations for the hiring and evaluation of the chancellor, that same clarity of process should be extended to evaluating college presidents. Therefore, the district should develop rules and regulations for the evaluation of college presidents. (Standards IV.B.1, B.1.j)

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**District Recommendation 3:** In order to fully meet accreditation standards and improve effectiveness, the team recommends:

- a. the board should regularly evaluate its "Rules and Regulations" and revise them as necessary (Standard IV.B.1.e)
- b. the district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college' effectiveness and institutional success (Standard IV.B.3.g)

The Commission also notes that the evaluation team observed that Skyline College has developed and offers a significant program of online courses (see Campus Recommendation 4). As a result of this finding, the college is advised to immediately file a Substantive Change Proposal with the Commission following the protocol of that process.

All colleges are required to file a Midterm Report in the third year after each comprehensive evaluation. Skyline College should submit the Midterm Report by **October 15, 2010**. Midterm Reports indicate resolution of any team recommendations made for improvement (**Recommendations 5, 6, 7 and 8**), include a summary of progress on college-identified plans for improvement as expressed in the self study report and forecast where the college expects to be by the time of the next comprehensive evaluation.

I have previously sent you a copy of the evaluation team report. Additional copies may now be duplicated. The Commission requires you to give the team report and this letter appropriate dissemination to your college staff and to those who were signatories of your college self study report. This group should include the Chancellor, campus leadership, and the Board of Trustees. The Commission also requires that the team report and the self study report be made available to students and the public. Placing copies in the college library can accomplish this. Should you want the report electronically to place on your web site or for some other purpose, please contact Commission staff.

The recommendations contained in the evaluation team report represent the observations of the evaluation team at the time of the visit. The Commission reminds you that while an institution may concur or disagree with any part of the team report, the college is expected to use the report to improve the educational programs and services of the institution.

The report also includes a summary of progress on college-identified plans for improvement as expressed in the self study.

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The college conducted a comprehensive self study as part of its evaluation. The Commission suggests that the plans for improvement of the institution included in that document be taken into account in the continuing development of Skyline College. The next comprehensive evaluation of the college will occur during Fall 2013.

Finally, let me take this opportunity to remind you that federal legislation affecting accrediting agencies requires that accredited colleges conduct systematic assessment of educational outcomes (see especially Standards One and Two). A further requirement is that accrediting agencies pay close attention to student loan default rates.

On behalf of the Commission, I wish to express continuing interest in the institution's educational programs and services. Professional self-regulation is the most effective means of assuring integrity, effectiveness and quality.

Sincerely,



Barbara A. Beno, Ph.D.  
President

BAB/tl

cc: Mr. Ron Galatolo, Chancellor, San Mateo County CCD  
Dr. Cathy Hasson, Accreditation Liaison Officer  
Board President, San Mateo County CCD  
Mr. Robert Garber, Team Chair  
Evaluation Team Members