

**Minutes of Accreditation Oversight Committee
Held on May 20, 2019
Held in Building 4, Room 4-343**

Type of Meeting:	Regular Meeting
Chairperson:	Ingrid Vargas (Chair, Accreditation Liaison Officer), Dean of PRIE
Members Present:	Paul Cassidy (substituting for Eloisa Briones), Luis Escobar, Raymond Hernandez, William Minnich, Zahra Mojtahedi, Joseph Morello, Jr., Christine Roumbanis, Leigh Anne Shaw, Pcyeta Stroud, Jennifer Taylor-Mendoza, Andrea Vizenor, Karen Wong
Members Absent:	Angélica Garcia
Ex-Officio:	Regina Stanback Stroud, College President
Recorder:	Belinda Chan, Administrative Assistant of PRIE

1. GENERAL BUSINESS

1.1. Introduction

Ingrid Vargas called the regular meeting to order at 9:01 a.m.

2. ACTION ITEMS

2.1. Approval of Agenda

A motion was made by Christine Roumbanis and seconded by Pcyeta Stroud to approve the May 20, 2019 Agenda as written. Motion carried unanimously.

2.2. Approval of Minutes

No amendment proposed to the [September 17, 2018 Minutes](#), [March 18, 2019 Minutes](#), and [April 15, 2019 Minutes](#). Thus, all listed Minutes were approved as written.

3. REPORT/ DISCUSSION

3.1. ACCJC Conference Debrief

The ACCJC Conference 2019, held in Burlingame from April 30, 2019 through May 3, 2019, was attended by Ingrid Vargas, William Minnich, Karen Wong, Zahra Mojtahedi, Paul Cassidy, Nancy Kaplan-Biegel, and other colleagues. It was a very informative conference.

Ingrid Vargas, Accreditation Liaison Officer (ALO), attended a special training session for new ALOs, and a session specifically designed for ALOs to learn about how colleges can prepare for their site visits.

Highlights about the ACCJC Conferences included:

- Reduction of site visit team
 - In the existing structure, an ACCJC visiting team is made of about 10 peer community college members. In the future, the number of team members will remain the same but be reduced for the actual site visit. Currently, the ISER report is due two months prior to their site visit. Going forward, the ISER will be sent to the visiting team members the semester before the visit, to allow the visiting team to conduct a thorough evaluation and issue a preliminary draft so that the College can address concerns and prepare for the actual site visit. This new format will be

piloted this spring and fall and will be further implemented in 2023. Skyline College's accreditation visit will be conducted by a team of ten members under the existing structure.

- [Stephanie Droker](#), Senior Vice President of ACCJC, will not serve as the ACCJC liaison to the visiting team for Skyline College in fall 2018. However, [Richard Winn](#), President of ACCJC, will most likely serve in that capacity for all three SMCCCD colleges. [Dr. Linda Rose](#), President of Santa Ana College, will be the Chair of ACCJC site visit for Skyline College.

Recommendation from the Committee:

- To work with participatory governance committees that are connected to the standards
 - AOC Members may help to identify the committees and standards

Question about the site visit:

- Will the Bachelor of Science in Respiratory Care be reviewed separately during the site visit?
 - Ingrid Vargas will find out from ACCJC.

3.2. Update on Institutional Self Evaluation Report (ISER)

William Minnich provided an update on the ISER process. Final editing is in progress. Currently, the ISER is just over 300 pages in length, which is reasonably close to the 250 pages recommended by ISER, and much more concise than Skyline College's 2016 ISER. Stephanie Droker recommended not to focus on reducing the length but to focus on the content.

The ISER has incorporated feedback and comments collected through emails and surveys from the campus-wide community. Next draft will be available for public review in July.

Preparation for the site visit, September 30 – October 4, 2019

- Weekly fun activity will launch on the Fall 2019 Opening Day
- Booklet will be created by Marketing, Communications, and Public Relations (MCPR)
- Message reminder and calendar invites to the campus
- Accreditation website updates

Recommendations from the Committee:

- Include AOC members in site-visit planning sessions
- PRIE should provide each department with data specific to their students ahead of the visit
- Opportunities to inform and engage faculty members:
 - Academic Senate
 - Adjunct Faculty Symposium
 - New Faculty Orientation
 - Campus-wide divisional meeting
- Opportunities to inform and engage students:
 - Center for Student Life
 - Club Rush
 - Pancake breakfast on first day of instruction

Call to Action: The ALO invited AOC members to participate in brainstorming and planning sessions for the accreditation site visit. Several 90 minute sessions are scheduled with the ISER Tri-Chairs and MCPR in June. AOC members will be added to the calendar invites.

4. ANNOUNCEMENT

No announcement was made.

5. NEXT MEETING

Next regular meeting will be held on Monday, September 16, 2019 at 9:00 a.m. in Room 4-343.

6. ADJOURNMENT

There being no further business. William Minnich made a motion, and seconded by Raymond Hernandez to adjourn the meeting at 9:45 a.m.

Minutes were approved by Members via electronic email received on May 22, 2019.