

# **Update Since Completion of the Institutional Self Evaluation Report**



**October 2013**

## **ASSESSMENT**

Skyline College has reached the sustainable, continuous quality improvement level in assessing and improving institutional effectiveness through program review, planning, and SLOs. Action plans and resource requests are forged in response to assessment results. The action plans and resource requests, in turn, are referenced in the annual program plan or the comprehensive program review, which in turn informs the Administrative Leadership Unit Reviews (ALURs). The ALURs are then reviewed and considered by the Institutional Planning Committee and College Budget Committee for planning and resource allocation purposes. Skyline's systematic review of program quality, short and long term planning, and allocation of resources continually ensure that the College strives to achieve its stated mission and demonstrates its commitment to student success.

In the self-report, Skyline College noted that "all courses have been assessed and are actively involved in an ongoing assessment cycle following departmental three-year assessment plans" (128). A point of clarification is needed. The College has assessed all courses that were offered. However, two categories of courses have yet to be assessed: courses which were scheduled to be assessed but cancelled due to low enrollment, and new courses that are in the catalog but are being taught for the first time. These courses will be assessed, as reflected in the departmental three-year assessment calendars posted at

<http://www.skylinecollege.edu/sloac/deptthreeyearassessmentplans.php> .

A table with percentages, the spreadsheet with the list of courses that need to be assessed, and the PSLO/ Three Year Calendar update on the opening SLOAC page at

<http://skylinecollege.edu/sloac/index.php>.

A spreadsheet with the list of courses being assessed this fall is at

[http://skylinecollege.edu/sloac/assets/fa13\\_courses\\_needing\\_to\\_be\\_assessed\\_v2.pdf](http://skylinecollege.edu/sloac/assets/fa13_courses_needing_to_be_assessed_v2.pdf) .

And the PSLO(program level SLO)/ Three Year Calendars spreadsheet is at

[http://skylinecollege.edu/sloac/assets/su13\\_pslo\\_reports\\_threeyearplans\\_v2.pdf](http://skylinecollege.edu/sloac/assets/su13_pslo_reports_threeyearplans_v2.pdf) .

## **CATALOGUE**

The printed version of the 2013-2014 Skyline College Catalogue is available in the team room. You will find copies of it in the evidence bookcase.

## **CLASSIFIED SENATE**

The Skyline College Classified Senate was established summer 2013, replacing the Classified Council. The process included consultation with state representatives, extensive consultation with the Executive Board of the Classified Council and a vote of all classified staff to approve the change. Once approval was obtained, a Constitution and Bylaws was drafted. This draft was reviewed by all classified staff. Revisions to the document were discussed and revisions made at the annual Classified Retreat and then sent to all members of the classified staff for approval.

The Classified Senate represents the needs, concerns and viewpoints of the classified staff with respect to the District Participatory Governance Agreement, excluding all matters related to collective bargaining. It is one of the constituent groups of Skyline College's shared governance organizational structure.

<http://www.skylinecollege.edu/classifiedcouncil/index.php>.

### **DELINEATION OF FUNCTIONS MAP**

The process to revise the delineation of functions map, which shows the primary, secondary and shared responsibilities of the San Mateo County Community College District and its three Colleges, Skyline College, College of San Mateo, and Cañada College with respect to accreditation standards, was completed on October 1, 2013. It can be found at

<http://www.smccd.edu/accounts/smccd/departments/educationservices/dac/delineation.shtml>.

### **GRANT**

Skyline College has received a Youth Empowerment Scholarships (YES) Community College Pathways for Former Foster Youth grant for \$25,000. This grant will be used to implement a full service dedicated program using the Completion by Design principles for approximately 80 former foster youth during year one of the grant, 2013-2014.

### **PROFESSIONAL DEVELOPMENT**

Skyline College is offering a semester-long boot-up camp through the Center for Innovative Teaching and Learning (CTTL) for all new full-time instructors. This professional development course covers all of the usual orientation topics including the submission of census counts and grades, various organizations such as the Academic Senate and the AFT union but concentrates on effective pedagogy and best practices. Topics have included using objectives to craft effective presentations, use of WebAccess to support learning and enhance communication with students, and accessibility. Participants engage in presentations and then demonstrate how they will put them into practice in their teaching.

Participants have been enthusiastic and grateful. They have suggested that the course should be made available to others—especially adjuncts—as well.

<http://skylinecttl.org/>.

### **STUDENT SERVICES**

Student Services has initiated four outreach projects this fall:

- X-Treme Saturdays- one day matriculation registration process held jointly with Instruction,
- KinderCaminata- Early outreach to local elementary schools,

- The Brothers and Sisters conference which is modeled after the African American Male Summit that A2MEND facilitates each year in Los Angeles. This project will provide needed services to African American students to be successful in college and careers, including academic/student support programs. The conference will strengthen and expand Skyline College's existing outreach efforts to local high schools bridging the gap that currently exists in our educational pipeline for African American students. In collaboration with the African-American Success Through Excellence and Persistence Program (ASTEP) learning community, the Brothers and Sisters Conference will be a great transition and welcoming opportunity for students as they graduate high school and come to Skyline College.
- The Middle School Outreach Project completed its first year of exposing middle school students to multiple careers, major and financial options to pay for college. The project provides early college exposure and readiness to middle school students. Reaching out to students in sixth, seventh, and eighth grade encourages and motivates them to stay on track to ensure a successful future filled with opportunities. The Middle School Outreach Project instills within these students the expectation that higher education is possible and accessible.

Online Orientation Suite of Services is being updated and improved with a contract approved to develop online orientation, financial aid literacy, advising/counseling, college success skills modules and education planning. The expanded service will include program specific orientation. This project is in planning stage for 2013-2014 and will be implemented for fall 2014.

Student Services institutional Effectiveness Framework has advanced by having each area developed a PowerPoint to demonstrate how their area is in alignment with college goals, priorities, ISLOs, integrated budget and planning, governance, and professional development. These may be viewed at

<http://skylinecollege.edu/prie/plansyearendreports.php>

## **TRANSFER NUMBERS**

Skyline College transfers a significant number of students to In-State private and out of state institutions, based on the CCCCO Data Mart. In the years 2009-2010 through 2011-2012 a total of 216 students transferred to 34 in-state private institutions and 106 students transferred to 68 out of state public and private institutions. A complete report showing the list of institutions and the number of students transferring to each may be seen at

<http://www.skylinecollege.edu/prie/assets/may2013documents/G038%20-%20Transfer%20data%20for%20ISP%20and%20OOS%20-%2010.17.13.pdf>.

