

**Skyline College Council**  
December 7, 2005

**MEETING MINUTES**

Attendance: Linda Allen, Carla Campillo, Donna Elliott, Ray Hernandez,  
Jennifer Hughes (filling in for Lori Adrian), Vicki Morrow,  
Recorder: Linda Ghio

Absent: Lori Adrian, Peter Monrroy, Regina Stanback-Stroud

**Approval of minutes of November 16**

The November 16 minutes were approved as is.

**Accreditation update**

The steering committee met on December 6 to review writing tools, accreditation kick-off, surveys, and the accreditation website. Ray reported that the writing teams are slightly behind on developing their timelines. They are seeking approval from Academic Senate at its January meeting. Training sessions will be held on February 2 and 8 for the writing teams and they hope to have a draft ready by the end of spring of 2006.

Regarding the student survey plan, the steering committee wants to know the availability of alternative forms to meet DSPS student's needs and addressed the cost of surveys, which is about \$2.60 per student – approximately \$4,000 in total. Ray said that student surveys will be administered during an open period between February 27 and March 10. The committee, along with the help of Cathy Hasson, will identify which classes will be surveyed. They will also identify students in day and evening classes and Cathy will determine if we need to target weekend classes. Once the classes are determined, Ray said that Cathy has suggested an opt-out option for faculty. Staff surveys will be ready and administered in fall 2006. The council suggested that the surveys should mirror those of the sister colleges, in particular CSM, and also include what we had four years ago. Ray said the accreditation website is up on Skyline's website under the Faculty & Staff link. Eventually the steering committee hopes to have a link that is more visible. Ray would like to offer a direct link for those students who will be working directly with the steering committee and it should be on the student page. The council approved Ray's suggestion. The next accreditation steering committee meeting is January 31.

**Fresh Look Project update**

Vicki updated the council with the Fresh Look Project advisory group Mission Minded's draft recommendations. Mission Minded is finalizing the report and converting it to a specific recommended plan of action. According to the report, there is a strongly shared sense of what we want to do at Skyline and a cohesive culture, and yet students see things in a surprising way. They come here for the convenience of attending a local college, but when they say what they like about Skyline it has to do with atmosphere, service orientation, and relationships between students and faculty. The Fresh Look marketing will be focusing on this. A tag line will be developed that will have a few, concise words that encapsulate the essence of what the college is about. The final recommendations

will be ready by the beginning of the spring term. The Skyline logo will probably change so that it better communicates the message of what Skyline has to offer and there will be a more consistent look to our documents, catalogs, schedules, and other publications.

### **Smoking issue update**

Following last month's meeting, Vicki found a district policy on smoking that basically mimics what the state law says about the 20 foot rule. The council recommends letting the other colleges know what we are doing and coordinating what we do district wide. Vicki noted that Skyline smokers may have a different need based on the climate as people huddle in groups against buildings where ventilation ducts may be. The council would like to have the smoking changes at Skyline move ahead as a pilot program. Vicki will coordinate with the district to ensure that it works for Skyline to do that. Then ashtrays can be moved and signage placed. Carla said that she has heard concerns about the proposed revisions to the smoking policy. People thought that the policy was going to be discussed first before being implemented. Others said they did not want to participate in the forum because the council went ahead and changed the policy anyway without asking what people thought. She noted that the Academic Senate has approved it and is going to hold a forum in February. The council recommended holding it after the President's holiday in to allow time for people to fairly assess the changes. Vicki reported that the ASSC has had some change in their representation and has not discussed the issue further. Donna Elliott reported that the issue was talked about at Classified Council, and she encouraged everyone to attend the forum, particularly smokers who want to address their issues and rights. People who felt that it was unfair raised that concern to the Classified Council and Donna told them they need to address that concern at the forum. Vicki suggested telling people that is the forum is designed to be a free discussion designed to reflect both points of view. The forum should be publicized in a lighter way as a chance to participate in an exchange of information that lets people communicate how they feel. We may even want to do a skit that would reflect both points of view and how smokers and non-smokers can "live" together. Several names were suggested of people to It was facilitate the forum who would be respectful and fair about acknowledging and recognizing that arguments can be made on both sides. The council discussed the debate topic and several proposals were made. Two suggestions were made:

- How can smokers and non-smokers best share the campus?
- Skyline's new approach to smoking is working – Yes or No?

The council discussed signage and Donna Elliott said that Lori Adrian, Sherri Hancock, Richard Inokuchi, Jim Herndon, Eloisa Briones and she would be meeting on December 16 to develop the signage. Carla said that some smokers do not want money spent on shelters. Enforcement of the smoking policy was raised and Vicki said it should be addressed at the forum. She hopes that it can be enforced informally and there should be training for security staff so they know what to say to smokers and how to encourage them to move to designated spots.

### **IPC Charter and Bylaws**

This discussion is postponed until the January meeting.

### **Skyline Shines awards**

Vicki will be meeting with the district to coordinate this project and will report to the council at the January meeting.

### **Governance model**

Vicki presented a list of campus committees showing reporting lines and a governance model created by Donna Elliott. The council reviewed the committee list and determined the reporting lines for all committees, except for the Technology Advisory Committee. Vicki will ask Regina for this information. The governance model shows the key councils in the center with College Council as the anchor. The themes help to show how committees connect to the key councils. College Council would like the governance model revised so that it gives a clear picture of the committee structure. The council recommends adding the same headings that are in the committee list, which are President, College Council, IPC, CBC, and Other and then show the committees that report to each of these groups. Carla suggested adding the Academic Senate as a heading instead of showing this under Other. Donna Elliott will revise the document. Vicki will ask Lori and Regina to review the model, along with the Institutional Planning Committee and College Budget Committee.

### **Program Review Summary**

Carla presented the program review summary, which was prepared by Regina Stanback-Stroud. Carla said that it has been presented to Academic Senate and will be presented to the College Budget Committee on December 8 and the Institutional Planning Committee on December 14. The summary is organized around the four different standards for accreditation and it lists the key themes. Regina would like to get the council's feedback. Carla said that program review allows you to take a critical look at your program, including both the positive and negative aspects, and justification for problems is given in a fair, non-judgmental way. It becomes a collaborative effort because a broad group reviews the program. Vicki noted that there are modifications that will be made to the program review process in order to make improvements. Ray said that it used to be a departmental process, but now that it is a college-wide process, people feel that something will be done with the review. Ray commended Regina for her work on the document and Vicki said the framework of this summary ties directly into the accreditation standards. Ray also noted that both CSM and Cañada have modeled their program reviews upon our program review process.

### **Next meeting**

Vicki suggested that future College Council meetings be moved to Room 1124. The next meeting will be held on January 25, 2006, at 2:10 p.m. The room location will be determined.