



## College Council Annual Report 2005-06

As stipulated in the Charter and Bylaws of the College Council, “an Annual Report summarizing the work of the Skyline College Council will be distributed to the college community.” The topics listed below are arranged alphabetically with brief summaries from all meetings at which that topic was discussed during the year. They are drawn largely from *Skyline Shines*, the president’s weekly email update to the college. College Council activity is summarized there each month on the Friday following the Council’s meeting. For topics on which work will continue during 2006-07, a section is provided below called “Plans for 2006-07” is provided.

### Accreditation

**September 30, 2005:** The Council reviewed and approved the structure and membership for the Steering Committee for our Accreditation Self Study. They also heard about the training which has taken place recently on how to develop “student learning outcomes” for courses and programs. There was a preliminary discussion of a student survey to be conducted this spring in conjunction with our work on the Self Study. Options for how to conduct it and the content will be considered by the Accreditation Steering Committee and then discussed more widely.

**October 28, 2005:** The Co-Chairs of the Accreditation Steering Committee provided an update and encouraged broad participation in the writing teams. If you have not yet been approached to serve on one of the four teams, and you are interested, please contact Ray Hernandez (hernandezr@smccd.net) or Donna Bestock (bestock@smccd.net). The four teams are organized around the four accreditation standards. If you would like to take a look at the standards in order to identify which one might interest you, they are available at the website for the accrediting commission: <http://www.accjc.org/> Click on “Core Document and Publications.”

**November 16, 2005:** Ray Hernandez and Donna Bestock, the Co-Chairs of the Accreditation Steering Committee, provided an update on the college’s self-study work and reviewed plans for a survey of our students to be conducted during the spring. The plan will be discussed by the Academic Senate today, November 19.

**December 7, 2005:** Training for self-study writing team members is being planned for early February. The student survey will be conducted in late February/early March. Faculty

whose classes are selected for the survey sample will be contacted to request their participation.

**January 25, 2006:** Co-Chairs of the Accreditation Steering Committee, Ray Hernandez and Donna Bestock, updated the Council on self study activities, including invitations to potential self-study writing team members.

**March 22, 2006:** Co-Chairs of the Accreditation Steering Committee, Ray Hernandez and Donna Bestock, updated the Council on self study activities.

**May 19, 2006:** The Co-Chairs, Steering Committee and all the Writing Teams were congratulated for the completion of a draft by the end of this term.

**Plans for 2006-07:** The Council will continue to receive monthly updates on the self-study process and to advise the Steering Committee Co-Chairs. The self-study will be completed during this year and submitted to the Accrediting Commission for Community and Junior Colleges at the end of the academic year.

### **Art on Campus**

**September 30, 2005:** The Council received the report of the Art on Campus Task Force and its recommended guidelines for art on campus. The recommendations will be discussed by each of the constituent groups and the item is slated for action at the October 26 College Council meeting.

**October 28, 2005:** Art on Campus Task Force recommendations: The Council approved these recommendations. We will now begin to implement them, with Council involved in shaping the approach.

**January 25, 2006:** Art on Campus project: The permanent Art on Campus committee will now be formed, and it will begin the process of identification of sites and art works for the college.

**Plans for 2006-07:** The Art on Campus Committee has been formed and will begin to meet during the fall and to initiate the process for selecting specific works of art for the college.

### **ASSC Election Update**

**April 26, 2006:** The Council discussed efforts to recruit students for ASSC roles for 2006-07.

### **Bond Implementation**

**November 16, 2005:** The Council discussed the kinds of capital improvements which will be made possible by the passage of Measure A.

## **Budget Update**

**April 26, 2006:** The Council reviewed the process and timeline for development of the 2006-07 budget for the college.

**May 19, 2006:** Eloisa Briones provided an update on the status of the college's budget for 2006-07.

## **College Council Agenda Planning Table**

**January 25, 2006:** The Council received a draft timeline for items that will be coming to the College Council over the next year, to help ensure that they come to the Council in a timely way, having been discussed by the constituent groups in advance. The Planning Table will be discussed at the next meeting.

**March 22, 2006:** The Council reviewed and revised the draft timeline for items that will be coming to the College Council over the next year, to help ensure that they come to the Council in a timely way, having been discussed by the constituent groups in advance.

## **Community College Ballot Initiatives**

**March 22, 2006:** The Council received a briefing on a ballot initiative related to community colleges which is proposed for the November ballot by the Californians for Community Colleges.

## **Educational and Facilities Master Planning Project** (see also Institutional Planning Committee (IPC) Updates)

**February 16, 2006:** The regularly scheduled College Council meeting was replaced by a meeting of the Educational and Facilities Master Planning strategy sessions, in which the Council members participated. The discussion was called "Shaping our Future": educational and facilities master planning update. Educational planning consultant, Rick Voorhees, held numerous interviews and this week and conducted the first "strategy sessions" with the Institutional Planning Committee, the College Council, and a subgroup of our EFMP Task Force (Educational and Facilities Master Planning), along with some students and community members. He shared a draft of his external environmental scan and some draft "planning assumptions." Cathy Hasson, Director of Planning, Research and Institutional Effectiveness, will be providing those for everyone's information and input via email shortly and she will also be posting this material on her website. Also out there will be the detailed schedule for all of this planning work:

- March 29, Town Hall Forum with Rick Voorhees concerning our Educational Master Plan, 12:45-1:45, Room 1219B
- April 6, Town Hall Forum with Steinberg Architects concerning our Facilities Master Plan, 1:00-2:30, Room 2306
- April 27, Town Hall Forum with Rick Voorhees concerning our Educational Master Plan, 1:00-3:00, Room 2306

- May 11, Town Hall Forum with Steinberg Architects concerning our Facilities Master Plan, 1:00-3:00 Room 2306.

In addition, various draft materials related to these projects will be provided on our website with opportunities for electronic feedback along the way.

**March 22, 2006:** The Council reviewed the current status and timeline for this project and next steps in it, including the various meetings which have taken place with the educational planning consultant, Rick Voorhees, and the master architect, Steinberg Architects, and the college forums which are planned in the next couple of months. Next week, on March 29, there will be a Town Hall Forum focused on the Educational Master Plan, and the following week, on April 6, there will be a Town Hall Forum focused on the Facilities Master Plan. (Separate notices are going out college-wide announcing both of these.)

**April 26, 2006:** The Council reviewed plans for the Town Hall Forums on April 26 (Draft Education Master Plan) and May 11 (Draft Facilities Master Plan). (The Town Hall Forum on the Draft Education Master Plan on Thursday was well attended and discussion was lively and valuable.) The Draft Education Master Plan is available on the website at [EFMPP](#) and additional ideas and comments were invited, to be submitted to Cathy Hasson.

**May 19, 2006:** The Council discussed the work on the Master Plan to date, including the two alternative approaches which have been discussed at the college in recent weeks, along with the ideas proposed for blending the two into a single final approach which will be presented to the Board in June. The college's EFMP Task Force will be convened immediately to work with Steinberg Architects on this final approach.

**Plans for 2006-07:** The Educational and Facilities Master Planning Project task force along with the Institutional Planning Committee (IPC) will review the plan and begin to develop an implementation schedule for many of the recommendations and suggestions in the Educational Master Plan.

**EEOAC (Equal Employment Opportunity Advisory Committee)**  
(See also SEEED Diversity Days)

**September 30, 2005:** The Council discussed the proposed new name and charge for the EEOAC. The proposal involves a broadening of the charge beyond employment issues to issues of equal employment, equity more generally and diversity. The proposed name is Stewardship for Equity, Equal Employment and Diversity (SEEED) Advisory Committee. This item will be discussed by each of the constituent groups and action is slated for the October 26 College Council meeting.

**October 28, 2005:** The Council approved the revised name and charge. The new name for the committee is now Stewardship for Equity, Equal Employment and Diversity (SEEED) Advisory Committee. The SEEED committee has already had a detailed discussion of the meaning of the term "stewardship" and is working on a series of specific ideas to carry it out.

**Plans for 2006-07:** SEED is planning for the April 18-19 event, with the assistance of new Diversity Coordinator, Rosie Bell.

### **Emergency Preparedness**

**September 30, 2005:** The council reviewed plans for the college's Emergency Response training and drill slated for October 19-20.

### **Fresh Look Project**

**November 16, 2005:** The Council received an update on the status of the Fresh Look Project, the student focus groups and the draft recommendations from the consultant, Mission Minded. The Fresh Look Advisory Group was slated to review the draft recommendations the following day (and did so on Thursday). Following that meeting, the recommendations will be finalized and submitted to the college.

**December 7, 2005:** The Council received a report on the draft recommendations from the project. As they are finalized, the Council will be involved in the implementation plans.

**January 25, 2006:** The Council was updated on plans to begin to implement the new "visual identity" standards recommended from this project soon. The Fresh Look Advisory Group and the College Council will meet on Monday to begin discussions with our consultant, Mission Minded, about redesign of our logo. We will also be moving toward selection of a "tagline" for Skyline College.

**March 22, 2006:** The Council was updated on the work of the Fresh Look Advisory Group and the redesign of our logo and selection of a "tagline" for Skyline College. It was agreed that our tagline will be "Achieve."

**April 26, 2006:** The Council reviewed the report on the recent focus groups on the logo. Concerns were expressed about the process so far and about the logo options. After discussion it was concluded that although the process followed was consistent with what had been planned and published, some members of the college would like more input to the logo design. Options for how to proceed from here were considered. The Fresh Look Advisory Group will meet May 8 to consider the results of the focus groups and the options for next steps.

**May 19, 2006:** The Council reviewed the poll results on the logo redesign project and discussed what needs to be taken into account in the timing and method of the rollout of the new logo.

**Plans for 2006-07:** The Council will continue to be briefed on and give advice about the rollout of the new logo and on the redesign of the college website.

### **Institutional Planning Committee (IPC) Updates** (See also Educational and Facilities Master Planning Project)

**November 16, 2005:** Cathy Hasson, Director of Planning, Research and Institutional Effectiveness, reviewed the revisions to the college's planning model which have been under discussion by both the College Council and the Institutional Planning Committee. The revisions include the creation of some college wide "strategies" that link our broad college goals with our more concrete and specific unit objectives. The identification of those strategies will allow us to assess our progress toward the goals. She also provided a proposed revision to the Charter and Bylaws for the IPC. The Council was generally comfortable with them. They will be reviewed by the constituent groups and then finalized by the College Council.

**December 7, 2005:** This item was presented by Cathy Hasson, Director of Research, Planning and Institutional Effectiveness, at the last meeting. The Senate will review it before final action by the College Council in January.

**January 25, 2006:** The Council received an update by Cathy Hasson on planning projects under way and about to begin:

- a) **IPC Charter and Bylaws:** The Council reviewed the revised charter and bylaws for the Institutional Planning Committee and expects to take final action after the Academic Senate has completed its review.
- b) **Year End Report, 2004-05:** Council members were provided with a copy of report and the goals and activities achieved college wide, broken down by division, for last year. The full document is also available on our website at <http://www.smccd.net/accounts/skypro/home.html> under Planning.
- c) **Skyline Educational Planning Project and District Facilities Master Planning:** The college is moving ahead on the Institutional Planning Committee's recommendation to undertake an Educational Plan for Skyline. This will inform the Facilities Master Planning which is being done district wide in relation to the passage of the facilities bond measure last November. The Council reviewed the plans and timeline for college wide involvement in both of these projects. President Morrow indicated that she would be sending out a message entitled *Shaping Our Future—An Open Letter to Skyline College*, with more details about this process and about the whole array of important projects taking place this spring at Skyline.

### **Leadership Retreat**

**April 26, 2006:** Plans were made for another leadership retreat next fall, once again to include the Management Council and the College Council.

### **Matriculation Plan**

**October 28, 2005:** The college's matriculation plan, to be submitted to the state chancellor's office, was reviewed.

## Mission Statement

**April 26, 2006:** One of our accreditation writing committees, Standard I (Institutional Mission and Effectiveness), in the course of their work on our self-study, noticed a couple of issues with our current Mission statement: it is no longer current, and it needs to be approved by the Board. It is attached, and can also be found on the [IPC website](#). The process for updating the mission statement was discussed and was referred to the Institutional Planning Committee to work out the details of the timeline and process and bring a recommendation back to the Council. Our hope is to complete our work during the fall in order to synchronize the new mission statement with our planning cycle.

**Plans for 2006-07:** The college will engage in a renewal of the current vision and mission during the fall 2006 semester in order to synchronize with the college's planning cycle and make use of new information that has surfaced from our recent education master plan. The process will encompass a review of the college's purpose and an assessment of where the college wants to be in ten years. The Institutional Planning Committee (IPC) will lead the process and will facilitate input from all constituency groups.

## Parking

**January 25, 2006:** The Council reviewed the status of parking at Skyline. It was noted that the Office of Vice President of Student Services has been compiling data on parking spaces available at various times of the day during the first two weeks and that this information would be emailed to the members shortly.

## Program Review Summary

**December 7, 2005:** The Council reviewed the summary of the program reviews for the 2003-04 year and discussed the numerous ways in which this information is utilized in the decision-making process. The summary is available at <http://www.smccd.net/accounts/skycurr/PROGREV.HTM> Click on *2003-04 Program Review Summary*. It will be discussed by the Academic Senate this Friday.

## SEED Diversity Days

(See also EEOAC)

**March 22, 2006:** The Council received an update on the work of the SEED committee and provided input to its plans for "Diversity Days" next fall. The various ideas for the components of the event which had been submitted by Skyline faculty and staff were discussed. At the next meeting a draft program for the two-day event will be completed and shared college-wide, along with an invitation for any additional components. The event is designed to enhance the college's work on diversity, not to supplant any of the events already planned.

**Plans for 2006-07:** SEED is planning for the April 18-19 event, with the assistance of new Diversity Coordinator, Rosie Bell.

### **Skyline Shines Awards**

**September 30, 2005:** The Council approved a proposal for the creation of new “Skyline Shines Awards” which would recognize two people each year, a Skyline employee and a community member who in some important way help “Skyline shine.” The Council will discuss the draft criteria at the next meeting and the first awards will be given this year.

**November 16, 2005:** At the last meeting the Council approved a proposal for the creation of new “Skyline Shines Awards” which would recognize two people each year, a Skyline employee and a community member who in some important way help “Skyline shine.” The criteria were revised to mirror the college’s values, and the Council approved the revised draft. The timeline for this year will be drafted for consideration by the Council at its next meeting.

**January 25, 2006:** The invitation for nominations for the awards will be published shortly with a late spring deadline. The awards, one to a member of the Skyline staff and one to a community member, will be presented at Opening Day in August.

**April 26, 2006:** The Council will hold a special meeting to screen the nominees for this award. The awards will be made at Opening Day on August.

**Plans for 2006-07:** The first Skyline Shines awards were presented at Opening Day. The cycle will be repeated during this year, with nominations and selection conducted during the spring semester.

### **Smoking on Campus**

**September 30, 2005:** The Council received a report and recommendations from the Health and Safety Committee. They included identification of five areas to be identified as “Designated Smoking Areas”: in the quad area between Buildings 1 and 2, in one of the circular seating areas between Buildings 2 and 3, near Building 7 at the top of the stairs, near Building 1 across from Building 8, and a location at Pac Heights. In each case benches and ashtrays would be moved to these areas and shelter would need to be provided. The cost for shelter options is being investigated. Many benches and ashtrays have already been moved away from doors, windows and vents. The committee also made signage recommendations. Establishment of “Designated Smoking Areas” would require creation of a college policy and procedures for enforcement of it. The Health and Safety Committee is drafting such a policy. Meanwhile the approach they are proposing will be discussed in each of the constituent groups, and brought back to the College Council for its October 26 College Council meeting.

**October 28, 2005:** The constituent groups are discussing the proposals for the establishment of “Designated Smoking Areas” along with other options such as a policy that Skyline be a non-smoking campus, or that the college simply continue with the status quo. The plans for pursuing this issue, regardless of which of those three approaches is ultimately selected, are

likely to include a health education campaign. The final choice of the approach will not be made without broad public discussion at the college, possibly involving open forums to ensure that all voices are heard. The topic will be discussed further at the next Council meeting.

**November 16, 2005:** The College Council has been discussing our approach to smoking on campus. We are attempting to address and balance all of these issues: the legal prohibition of smoking within 20 feet of buildings, the respectful treatment of smokers, the health interests of people seeking to avoid encountering smoke, and the enforcement of whatever policy is in place. To that end, the Council has made the following recommendation to me, which I have accepted. I am verifying with legal counsel that it is workable, and assuming that it is, then **effective January 17, smoking on campus will be confined to four Designated Smoking Areas:**

- The quad between Buildings 1 and 2
- The quad between Buildings 2 and 3
- The area between Buildings 7 and 8
- A location to be identified at Pacific Heights.

All ashtrays will be moved to those locations. This change in policy will be accompanied by a college-wide forum to be jointly hosted by the Academic Senate and the Classified Council. The Associated Students may also join this effort. The forum will provide an opportunity for discussion of the policy as well as consideration of other approaches. In addition, an educational campaign will be conducted college-wide, the details of which will be discussed further at the next College Council meeting, along with establishment of the date for the college wide forum. Between now and January 17, appropriate and clear signage will be developed as well as other communication materials for faculty, staff and students.

**December 7, 2005:** The Council reviewed the plans for the new approach to smoking at the college effective January 17, including notification to faculty, staff and students, the forum, and other implementation issues. The college-wide forum slated for mid-February is designed to be an assessment of how it is working in terms of smokers and non-smokers living together at Skyline.

**January 25, 2006:** The Council reviewed the early weeks of the implementation, including the addition of a designated area near buildings 9 and 10, and planning for the forum, signage and the education campaign. The forum is being planned for early March.

**March 22, 2006:** The Council reviewed the March 15 forum and considered possible next steps. Issues raised at the forum included the suitability of some of the current designated smoking areas, the need for smoke-free entrances and pathways, signage, enforcement and shelter. The Health and Safety Committee will be asked to consider these issues at their April meeting, prepare a proposal to address them and the Council will consider that proposal at its April meeting.

**May 19, 2006:** The Council discussed refinements to the designated smoking areas and other recommendations from the Health and Safety Committee.

**Plans for 2006-07:** The Council will take formal action on the revised list of designated smoking areas. Discussion will continue in the Health and Safety Committee concerning how to enforce these areas and will work with the ASSC relative to some student interest in a stricter policy.

### **Student Survey**

**May 19, 2006:** Cathy Hasson made a presentation of the summary of the student survey findings and the plans for use of these data. Many such presentations have been provided this spring both for the Writing Teams and for other college groups. More will be provided in the fall.

**Plans for 2006-07:** Cathy Hasson will continue to give briefings as needed and the Accreditation Writing Teams will work with the data from the survey in relation to the self-study.

### **Thematic Governance Model**

**November 16, 2005:** College's Thematic Governance Model and committee meeting schedule: The Council reviewed the current governance model and the current meeting schedule and began to discuss ways to get our governance work done while minimizing duplication of effort. This topic will be pursued further at the next meeting.

**December 7, 2005:** The Council reviewed two tools designed to ensure smooth functioning of our governance system: a graphic depiction of the college's governance structure and a list of the committees along with the bodies or persons to whom the committees give advice or reports. The current drafts will be discussed with the College Budget Committee and the Institutional Planning Committee and then will come back to the Council for finalization.

**January 25, 2006:** The Council received redrafted graphic descriptions of Skyline's governance model and our committee reporting lines, and will discuss them at the next meeting.

**March 22, 2006:** The Council reviewed redrafted graphic descriptions of Skyline's governance model and our committee reporting lines and agreed that they are ready to be provided as drafts for use by the Accreditation Steering Committee and the writing teams.

**Plans for 2006-07:** The drafts graphic descriptions of the college's governance model and committee reporting lines are available on the College Council website at <http://smccd.edu/accounts/skynotes/governance/index.html> They will be reviewed by the Accreditation Steering Committee and the writing teams, and then possible revisions will be considered by the College Council.