

**Minutes of Accreditation Oversight Committee  
Held on November 20, 2017  
Held in Building 4, Room 4-343**

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

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

Jacqueline Honda called the regular meeting to order at 9:05 a.m.

**2. ACTION ITEMS Approve of Agenda**

Due to lack of a quorum when the meeting was called, no action was taken.

**2.2. Approve of Minutes**

Due to lack of a quorum when the meeting was called, no action was taken.

**3. REPORT/ DISCUSSION ACCJC Visit Preparation****3.1.1. Calendar Update**

All three accreditation steering committee chairs have been confirmed: William Minnich as Administrator Chair, Karen Wong as Faculty Chair and Michelle Hagggar, as Classified Chair. As discussed at previous meeting, these three chairs will oversee the overall planning and organization of the writing team of each standard.

Accreditation Steering Committee kick-off meeting is scheduled to take place this afternoon.

A second announcement and call for self-study writer volunteers was shared in Skyline Shines on Friday, November 17, 2017 as part of ongoing writer recruitment. As of today, approximately 70 potential writers have been identified, in addition to four new volunteers.

New Skyline College accreditation website has been unveiled and a dedicated room (Building 4, Room 146) has been secured for the following two years for accreditation writers and contributors to have a dedicated space to work and collaborate.

**3.1.2. Planning**

A document outlining college and district responsibility with respect to accreditation will be sent out to AOC Committee for review and will be added to December 11, 2017 meeting for approval voting.

**3.2. CPR**

Curriculum Committee approached PRIE Office in 2016 about determining the most appropriate organizational structure for the maintenance of the comprehensive program review (CPR) process. Various factors were provided and discussed for why an alternate oversight structure may be appropriate moving forward. The PRIE Office and Curriculum Committee are continuing the dialogue and bringing the issue to appropriate college governance structures, including Academic Senate, in order to arrive at an optimal resolution.

**4. NEXT MEETING**

Next regular meeting is to be held on Monday, December 11, 2017 at 9:00 a.m. in Room 4-343.

**5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:34 a.m.

Minutes were approved by Members on December 11, 2017.