

Welcome ACCJC Visiting Team!

We have assembled this packet of information to provide you with an update of activities that have taken place since we submitted our Skyline College ISER in preparation for your site visit September 30 – October 3rd. We've also included your name badges, campus map, parking permit (if appropriate), and an event/tentative meeting schedule. Listed below are other documents we thought might be helpful, and assist you in your efforts during the upcoming week.

College Leadership with New Faculty, Staff and Administration

We've included a copy of the Opening Day Program, which provides a picture and short biographical sketch of all new faculty, staff and administrators. (Attachment #1) This may prove helpful as you finalize your interviews and appointments once you arrive on campus. Likewise, we've included a document with photos and bios for our college leadership team and our updated organizational chart. (Attachment #2)

Accreditation Training

We have had additional accreditation training and informational sessions in the past several weeks; beginning with the publishing of a "Quick Reference Guide" that was disseminated at an accreditation information session on opening day (Attachment #3). Other activities included:

- ACCJC's Senior Vice President, Stephanie Droker, conducted an informational session entitled, "Accreditation Matters! What's in it for YOU?" The September 10th presentation was open to the entire college community and had 78 attendees.
- An informational panel discussion facilitated by the accreditation tri-chairs was held September 11th with 36 attendees; and
- An online trivia contest to "test your knowledge of the Accreditation process" has been held for the past 4 weeks and will continue until the Friday before accreditation. Gift cards donated by the Campus Bookstore provided an incentive for the campus community to participate, and the results show broad participation by faculty, staff and students. So far, the contest has generated 756 entries, and 12 unique winners, including 8 students and 4 employees.

In-Progress Activities

- **College Governance Review.** The College Governance Council (CGC) met on August 28th and agreed that they would establish a president's workgroup (PWG) to manage the participatory governance evaluation currently underway and to make recommendations on the participatory committee structure (Attachment #4). During the September 25th CGC meeting the Classified Senate and Associated Students of Skyline College (ASSC) identified the following members:
 - ASSC Representatives: President Alejandro Guzman and Senator Rolo Mutul
 - Classified Senate Representatives: Golda Margate and Belinda Chan

The Academic Senate members await approval of their appointments at their upcoming October meeting. The PWG will review the current compendium of committees, establish a standard template and make its final recommendations on consolidation, elimination and/or

revisions to the College Governance Council during the spring 2020 semester. Additionally, the Planning, Research and Institutional Effectiveness (PRIE) office, is developing a campus-wide survey to be disseminated prior to the holiday recess as a more detailed follow-up to the participatory governance survey conducted in December 2018. The survey data will be collated and shared with the CGC, Strategic Planning and Allocation of Resources Committee (SPARC), Classified and Academic Senates, as well as the ASSC. This will help to inform and shape decisions as we evaluate and refine our processes.

- Integrated Planning & Budget. Skyline College's Integrated Planning and Resource Allocation Model – has been graphically represented and forwarded to SPARC for review and comment (Attachment #5). This allocation process has been in practice since 2016; however, we have updated the diagram so that it more graphically represents our program funding practices. We are currently soliciting feedback on the diagram, in the hope that this discussion will lead to greater transparency.

Additional ongoing revenue in Fund 1 (\$1.095M), needs to be allocated in support of our Mission, Vision and Values. This information was presented to SPARC on September 12th (Attachment #6), after the Board of Trustees approved the district budget the previous evening. Various scenarios were provided and SPARC members were asked to share this information and get feedback from their colleagues. Our next committee meeting was September 26th and a final recommendation will be made to the college president on October 10th (Attachment #7)

- Procedure for the Cancelling of Courses – In an era of declining enrollment, our Vice President of Instruction (VPI) has worked with her staff to develop a course cancellation procedure. (Attachment #8). On September 24th this document was presented to the ASSC student leadership, and to the Academic Senate President and Vice President during her regular meeting with them on September 19th. Once fully vetted, this procedure will be reviewed and edited for changes and will be incorporated into the faculty orientation process.

We have lots going on at Skyline, and we have been busy! Our commitment to critical review and improvement are part of the fabric of our institution. We look forward to seeing you soon, so that we can share more information about our college during your visit.



Jannett N Jackson, PhD
Interim President