

**Minutes of Accreditation Oversight Committee  
Held on January 29, 2018  
Held in Building 4, Room 4-343**

<b>Type of Meeting:</b>	Regular Meeting
<b>Chairperson:</b>	Karen Wong (subbing for Jacqueline Honda), Accreditation Tri-Chair and Coordinator of Institutional Effectiveness
<b>Members Present:</b>	Christine Abella, Raymond Hernandez, James Houpis, William Minnich, Zahra Mojtahedi, Patrick Perez, Christine Roumbanis, Leigh Anne Shaw, Jennifer Taylor-Mendoza, Andrea Vizenor
<b>Members Absent:</b>	Eloisa Briones, Luis Escobar, Angélica Garcia, Jacqueline Honda, Pcyeta Stroud, Tammy Robinson
<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

Karen Wong called the regular meeting to order at 9:06 a.m.

## 2. ACTION ITEMS

### 2.1. Approval of Agenda

Prior to putting the agenda on table for voting, an error on the agenda date was addressed for correction. Additionally, Patrick Perez will replace Leandro Torres Mantilla for the Spring 2018 term. A motion was made by Andrea Vizenor and seconded by Christine Roumbanis to approve the January 29, 2018 Agenda with amendment as presented. Motion carried unanimously.

### 2.2. Approval of Minutes

Christine Roumbanis found a typo in 3.1.4 pertaining to the alternative Accreditation Liaison Officer. A motion was made by Christine Roumbanis and seconded by Leigh Ann Shaw to approve the October 16, 2017 Minutes with amendment. Motion carried unanimously.

## 3. REPORT/ DISCUSSION

### 3.1. ACCJC Visit Preparation

#### 3.1.1. Accreditation Update

Two kick-off meetings for Steering Committee Members and Writers were held on January 11, 2018 and January 26, 2018, respectively. At the Kick-off meeting on January 26, 2018, a “self-care” package of appreciation gifts was given to writing team members: a Skyline College Nalgene water bottle, a pen/highlighter with the accreditation logo, a coupon (donated by Kevin Chak at the Bookstore) for a cup of tea or coffee, and a coupon (donated by Christine Roumbanis and the Wellness Program) for a complimentary treatment at the Wellness Center. Karen Wong expressed a special thank you again to Kevin and Christine for their generous donations.

The Accreditation Writing Team has over 80 writers, with three quarters participating in one of the two kick-off trainings. Training materials will be available to writers on SharePoint when it becomes

available. Christine Roumbanis gave especial kudos to Chief Editor Nancy Kaplan- Biegel’s for setting the writers at ease in deconstructing the standard and how to begin collecting evidence and writing to it.

Writers have much support; they may reach out to their Standard Chairs/ Nancy for assistance (the latter both in person or virtually), and the Standards Chairs, in turn, can reach out to the Accreditation Tri-Chairs.

	<b>Standard Co-/Tri-Chairs</b>	<b>Accreditation Tri-Chairs</b>
<b>Standard I</b>	Rika Fabian, James Houpis	Karen Wong
<b>Standard II</b>	Melissa Komadina, Soledad McCarthy, Christine Roumbanis	Karen Wong IIA Michele Haggar IIB William Minnich IIC
<b>Standard III</b>	Eloisa Briones, Joseph Morello	William Minnich
<b>Standard IV</b>	Raymond Hernandez, Bianca Rowden-Quince	Michele Haggar

### 3.1.2. **Timeline Update**

February/ March 2018: The Student Campus Climate will be deployed. The survey will cover Course Taking History, Course Climate and Equity, Exclusion/Discrimination, Incident of Bias, Ed Goal and Guided Pathways, Financial Insecurity, Physical Safety, Demographic and Enrollment Questions, as well as open-ended questions for general feedback. The results of the survey will be included in the Accreditation Institutional Self Evaluation Report. Zahra Mojtahedi, who is the survey project lead, acknowledged Leigh Ann Shaw’s recommendation to pilot the survey with English for Speakers of Other Languages (ESOL) students.

April 2018: The Employee Voice Survey will be deployed.

December 14, 2018: The first draft of the ISER is to be completed.

September 19, 2019: A Campus-wide Open Forum will be held on the ISER to collect feedback and comments.

### 3.1.3. **ACCJC Liaison, Dr. Steven Reynold’s Visit**

As mentioned in the last AOC meeting, Dr. Steven Reynold, Vice President of Accrediting Commission for Community and Junior Colleges (ACCJC), will be at Skyline College on Tuesday, February 6, 2018, from 1:00 to 4:00 p.m. to answer questions pertaining to the upcoming ACCJC visit in Fall 2019. Committee members, Accreditation Writing Team members, and the entire college community are encouraged to send their questions to the Accreditation Steering Committee by January 30, 2018.

### 3.1.4. **Accreditation Institute**

Jacqueline Honda, Jennifer Taylor-Mendoza, Karen Wong, and Michele Haggar will attend the 2018 Accreditation Institute in Garden Grove from February 22 to 24, 2018. An update will be shared with the Committee at the next meeting. *[An update as of February 20, 2018 notes that only Jacqueline Honda and Karen Wong will attend the Accreditation Institute.]*

**3.1.5. Respiratory Care Accreditation Update [added item]**

In relating to the Accreditation update, Raymond Hernandez provided an update on both the Associate of Science and Bachelor degrees in Respiratory Care programs. A report for the AS in Respiratory Care Program is reviewed and submitted to the Committee on Accreditation for Respiratory Care (CoARC) annually; a comprehensive report was submitted in November 2017. An on-site accreditation visit will take place in Spring 2018. We are awaiting for confirmed dates from CoARC.

With the resignation of Dr. Ijaz Ahmed as Director of Respiratory Care, the Program is required to have this position filled by at least a master's degree holder being that accreditation requires this minimum qualification for administrative oversight for the BS in Respiratory Care program.

The first cohort in BS of Respiratory Care will be graduating in May 2018.

There is movement nationwide and in California for the minimum of a Bachelor's degree for entry into practice for Respiratory Care.

**4. NEXT MEETING**

Next regular meeting will be held on Monday, February 26, 2018 at 9:00 a.m. in Room 4-146.

**5. ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:37 a.m.

Minutes were approved by Members on March 19, 2018.