

**College Governance Council**  
Wednesday, December 11, 2024  
1:00-3:00 p.m.

Approved Minutes

**Voting Members in Attendance:** Lauren Ford, Jose Milan, Cassidy Ryan-White, Irah Tancioco, Nadia Tariq, Jessica Truglio

**Ex-Officio Non-Voting Members in Attendance:** Cherie Colin, Luis Escobar, Kristy Lisle, Joe Morello, Newin Orante, Ingrid Vargas.

**Recorder:** Theresa Tentes

**AGENDA**

- I. Call to Order/Establishing a Quorum/Roll Call  
All voting members were in attendance except for Gerson Fernandez and Alvin Macaldo-Gubatina.  
All Ex-Officio non-voting members were in attendance.  
A quorum was established.
- II. Public Comment \* - 5 Minutes
- III. Consent Items
- IV. Informational, New Business and Action Items

Associated Students of Skyline College – 5 Minutes

- a. ASSC Report

Irah Tancioco/Gerson Fernandez

Irah Tancioco, President of the Associated Students of Skyline College (ASSC), provided a brief report on recent activities and accomplishments. She expressed gratitude to Karen Wong for her presentation and shared that the ASSC members had successfully completed their college applications, marking a significant milestone. Additionally, the ASSC recently concluded their last official meeting for the fall semester and hosted their final event for the year. Looking ahead, they are preparing for their winter retreat, scheduled for Friday and Saturday of the current week.

Dr. Orante, acknowledged and commended the ASSC for their hard work and dedication throughout the year. He highlighted the positive impact of their efforts on the college community and encouraged Irah to convey appreciation to all senators for their contributions. Irah thanked Dr. Orante for his kind words and support.

Classified Senate – 5 Minutes

b. Classified Senate Report

Jose Milan/Nadia Tariq

Jose Milan, President of Classified Senate, provided an update. He highlighted recent developments within the Classified Senate. Jose shared that fruitful conversations have been led by the union regarding professional development and opportunities for Flex Day. These discussions were well-received by attendees, with positive feedback reflecting their impact on the Classified Senate body. Looking ahead to January, the Classified Senate plans to implement a more robust and inclusive agenda to encourage greater participation from classified staff during Flex Day sessions.

Jose expressed excitement about the upcoming Flex Day, noting the enthusiasm among colleagues for the agenda being planned. He also emphasized efforts to strengthen partnerships with sister colleges, particularly to streamline processes related to professional development funding. This includes ensuring that individuals transitioning between colleges within the district are accounted for to avoid duplicating funding allocations. The Classified Senate is also continuing to brainstorm for their upcoming institute, which is tentatively scheduled for spring break.

In closing, Jose noted the collective excitement for the winter break and wished everyone a restful and rejuvenating time with their loved ones. Dr. Orante commended the Classified Senate for their representation of Skyline College and their advocacy for students and the institution. He extended gratitude to Jose, Nadia, and the Classified Staff for their ongoing contributions.

Academic Senate - 5 Minutes

c. Academic Senate Report

Cassidy Ryan-White/Jessica Truglio

Cassidy Ryan, President of the Academic Senate, provided an update on recent activities as the semester wraps up. The Academic Senate held its final meeting of the fall semester and participated in the winter reception organized by Dr. Orante. Cassidy highlighted several important updates, including the approval of a new class cancellation board policy through district participatory governance, in which the Academic Senate played a role. Additionally, the Senate elected a new secretary for spring, with Melissa Komadina stepping into the role following Jessica Truglio's departure. Leigh Anne Shaw will also return in the spring in a sub-role as parliamentarian, with plans for a Flex Day training session to revisit parliamentary procedures.

Another notable accomplishment involved supporting students through a gift of regalia initiative. The Senate used rollover funds from spring and fall to release an application for regalia, receiving 40 applicants. While only 19 students were initially supported directly by the Senate, separate funding was secured for 7 additional students through EOPS and special programs. Dr. Orante assisted in funding the remaining 19, ensuring all 40 applicants received regalia. Cassidy expressed excitement about seeing the stoles at

commencement in May and noted that some students had already celebrated during special events.

Jessica Truglio added that a similar regalia initiative is planned for the spring, with better coordination to support more students and involve categorical programs earlier in the process. Dr. Orante emphasized the importance of framing this initiative as support for students, highlighting the college's commitment to meeting student needs. Cassidy and Jessica closed their report by wishing everyone a restful and happy holiday season, looking forward to returning rejuvenated in the spring.

#### Management Council – 5 Minutes

d. Management Council Report

Lauren Ford/Alvin Macaldo-Gubatina

Lauren Ford provided a brief update on behalf of the Management Council. She noted that the council did not meet recently, as the winter celebration took place instead, which was reportedly well-received and enjoyable. Lauren shared that there were no significant updates since the last CGC meeting. Looking ahead to the Spring semester, she emphasized a continued focus on professional development for managers, particularly in supporting teams, navigating changes, and utilizing frameworks for difficult conversations.

Lauren acknowledged ongoing changes across the instructional and student services sides of the college, highlighting the importance of effectively navigating these transitions. She also mentioned upcoming communications from the Chancellor's Office related to the sanctuary cities initiative, which Dr. Orante plans to address further.

In conclusion, Lauren extended well wishes for a restful holiday and winter break and looked forward to reconvening in the spring. Dr. Orante expressed gratitude to the Academic Senate and Management Council for their dedication and service to colleagues and students.

#### Administration

e. President's Update – 5 minutes

Dr. Newin Orante

Dr. Orante, Acting President, provided updates from the administration, beginning with reflections on the recent winter celebration. He expressed appreciation for the sense of community fostered during the event and extended gratitude to key individuals, including Theresa Tentes, Cherie Colin and her team, Jessica Truglio, Cassidy Ryan-White, and Soledad McCarthy, for their contributions to its success. Dr. Orante emphasized the importance of coming together as a community and acknowledged those who could not attend due to other commitments.

Transitioning to institutional matters, Dr. Orante addressed the need for the college to prepare for and support its students and staff in navigating a challenging climate of anxiety and uncertainty. He revisited a 2017 district resolution affirming Skyline College as a safe haven institution, emphasizing protections for undocumented students and

privacy. He shared the historical language of the resolution and referenced supporting documents, including FAQs from that period, which he plans to update and make available.

Dr. Orante highlighted the relevance of Senate Bill 54 and Assembly Bill 21, which outline California’s sanctuary state and jurisdictional status. He noted the importance of adapting these guidelines at the district level to align with local priorities and practices. Additionally, he introduced a recent document from the San Mateo County Attorney’s Office, affirming the county’s position on supporting immigrant communities and outlining the limitations of federal immigration enforcement within the county.

Looking ahead, Dr. Orante announced that updated FAQs and resources would be developed and shared with the college community to ensure clarity on roles and obligations in supporting students, especially in light of anticipated legislative changes post-inauguration on January 21. He also provided details about the upcoming district and Skyline College opening days on January 9 and 10, respectively, which will include discussions on accreditation, supporting undocumented students, and professional development workshops. The theme for Skyline College’s opening day will be “Building Tomorrow with Heart and Mind.”

Dr. Orante concluded by thanking the college community for their hard work and dedication throughout the year and expressed anticipation for reconnecting in the spring semester. He encouraged constituents to share updates and reminders with their groups to ensure strong participation in January’s events.

f. Administrative Services Update – 5 minutes Joe Morello

Joe Morello did not have a report.

g. Instructional Update – 5 minutes Kristy Lisle

Dr. Kristy Lisle did not have a report.

h. Student Services Update – 5 minutes Dr. Luis Escobar

Dr. Luis Escobar, Acting Vice President of Student Services, provided an update expressing appreciation for the college’s ongoing efforts to support undocumented students. He acknowledged the consistent feedback within Student Services regarding the importance of addressing the needs of impacted student populations and shared that a group has been formed to discuss next steps in providing comprehensive support for these students. Dr. Escobar noted that the information shared by Dr. Orante would be integrated into these ongoing conversations.

Dr. Escobar highlighted a recent initiative aimed at fostering a thriving work environment within Student Services. Last week, the department held a gathering designed to strengthen relationships and community among team members. The event included

activities that encouraged participants to share personal and team affirmations, fostering a sense of camaraderie and connection. Attendees also engaged in friendly competitions, which added a fun and engaging element to the event. The space was well-received, with many expressing appreciation for the opportunity to interact and build relationships beyond virtual interactions.

Dr. Escobar concluded by extending his gratitude to the Student Services team for their hard work and dedication, wishing everyone a happy holiday season. Dr. Orante humorously noted that, despite some intense activities like dodgeball and kickball, only one minor injury occurred, which was quickly managed.

- i. Planning Research and Institutional – 5 minutes      Ingrid Vargas  
Effectiveness Update

Ingrid Vargas provided an update on the ongoing accreditation process, highlighting the increasing importance of this work as the college progresses to the next stages. She reminded attendees about the Accreditation Oversight Group (AOG), which includes representatives from constituent groups, standard co-leads, and the Cabinet. The AOG meets monthly to provide direction and approve drafts for the Institutional Self-Evaluation Report (ISER).

Ingrid explained that the current ISER will be significantly shorter than the 450-page report produced in 2019 due to new, simplified standards from the Accrediting Commission for Community and Junior Colleges (ACCJC). The updated ISER, capped at 75 pages, will focus more on evidence than narrative, easing the workload on campus contributors. The AOG and ISER team have been gathering evidence and preparing an initial draft, which will be made available for campus-wide review starting February 10th. This draft will remain open for feedback for over a month before revisions are made.

The timeline for the accreditation process includes posting a second, polished draft over the summer, followed by presenting the final draft to the College Governance Council (CGC) for a first read in August and a vote in September. Pending CGC approval, the ISER will be submitted to the Board of Trustees in October or November for final approval, ensuring submission to the ACCJC by the December 15, 2025, deadline.

Ingrid also outlined the steps following the ISER submission. The ACCJC peer review team will review the report in early spring 2026 and provide a core inquiry for the college to address before their site visit in fall 2026. The reaccreditation decision will be made at the ACCJC's January 2027 meeting. She noted that while the process spans several years, the campus will become increasingly engaged as drafts are shared and feedback is sought.

Dr. Orante thanked Ingrid for her comprehensive update, underscoring the importance of the ongoing accreditation efforts.

j. Marketing, Communications, - 5 minutes  
Public Relations Update

Cherie Colin

Cherie Colin did not have a report.

### Constituent Committee Reports

**SPARC – 15 Minutes**

Ingrid Vargas on behalf of SPARC

SPARC presentation of recommended revisions to the Skyline College M-V-V  
[M-V-V-CGC\\_mtg-12.11.24.pdf](#)

Ingrid Vargas provided a report for the first reading of a recommendation from SPARC, which CGC will vote on at their February meeting. This update focuses on revisions to the college's Mission, Vision, and Values (MVV) and aims to ensure ample time for input from stakeholders. Last semester, SPARC presented a related proposal, which CGC approved on May 22, establishing review procedures. Ingrid emphasized the importance of the MVV as they guide the college's work, align with the Educational Master Plan (EMP), and serve as the foundation for program reviews, goals, and learning outcomes.

The approved procedure involves SPARC reviewing the MVV, gathering feedback from constituent groups, and holding multiple discussions before presenting it to CGC for a first and second reading and final vote. This review was prompted by accreditation, requiring updates to various college documents, including the MVV. While no changes are recommended to the Mission, Vision, or initial Value statements, SPARC has worked to refine the language of the values for clarity and modern relevance.

For example, the social justice value has been updated to remove reliance on a 2017 diversity framework document that is no longer widely referenced. Other adjustments include renaming "Participatory Governance" to "Institutional Transparency" to better align with its content and current board priorities, while sustainability has been strengthened slightly. These updates aim to simplify language, clarify meaning, and reduce redundancy across the values.

To ensure broad feedback, CGC voting members were encouraged to bring these updates back to their constituent groups for discussion. While the possibility of posting the draft on the college website for community-wide input was raised, Dr. Orante recommended managing feedback through constituent groups to streamline the process and ensure constituent leaders are fully informed. Ingrid Vargas agreed, stating that if all leaders are in agreement, the review process will remain within constituent groups.

The revised MVV will be a discussion item at CGC's January meeting to gather feedback before finalizing a draft for February's vote. Constituent leaders are encouraged to report any discussion items or requested edits at the January meeting to allow for further revisions before February. The goal is to create an ongoing, collaborative process that ensures wide visibility and input while maintaining efficiency.

Motion to move IEC to the beginning of the meeting before item IV.  
(M/S Lauren Ford/Cassidy Ryan-White) Unanimously approved.

**DISCUSSION ITEM:**

ACCJC Institutional Goal Procedures

Skyline College to approve of the ACCJC Institutional Goal Procedures

[ACCJC Institutional Goal Procedures](#)

Karen Wong, one of the tri-chairs of the Institutional Effectiveness Committee (IEC), addressed the meeting to present two items for consideration on behalf of the committee. She began by explaining the significance of the Accrediting Commission for Community and Junior Colleges (ACCJC), which accredits institutions of higher education, ensuring they meet established standards. Each year, the ACCJC requires institutions to review and establish goals related to key metrics, including overall student success, degree completion, certificate completion, transfer rates, and job placement. Traditionally, discussions regarding these metrics take place within the IEC, where five years of data are reviewed to set institutional goals. These goals consist of two components: the institution-set standard, which serves as a baseline to avoid falling below, and the stretch goal, which is more aspirational in nature. Karen noted that while these goals were approved by the College Governance Council (CGC) two years ago and reviewed annually, there was no formal documentation of these processes, which became evident during the preparation of the institution's self-study for accreditation.

Karen proceeded to present a proposed cycle and procedure for goal setting, supported by slides referenced in the CGC agenda. The proposed cycle includes setting ACCJC goals every four years starting in the 2022–2023 academic year, with annual reviews and monitoring by the IEC during the fall semester. The procedure allows for off-cycle goal setting if significant changes occur, such as accreditation requirements, legislation, regulatory impacts, changes in priorities for California Community Colleges or the district, or substantial shifts in the college's organization or initiatives.

The proposed procedure outlines the following steps:

1. The Office of Planning, Research, Innovation, and Effectiveness (PRIE) will draft goals and present them to the IEC along with the last five years of data for discussion.
2. IEC members will review the draft goals and share them with constituent groups for feedback.
3. Feedback from the constituent groups will be collected and reviewed by the IEC, which will then vote on recommending the goals to the CGC.
4. The CGC will conduct a first and second read of the recommended goals and vote on whether the college should adopt them.

Karen invited questions and comments from the attendees, clarifying that this process seeks to formalize the current practices that are already in place but lack proper documentation. Dr. Orante and other members indicated there were no immediate questions. Karen emphasized the importance of sharing the proposed process with constituents to gather their input, with a timeline for feedback aimed at the January or February CGC meeting to accommodate varying schedules. Lauren Ford suggested February might provide additional time for constituent discussions, and Karen agreed to revisit the matter in February for a formal vote.

The session concluded with a request for attendees to share the proposed process with their respective constituencies and solicit feedback in preparation for the next CGC meeting.

**INFORMATIONAL ITEM:**

Comprehensive Program Review (CPR) Share outs  
Save the Date – April 14, 2-4:30 p.m. – Farallon Room.

Karen Wong shared an update from the Institutional Effectiveness Committee (IEC) regarding their co-ordination and support for programs undergoing program review. This review process involves a comprehensive analysis of the effectiveness of each program and helps shape their future action plans. Karen highlighted the Comprehensive Program Review (CPR) Share Outs, a key event scheduled for Monday, April 14th. The event is currently planned from 2:00 PM to 4:00 PM, with a possible extension to 4:30 PM to accommodate the nine programs currently undergoing comprehensive program review.

The CPR Share Outs provide a valuable opportunity to learn about the outstanding work being conducted across the campus and to understand the challenges faced by various programs. Designed to promote collaboration and connection, the event helps participants move beyond individual silos to engage in collective problem-solving. The first 30 minutes will feature poster sessions, akin to a conference setup, where each program will display posters highlighting their achievements, challenges, or other noteworthy aspects. Attendees can interact informally with program representatives during this time.

Following the poster sessions, a panel discussion will take place. Programs will have the opportunity to choose two or three questions from a provided list to address during the panel, fostering cross-disciplinary discussions and idea sharing. Karen encouraged attendees, especially campus leaders, to mark their calendars and participate actively in this exciting event. She noted that final scheduling details would be communicated in the spring once the IEC finalizes plans. Questions or comments on the CPR Share Outs were welcomed, but none were raised during the session. Karen expressed enthusiasm for the event, highlighting the importance of showcasing the impactful work happening across campus.



## **NEW BUSINESS**

Needed: Time Set Aside College-wide to Engage in Outcomes Assessment  
Input from CGC about next steps.

[https://docs.google.com/presentation/d/1zH\\_hEpNyWIUoP9Nij9MoaVoXxtojuNi/edit?usp=sharing&oid=106077962206322021227&rtpof=true&sd=true](https://docs.google.com/presentation/d/1zH_hEpNyWIUoP9Nij9MoaVoXxtojuNi/edit?usp=sharing&oid=106077962206322021227&rtpof=true&sd=true)

Karen Wong presented the third item from the Institutional Effectiveness Committee (IEC), focusing on outcomes assessment. She explained that this involves evaluating the knowledge, skills, and attitudinal dispositions students gain from interacting with programs or taking courses. Karen emphasized the importance of fostering engagement and dialogue around outcomes assessment, as it provides a mechanism for evaluating program efficacy and promoting faculty and staff discussions on key competencies, authentic assessments, and evaluative criteria.

Karen highlighted a key issue: while assessments are being conducted, there is limited time for meaningful discussions about the results. This concern arose when the IEC considered whether to change the three-year instructional calendar but ultimately retained it. The question remains whether the college should designate campus-wide time for outcomes assessment or allow divisions to set their schedules based on their unique needs. Outcomes assessment serves purposes beyond accreditation, including strengthening student learning, sparking faculty conversations about course outcomes, and helping students connect coursework to broader institutional learning outcomes (e.g., critical thinking, effective communication, and lifelong wellness).

Karen shared data showing that 34% of course-level outcomes (SLOs) and 39% of program-level outcomes (PSLOs) had been assessed in the current three-year cycle (2022-2025). She emphasized the need to increase engagement and provide structured opportunities for dialogue and assessment work. The group discussed challenges around communicating expectations for annual assessments versus updates required during program review cycles, highlighting the need for clearer messaging about timelines and responsibilities.

Lauren Ford raised concerns about the perceived disconnect between the different assessment activities (SLOs, PSLOs, CPR, and PRU) and their timelines. Karen clarified that annual assessments should align with program review processes, noting that maintaining updated assessment data simplifies the program review process. Karen acknowledged the need for better communication and committed to addressing this.

Dr. Orante and Ingrid Vargas supported revisiting this discussion in February to develop a consensus on formalizing engagement with outcomes assessment. Dr. Orante proposed scheduling committee presentations proactively in the spring to facilitate regular, substantive discussions on topics impacting the college. Karen thanked the group for their input and reiterated the importance of supporting faculty and staff in their assessment work, emphasizing the value of intentional and collaborative efforts to strengthen student outcomes.

V. Adjournment – January 22, 2025

*\*Public Comment. Members of the Skyline College community and the public may address the College Governance Council on items appearing on the agenda by submitting a request in the chat box (Zoom) or a comment slip (in person) at the start of the meeting. Speakers must limit their remarks to a maximum of three minutes. If there are a large number of speakers, the President may use discretion to reduce the comment time in order to keep all public comment time to 20 minutes or less, in order to be able to have enough time for the Council to conduct its business. In accordance with the Americans with Disabilities Act, the Council will make reasonable efforts to accommodate persons with qualified disabilities. If you require accommodation, please contact Theresa Tentes at [tentes@smccd.edu](mailto:tentes@smccd.edu) at least 48 hours in advance of the meeting.*