Minutes of Accreditation Oversight Committee
Held on November 18, 2019
Building 4, Room 4-343

Type of Meeting:	Regular Meeting
Chair:	Ingrid Vargas (Chair, Accreditation Liaison Officer), Dean of PRIE
Members Present:	Morelia Karina Cruz, Raymond Hernandez, Michael Kane, Rolin Moe, Zahra Mojtahedi, Leigh Anne Shaw, Karen Wong
Guests Present:	Connor Fitzpatrick, Soledad McCarthy, Joseph Morello, Jr., Bianco Rowden-Quince, Rika Yonemura-Fabian
Member Absent:	Eloisa Briones, Luis Escobar, Angélica Garcia, William Minnich, Pcyeta Stroud, Jennifer Taylor-Mendoza, Andrea Vizenor,
Ex-Officio:	Jannett Jackson, Interim College President
Resource:	Belinda Chan (Recorder)

1. **GENERAL BUSINESS**
   1.1. **Call to Order and Introduction**
   Ingrid Vargas called the regular meeting to order at 9:09 a.m..

2. **ACTION ITEMS**
   2.1. **Approval of Agenda**
   Due to lack of a quorum at the start of the meeting, no action was taken.

   2.2. **Approval of Minutes**
   Due to lack of a quorum at the start of the meeting, no action was taken.

3. **REPORT/ DISCUSSION**
   3.1. **Report on Accreditation Visit and Next Steps**
   The Accreditation Visit held from September 30 through October 3, 2019 concluded successfully. The visit team members held meetings with Skyline community members to clarify some sections on Institutional Self Evaluation Report (ISER). Each meeting went well and received great feedback. The visit team members reported being very impressed by Skyline College.

   3.2. **Accreditation and ISER Process Debrief**
   Karen Wong posed some prepared questions to seek feedback from the Accreditation Steering Committee members, who are made up of Accreditation Standard Co-Chairs and Tri-Chairs, AOC members and guests.

   Below are some of the comments regarding preparation of the ISER:

   - Using Google Docs instead of SPOL proved to be very efficient. SPOL was getting in the way of the writing.
   - Nancy Kaplan-Biegel's writing workshops were very helpful, particularly regarding how to write to the standards and what type of evidence to include
   - Often challenging to get volunteer writers to actually write. Also difficult to coordinate many writers and integrate writing styles.

- Fewer writers involved would be more manageable and efficient. The process can still be inclusive by incorporating ideas and input from across campus, and having individuals serve as resources in sharing their expertise.
- AOC coordination at the District level would be helpful, particularly for providing evidence from the District, so that the colleges can get all the evidence needed in an organized and timely manner.
- Academic Senate has an annual report that summarizes major events and accomplishments through the academic year. It will be a great idea to have all governance committees mimic the process. This would create a useful source for accreditation evidence.
- Standard formatting for Governance Committees minutes would also be helpful to the ISER process. Dr. Jackson's Work Group on committees will be looking at this.
- ISER process was often held up because evidence that should have been on the website was not there or was out of date.
    - Committees, Programs, and Divisions are responsible for updating their website content or contacting the Office of Marketing, Communications and Public Relations (MCPR) to update the content Committee Chairs are responsible to ensure agendas and minutes are up-to-date.
    - The College needs to create an oversight process to ensure that all website pages are up to date and that committee meetings are posted in a timely manner.
- Not enough students involved in the process.
    - It is very difficult to have students committed for two years.
    - Students can be invited to provide feedback on the standards related to students.
- Tri-Chair leadership structure proved to be very effective. The tri-chairs were very proactive in keeping things moving and were available to help as needed.

3.3. Ongoing Role of AOC – Frequency of Meetings
This item was tabled.

4. ANNOUNCEMENT
No announcement was made.

5. NEXT MEETING
Next regular meeting will be held on Monday, January 27, 2020 at 9:00 a.m. in Room 4-343.

6. ADJOURNMENT
There being no further business, the meeting adjourned at 10:20 a.m.

Minutes were approved by Members on February 10, 2020.