



FOLLOW-UP REPORT

Submitted by

SKYLINE COLLEGE

3300 College Drive

San Bruno, Ca 94066

To

Accrediting Commission for the Community and Junior College

Western Association of Schools and Colleges

October 14, 2009

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CERTIFICATION OF THE INSTITUTIONAL PROGRESS REPORT

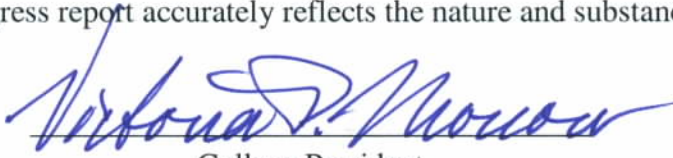
DATE: October 8, 2009

TO: Accrediting Commission for the Community and Junior Colleges
Western Association of Schools and Colleges

FROM: Skyline College
3300 College Drive
San Bruno, CA 94066

This Institutional Progress Report is submitted for the purpose of responding to the District recommendations made to the College by the Commission in its letter of January 31, 2008.

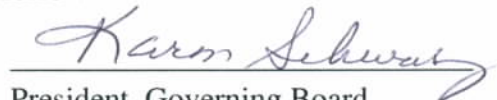
We certify that there were opportunities for broad participation by the campus community, and we believe that this progress report accurately reflects the nature and substance of Skyline College.



College President
Victoria P. Morrow




District Chancellor
Ron Galatolo



President, Governing Board
Karen Schwarz



Accreditation Liaison Officer
Rob Johnstone



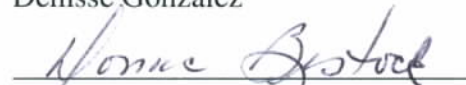
President, Academic Senate and Faculty
Accreditation Co-Chair
Ray Hernandez



President, Associated Students
Denisse Gonzalez



President, Classified Council
Rakefet Avramovitz



Administrative Accreditation Co-Chair
Donna Bestock

Preparation of the report

This report addresses some recommendations made to Skyline College by the evaluation team that visited the campus in October, 2007. Skyline is one of three colleges in the San Mateo County Community College District. The recommendations addressed in this report are those that were to be resolved at the district level.

Responses to the individual recommendations were prepared by Jing Luan, Vice Chancellor for Educational Services and Planning with assistance from Harry Joel, Vice Chancellor for Human Resources. These responses were sent in August, 2009 to Skyline's accreditation liaison officer, Rob Johnstone. Dr. Johnstone and the co-chairs of the accreditation steering committee that produced the 2007 report - Donna Bestock for the administration and Ray Hernandez for the faculty - were given the task of compiling and editing the report and seeing it through the shared governance process.

Dr. Johnstone, Ms. Bestock and Mr. Hernandez made a presentation to the Skyline College Council on August 26, 2009 at which they outlined the process and timeline to be followed and discussed the specific responses to recommendations. College Council consists of the college president, the two vice presidents, and the presidents and vice presidents of the Academic Senate, Classified Council and Associated Students. The Council approved the proposed process.

In the period between September 8 and October 7, 2009, consultations took place with each of the shared governance constituents and the campus at large. A presentation was made to the Academic Senate on Sept 11, to the Associated Students on Sept. 14 and to the Classified Council on October 1. The managers were consulted by email. Originally a presentation had been scheduled for the managers' meeting of Sept 8, but that meeting was cancelled so that the college could hold a forum to discuss a shooting incident. The draft document was also made available to the entire community by emailing it to all employees and inviting feedback. Comments and suggestions gathered from all of these consultations were then used to prepare the final draft. The final draft was presented to College Council by email. After being signed by the college president, the report was sent to the Board of Trustees for approval at their meeting October 14, 2009.

Skyline College - ACCJC Follow up Report Timeline

Committee to review timeline, district responses ALO, Administrator, Classified Staff, Faculty, Student	8/24-28/2009
Present Timeline/Plan to College Council	8/26/2009
Draft of ACCJC follow up report presented to college constituency groups and distributed college wide for review/feedback.	8/31/2009 – 10/07/2009
Committee to incorporate feedback and finalize follow up report	10/07/2009
Present final report to College Council for approval	10/08/2009
Final ACCJC follow up report submitted to District Office (electronic file and 6 hard copies).	10/8/2009

District Recommendation #1:

It is recommended that the District develop and implement appropriate policies and procedures that incorporate effectiveness in producing student learning outcomes into the evaluation process of faculty and others directly responsible for student progress toward achieving stated student learning outcomes.

Response:

The Vice Chancellor, Human Resources and Employee Relations, in consultation with the president of the AFT and the president of the District Academic Senate, is planning discussions concerning the incorporation of student learning outcomes into the faculty evaluation process. Currently, staff are identifying and assessing model evaluation forms and processes used by other California community colleges that have successfully addressed this standard in their official evaluation process and procedures. Once the process and procedures most compatible with the San Mateo County Community College District have been identified, then the incorporation of that process and those procedures must be negotiated in order for them to become an official component of the District's faculty evaluation process. The Vice Chancellor, Human Resources and Employee Relations, will be meeting with union representatives in early fall 2009.

District Recommendation #2

In order to fully meet Standards regarding district evaluation procedures, while the district has clearly defined rules and regulations for the hiring and evaluation of the chancellor, that same clarity of process should be extended to evaluating college presidents, therefore the district should develop rules and regulations for the evaluation of college presidents. (Standards IV.B, B.1.j)

Resolution of the Recommendation: On June 11, 2008, the Board of Trustees added Rules and Regulations Section 2.03, College President (see immediately below) to address evaluation of the College Presidents. In July, 2008, the annual evaluation of the Presidents was conducted in accordance with this new policy. In Summer, 2009, another annual evaluation of the College Presidents was conducted in accordance with the policy.

Evidence of Results and Analysis of the Results Achieved To Date: The newly adopted policy and completion of two cycles of annual evaluation of the Presidents is the evidence of results.

Additional Action: No additional action is necessary.

2.03 College President

1. The Board of Trustees and Chancellor shall employ a President at each of the three Colleges within the District.
2. The Chancellor shall delegate to each College President the executive responsibility for leading and directing the College operations including Administrative Services, the Office of the President, the Office of the Vice President of Instruction, the Office of the Vice President of Student Services, Research, Marketing, and Public Relations.
3. The College President shall establish administrative procedures necessary for the operation of the College.
4. The College President shall perform all duties specifically required or assigned to him/her by the statutes of the State of California, by the Chancellor and by the Board of Trustees of the San Mateo County Community College District.
5. The College President will be evaluated by the Chancellor and Board of Trustees annually based upon goals previously established and agreed upon by the Chancellor, Board of Trustees and the College President and in accordance with any other provision of the Contract for Employment for College President.
6. The compensation of the College President shall be in accordance with the pay schedule established for the College President and placement of the salary in the range shall be made by mutual consent between the Chancellor and the College President.

(7/08)

District Recommendation #3

In order to fully meet Accreditation Standards and improve effectiveness of evaluation in the college and district, it is recommended that:

- a. The board of trustees should regularly evaluate its “rules and regulations” and revise them as necessary. (Standard IV.B.1.e)**
- b. The district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college’s effectiveness and institutional success. (Standard IV.B.3.g)**

Resolution of the Recommendation 8a: On August 13, 2008, the Board of Trustees adopted the amended version of District Rules and Regulations Section 2.08 (see immediately below), which establishes a two-year schedule for review of each of the eight chapters in Rules and Regulations. In collaboration with the Academic Senate, a decision was made to start with Chapter Six (Academic Programs) due to the fact that a number of changes in Title V have been made recently that require changes in the District policies.

The District also contracted with the California Community College League for its Policy and Procedures Update Service. This service provides a model set of policies and a regular update service. This service will be consulted for all reviews of District Rules and Regulations.

Evidence of Results and Analysis of the Results Achieved To Date: The District Academic Senate completed its review of 26 sections of Chapter Six (out of total of 37 sections) and granted its approval for the amendment of those sections and the deletion of four policies. The results of the Academic Senate’s review were shared with the District Shared Governance Council in September, 2008; the Board of Trustees approved the changes at two separate meetings: on September 24, 2008 and December 10, 2008.

The remaining sections of Chapter Six (11 policies) continue to be reviewed by the Academic Senate; it is expected that these sections will be ready for Board approval in Fall 2009 or early Spring 2010.

Chapter 7 of Rules and Regulations (Student Services) underwent review by the Faculty Senate and Vice Presidents of Student Services in Spring 2009; reviewed and revised polices were presented to the District Shared Governance Council in late Spring and; and 18 reviewed and revised polices were approved by the Board of Trustees in May, 2009. An additional three polices were approved in July 2009.

In addition to that, staff reviewed Chapter 1 and Chapter 2 of District Rules and Regulations in Winter, 2008, made appropriate revisions and shared the results with the District Shared Governance Council, The Board of Trustees approved 16 reviewed or revised policies in Chapter 1 on February 25, 2009 and March 25, 2009. The Board also approved the review or revision of 23 polices in Chapter 2 in May, 2009.

Finally, District staff reviewed and revised four miscellaneous polices in Chapter 8, which were approved by both the District Shared Governance Council and the Board of Trustees in September, 2008, January 2009 and May 2009.

A summary of the approvals of these polices is shown in Attachment A

Additional Plans

The Academic Senate continues to review 11 outstanding polices in Chapter 6 and these are expected to be adopted by the Board of Trustees in 2009-10 (see Attachment B). The District Shared Governance Council is expected to complete its review of 21 outstanding polices from Chapters 1, 2, 6 and 7 this Fall and they will be brought to the Board for approval in Fall, 2009(see Attachment C).

Once these policies are approved by the Board, staff will begin work on Chapter 5, as called for in the newly revised policy 2.08 (see below).

2.08 Rules and Regulations

1. The Rules and Regulations adopted by the Board for the District have been written to be consistent with the provisions of law, but do not encompass all laws relating to the District's activities. All District employees shall be expected to know and shall be held responsible for observing all provisions of law pertinent to their activities as District employees.
2. Any rule or regulation may be suspended by a majority vote of the Board, which vote shall be taken by roll call and shall be entered in the minutes of the meeting.
3. The Rules and Regulations governing the District may be amended by a majority vote of the Board at any meeting. Amendment shall be made by repeal of the existing rule and, if required, the enactment of a new rule.
4. Additions, amendments, or deletions in Rules and Regulations which directly affect students or staff members are ordinarily introduced for first reading at one Board meeting and acted on at a subsequent meeting.
5. The Board will review and update each chapter of Rules and Regulations on the following two-year schedule:

Fiscal Year 1, Quarter 1: Chapter 6
Fiscal Year 1, Quarter 2: Chapter 7
Fiscal Year 1, Quarter 3: Chapter 5
Fiscal Year 1, Quarter 4: Chapter 4
Fiscal Year 2, Quarter 1: Chapter 3
Fiscal Year 2, Quarter 2: Chapter 2
Fiscal Year 2, Quarter 3: Chapter 1
Fiscal Year 2, Quarter 4: Chapter 8

6. District Rules and Regulations Section 2.06 assigns responsibility to the Academic Senate to advise the Board on eleven different areas of “academic and professional” matters. Rules and Regulations changes which impact any of the eleven areas will be reviewed by the Academic Senate prior to being sent to the Board for approval.
7. District Rules and Regulations Section 2.09 assigns responsibility to the District Shared Governance Council (DSGC) to advise the Board on nine different governance matters. Rules and Regulations changes which impact any of these nine areas will be reviewed by the DSGC before being sent to the Board for approval.
8. District Rules and Regulations will be posted on the District’s website.
9. Administrative procedures implementing Board-adopted policies shall be developed by designated administrators subject to approval of the Chancellor. Procedures shall be consistent with and not in conflict with policies adopted by the Board.

Reference: Education Code 70902
(Rev.8/08)

Policies Awaiting Approval by District Shared Governance Council

Number	Name
1.00	The San Mateo County Community College District
*2.13	Dissemination of Employee Information
*2.19	Nondiscrimination
*2.20	Equal Employment Opportunity
*2.25	Prohibition of Harassment
*2.28	Safety: Injury and Illness Prevention Program
*2.29	Sexual Assault Education, Prevention, and Reporting
*2.51	Reporting of Crimes
2.55	Emergency Response Plan (Eliminate 7.75)
*2.60	Resignations
6.19	Multiple and Overlapping Enrollments
6.21	Grading and Academic Record Symbols
6.90	Community Education Classes
*7.03	Eligibility Requirement for admission of International Students
*7.07	Non-Resident Student Tuition Fees
7.20	Student Equity
7.21	Speech: Time, Place and Manner
7.22	Student Credit Card Marketing
7.23	Athletics
7.69	Student Conduct
7.70	Student Disciplinary Sanctions (eliminate 7.71 and 7.72)

*Presented to DSGC in May 2009; members took to constituencies for review

Policies Awaiting Review by District Academic Senate

6.04	Minimum Class Size Guidelines
6.10	Philosophy and Criteria for Associate Degree and General Education
6.17	Course Repetition [eliminate 7.35(4)]
6.18	Credit by Examination
6.22	Academic Renewal
6.24	Articulation
6.25	Pass-No Pass Options [eliminate 7.35(6)]
6.32	Educational Materials
6.35	Academic Freedom
6.45	Field Trips and Excursions
6.60	Nursing Program

District Recommendation #3b

The district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college's effectiveness and institutional success. (Standard IV.B.3.g)

Resolution of the Recommendation: The District Accreditation Coordination Committee, consisting of members from the Colleges and the District Office, reviewed this recommendation and met in August 2008 to review the proposed process for evaluating the delineation of functions using the "function map" created for the 2007-2008 accreditation self-study (Standard IV.B.3.g); see proposal immediately below. The process will require the Colleges and District to review the function map on a regular basis so that findings can be documented and communicated widely in order to enhance the Colleges' effectiveness and institutional success.

Evidence of Results and Analysis of the Results Achieved To Date: The District has developed a process for evaluating the delineation of functions and communicating the findings. The proposed process shown below is evidence of results.

Additional Action: As approved by various governance groups at both the College and District levels in late 2008, the evaluation of the delineation of functions is scheduled to begin in February 2010 and the results of this review will be widely communicated to the College community.

Process for Evaluating Delineation of Functions

Background

In the 2007-2008 Accreditation Self Studies, the three Colleges incorporated a Function Map, which had been developed and adopted by the District Accreditation Coordination Committee* based on the Accrediting Commission for Community and Junior Colleges (ACCJC) policy directives. The Function Map was reviewed by the District Shared Governance Council in April 2007 and was later adopted by the Chancellor's Council. At the conclusion of the 2007 Accreditation site visits, one of the recommendations from ACCJC states that:

“The district and colleges should collaborate to implement a process to regularly evaluate the delineation of functions and widely communicate those findings in order to enhance the college’s effectiveness and institutional success. (Standard IV.B.3.g)”.

The District Accreditation Coordination Committee met on Wednesday August 13, 2008 to address this recommendation. The committee recommended that the Colleges and the District review the Delineation of Functions Agreement every three years with the first round of review commencing during the spring 2010 semester and before the three Colleges Mid-term Accreditation Report period (Reports due to the Commission Oct 15, 2010). The committee further recommended that a committee, named “Delineation of Functions Review Committee” (DFRC) be established to coordinate the Districtwide delineation of function review efforts, including communicating findings and seeking approval.

Process

The District Accreditation Coordination Committee has established the following **review process** adopted by the College Councils and the District Shared Governance Council (DSGC)**:

February 2010 – each College Council appoints a representative to the Delineation of Functions Review Committee (DFRC) and begins review of the Delineation of Functions at the College level.

Mid-spring 2010 – DFRC convenes to communicate the findings made by the individual College Councils and to prepare one coordinated response. The results of their work will be sent back to both the College Councils and the District Shared Governance Council for review and information and dissemination to their respective constituents. Following the review, the findings will be forwarded to the Chancellor for adoption by the Chancellor's Council.

Fall 2010 – findings are widely communicated to the Colleges and the District Office for the purpose of enhancing the institution's effectiveness and success.

Spring 2013 – the next review process convenes and will continue on a three-year cycle.

*Consisting of College and District Accreditation Liaison Officers (ALOs) and Self-Study Co-chairs.

** Board Policy 2.09 District Shared Governance Council, section 5.c “Appropriate roles and involvement in accreditation.”