



## College Council Annual Report 2006-07

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. The summaries 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.

### Accreditation

**September 27, 2006:** The Accreditation Steering Committee Co-Chairs Ray Hernandez and Donna Bestock briefed the Council on the work to revise the first draft of the self study and plans for a second draft by December 1. The deadline for the Employee Voice Survey was extended to ensure a strong response. Institutional learning outcomes have been drafted and approved by the Curriculum Committee for transmission to the SLO Steering Committee. The SLO group will lead the college-wide discussion of the draft, and then the draft will go back to the Curriculum Committee for action.

**October 25, 2006:** A report was made on the work the standard committees are doing to compile the second draft of the college’s self-study, slated to be released before the end of this semester. Relating to this, the Employee Voice Survey, the data from which will be essential to the writing teams, is complete, the results are being compiled, and there will be college-wide briefings on November 6 and 7. There will also be a report at the next College Council meeting. The draft degree Institutional SLOs (Student Learning Outcomes) have been forwarded from the Curriculum Committee to the SLOAC (Student Learning Outcomes Assessment Cycle) Committee. They will review them and lead a college-wide dialogue on them. Ultimately, the Curriculum Committee will be responsible for approval of the degree level SLOs. The ASSC President and Vice President were thanked for their recruitment of students to participate in the accreditation standard writing teams, and it was noted that their perspectives will be invaluable.

**November 15, 2006:** A report was made on the progress of the second draft of the self-study, due December 1. Highlights of the Employee Voice Survey were reviewed. Two college-wide workshops were held on the findings and a detailed report was made to the Institutional Planning Committee. The results of the survey are on the college website at

<http://www.smccd.edu/accounts/skypro/home.html>. Hard copies will be provided to the accreditation writing teams shortly.

**December 6, 2006:** The College celebrated the completion of the second draft with a barbecue called “Viva la Accreditación.” The draft will be published for college-wide feedback early in the spring semester.

**January 24, 2007:** The writing teams are refining the second draft which they completed just before the holidays – filling in holes, securing evidence, and refining the “planning agendas.” They expect to publish the draft for college-wide review and discussion in mid-February.

**February 28, 2007:** The full draft 2.1 self-study will be made available for college-wide review today, with a March 19 deadline for feedback. It is available at this location on our website: <http://www.smccd.edu/accounts/skyaccred/>.

**March 28, 2007:** Draft 3.0 of the college’s Self Study will be distributed campus-wide on April 18 and will be followed by open forums.

**April 25, 2007:** Ray Hernandez reported that there will be an Open Forum to discuss the third and last draft of the Self Study Report on May 2, 1:30-3:00 in Room 1111.

**May 23, 2007:** The Council approved the college’s Self Study. It will now move to final document preparation and approval by the Board of Trustees.

## ASSC

**September 27, 2006:** Luis Padilla and Sylvia Cervantes were introduced as the new President and Vice President of the Associated Students of Skyline College. They reported that the new ASSC Governing Council participated in leadership training. Plans are underway to fill the remaining senator seats on the council and to ensure student voices in college-wide activities and the accreditation process.

**October 25, 2006:** The ASSC leadership team attended the California Community Colleges Student Leadership Conference and enjoyed a rich opportunity for learning and sharing with other student leaders across the state. They are planning events at Skyline for Halloween and Thanksgiving, including a food drive.

**November 15, 2006:** A report was made on the ASSC activities for the Children’s Center for Halloween. The ASSC canned food drive benefiting Second Harvest Food Bank started on November 13 and will run through November 30. Seven collection bins were placed around the campus. A college-wide message about the drive was sent out by the Student Activities Office and the ASSC President and Vice President suggested that the President send out a reminder to the campus.

**December 6, 2006:** The ASSC completed a successful canned food drive for Second Harvest Food Bank. They have a nearly full complement of Senators with only a couple

of vacant seats. They are moving their regular meetings to Wednesdays from 4-6 pm to accommodate student schedules and to ensure member availability to serve on college-wide committees.

**January 24, 2007:** The Associated Students are settling into their new office and meeting spaces on the second floor of the new Student Center. They are also making plans for activities and events this spring.

**February 28, 2007:** A report was made on ASSC funding of Black History Month events, their planned attendance at the national student government conference, plans for an open microphone event in front of the fireplace, club rush next week, and plans for a student/staff basketball game.

**March 28, 2007:** Student government elections will be held on May 14-18, 2007 and the ASSC hopes to have online voting. The ASSC has asked campus constituent groups to consider a college hour on Wednesdays at noon, where no classes are scheduled so activities for students can be planned.

**April 25, 2007:** Luis Padilla and Sylvia Martinez reported on plans for ASSC elections, the May 2 celebration for El Cinco de Mayo, the Earth Day campus cleanup planned for April 30, and their plans to participate in the statewide student government conference.

**May 23, 2007:** Elections were conducted online for the first time (using student G numbers), and student participation rates doubled. The results are:

**2007-2008 ASSC Governing Council**

**President:** Lauren Hernandez

**Vice President:** Anastasia Kuzina

**Commissioner of Activities:** Anjelica Gacutan

**Commissioner of Publicity:** Wendy Smith

**Commissioner of Public Records:** Kristi Parenti-Kurtila

**Commissioner of Finance:** Melody Hisatake

**Senators:** Robert Alberts  
Vanessa Allas  
Lindsay D'Amico  
Sarah Figueroa  
Mauricio Hernandez  
Ekaterina Semonchuk

Nine Senator Positions remain open. Students interested in becoming a Senator can apply for appointment in the fall. Fall appointments will be nominated by the ASSC President and must be approved by 2/3 of the ASSC Governing Council.

## Balanced Score Card

**January 24, 2007:** The Council reviewed the Balanced Score Card prepared by Cathy Hasson and the Institutional Planning Committee, and the college is currently implementing it. As part of the process it (the outcomes and benchmarks particularly) will be reviewed annually along with the year-end report on work plan activities. Detailed information on the Balanced Score Card is available on Skyline's Institutional Planning website at <http://www.smccd.edu/accounts/skypro/home.html>

## Budget Update

**April 25, 2007:** Vicki Morrow reported on the college's plans for balancing the budget in the 2007-08 year.

**May 23, 2007:** Eloisa Briones briefed the Council on the CBC's tentative budget recommendation to the president.

## College Hour

**April 25, 2007:** A proposal to hold a College Hour was brought forward initially by the ASSC. The Academic Senate and the Classified Council have not been able to discuss it yet, but will do so in advance of the next College Council meeting.

**May 23, 2007:** The idea of a College Hour originated with the ASSC and the Classified Council and Academic Senate were asked to consult with their constituent groups' and report back to the Council. The Classified Council had no objections to establishment of a College Hour, and the Academic Senate though it would be valuable. The Council will take up this issue in the fall, and will identify options for how it might be structured and will do some research relative to how other colleges handle it.

## Commencement

**September 27, 2006:** The Council considered the recommendation of the Commencement Committee to move the ceremony to a different day and time. Given that finals run into the afternoon on Friday, it was agreed that the day needed to remain the same, but that the time of Commencement should be moved to 4 pm. This proposal will now go back to the constituent groups represented on the Council for their discussion, with the Council to take action on the proposal at its October 25 meeting.

**October 25, 2006:** The Council voted to move the time of Commencement to 5 pm on Friday, May 25 instead of the usual 8 pm. That will allow grads and their families to gather for dinner and celebration afterward and, at the same time, minimize the disruption to the work schedules of those with daytime jobs. The Commencement Committee will review the time after this year's event, as part of their usual debriefing, and they will report to the College Council. There was a discussion in the College Council of the value to students of as many faculty as possible attending Commencement. The Council also

provided recommendations on how to publicize the time change to ensure that students, faculty and staff are fully aware of the new start time.

**March 28, 2007:** Volunteers are needed for the Student Recognition and Awards Ceremony on May 7 from 4-6 pm in the Main Theatre and the Commencement Ceremony on May 25 from 5-6:30 in the gym.

**April 25, 2007:** Commencement will be held at 5 pm this year for the first time and will be back in our Gymnasium, with the reception afterward in the Student and Community Center.

### **District Shared Governance Committee Updates**

**November 15, 2006:** The ASSC President reported on the discussion of student email addresses and their use for a periodic newsletter from the college on matters related primarily to admissions and records. It will include links to other information which may be of interest to students. The Vice President for Students at each college will be responsible for oversight of the contents.

**December 6, 2006:** The Academic Senate President reviewed the items discussed at the recent meeting of the District Shared Governance Committee: the district budget and projections, accreditation and the creation of the functional map required by the accrediting commission, the district mission statement and a possible revision to it, building naming and a proposed revision to the board's rules and regulations concerning gifts and donations, and the inclusion of students on hiring committees for positions which have a significant effect on students.

**February 28, 2007:** The Academic Senate President reported on topics discussed including the district budget, accreditation, the district mission statement, possible faculty IDs and a district wide directory with photos.

**March 28, 2007:** A task force of researchers, presidents and others will be formed to review concurrent enrollment and other enrollment issues.

**April 25, 2007:** Luis Padilla and Linda Allen reported on the topics addressed in the most recent meeting, including a review of the district's "functional map", required by the Accrediting Commission. It has been developed collaboratively by the Accreditation Steering Committees of the three colleges and key district staff involved in the various functions. The DSGC also reviewed a minor revision to board rules and regulations and discussed the proposed changes to the student health fee and the parking fees. Cost deficiencies are currently being covered by the general fund. No action was taken.

**May 23, 2007:** Members of the DSGC reported on discussion of the student parking fees.

## **Educational and Facilities Master Planning Project**

**September 27, 2006:** The Council considered a long list of proposed names for the cafeteria, drawn from those submitted by students, faculty and staff. The Council will cull the list to create a short list of options, which will be submitted to a college-wide online poll in October.

**October 25, 2006:** Five proposed names will be submitted for a college-wide online poll in early November. Implementation has awaited the other surveys in progress to be completed before launching this one. The same instant runoff approach will be used as the college has used for other decisions, such as the Building 6 inscription.

**November 15, 2006:** The President reported on the Open Forum held yesterday and the ongoing work on the bridging documents for the college's new buildings, gateway entrances, roadways, and parking, all of which are part of the Design Build project which will go out to bid in about February. The President provided an update on the selection of a name for the "No Name Café": the name "Sky Café" was the winner in the recent online poll.

**December 6, 2007:** The President updated the group on plans for the renovation of the central part of campus and indicated that later this week there would be more details available about the timing for the work. Information will also be included in *Skyline Shines*.

**January 24, 2007:** The President reminded the Council of the Open Forum on the "bridging documents" related to the next round of building and renovation on January 31. Official names for campus buildings and building numbers for those yet to be built are being established. The Council reviewed a draft list, which will be discussed by the Educational and Facilities Master Plan Task Force next week, and then finalized.

**February 28, 2007:** An update was provided on the status of work on the recommendations from the Educational Master Plan, including efforts under way already, gaps, and next steps, as well as what entities are responsible for moving forward on each. The Council approved the latest draft of the recommended building names and the list will now go to the Chancellor's Council for final action.

**March 28, 2007:** A list of proposed building names and numbers was presented by the president to the Chancellor's Cabinet and it was approved. The approved building names and numbers are:

**CIP I building numbers and draft names:** these buildings were completed as of January 2007:

- **3: Physical Education, Athletics and Dance**
- **6: Student and Community Center**
- **7A (later to be combined with Bldg. 7 as a single building): Sciences**
- **8: Business and Language Arts**

**CIP II building numbers and draft names:** these buildings are slated for renovation or new construction. Existing buildings will use current numbers in most cases; building numbers for planned buildings or changes to existing numbers are identified below.

- **1: Social Science and Creative Arts**
- **2: Student Services**
- **4: Wellness Center** (planned)
- **11: Automotive Transmission** (planned)
- **15: Multicultural Center and Administration** (planned)
- **16: Child Development Center** (number change)
- **Outdoor areas:** Names should also be assigned to the quads and pathways.

**April 25, 2007:** Vicki Morrow reviewed the status of the development of the Request for Proposals for the college's design/build project. That project will involve several new buildings and the parking lots, roadways, entries and landscaping for the college.

### **Foundations of Excellence in the First Year Experience Project**

**September 27, 2006:** Skyline was selected to participate in the national Foundations of Excellence in the First Year Experience project for 2006-2007. The process is to develop an integrated plan that gives students a deliberate first year process for achieving success and the college would design its programs and services accordingly. The Foundation of Excellence established standards or "dimensions" for the plan, which are Philosophy, Improvement Roles and Purposes, Learning, Transitions, Culture and all Students, Diversity and Organization. Skyline has formed Dimension Committees and people are encouraged to join. It is a 4-6 week focused commitment only. A kick-off luncheon will be held on September 29 where those interested in participating can sign up to serve on one of the committees. This project will tie in with the accreditation standards. The ASSC President and Vice President are both on the steering committee and they are able to join whichever group they want. Skyline's Vice Presidents have presented information on FYE to the ASSC, Student Services Council, the Academic Senate and Classified Council.

**April 25, 2007:** Regina Stanback Stroud and Lori Adrian provided an update on the extensive work being done by the First Year Experience group and showed the Council the website where that detailed work is being archived and tracked in preparation for the development of their final report and recommendations to the college.

### **Fresh Look Project**

**September 27, 2006:** The Council approved the new Style Guide for posting on the website to provide assistance with use of the logo and other publication issues. The Council was briefed on plans for a "primary publication review," to include Skyline's class schedules and catalog, and plans for the website redesign effort.

**October 25, 2006:** A survey of students' media preferences is underway, concluding today. Approximately 1,000 student responses have been received, far exceeding the college's expectations. The data will help the college to plan outreach to and communication with students and will inform the review that is being done of the catalog, class schedule and other publications. The online ordering system for letterhead is almost ready to go and when it is, notice will be disseminated by the Development, Marketing and Public Relations office.

**January 24, 2007:** The Council reviewed the proposed changes to the printed class schedule which will be implemented for the summer 2007 publication. The Council thanked the Fresh Look Advisory Group and the many other groups on campus which provided input to the process of improving the schedule, including the ASSC, the Campus Ambassadors and the Outreach Committee.

**March 28, 2007:** The Fresh Look Advisory Committee will have an introductory vision meeting in May to begin discussion of the website redesign planned for the fall semester.

**April 25, 2007:** Vicki Morrow alerted the members to the need to make appointments to the group that will conduct a visioning exercise relative to the website redesign, on May 4, 2007.

**May 23, 2007:** Vicki reported on the initial meeting of the website redesign group which examined national standards for excellence in websites and reviewed a series of award winning websites. Their work will resume in the fall.

### **Full-Time Faculty Allocation Process**

**October 25, 2006:** The FTEF Allocation Committee has prioritized the positions requested for fall 2007 and has submitted their recommendation to the Academic Senate. The Senate will consider it and will then report their recommendation to the Vice Presidents for Instruction and Student Services. They will then make a recommendation to the President. Once the President has acted on the prioritization, the determination of how many positions the college is able to fill will depend upon the budget for next year, and the College Budget Committee will make a recommendation to her about that in the early spring.

### **Health and Safety Committee and Emergency Response Committee Proposed Merger**

**November 15, 2006:** After discussion, the Council agreed not to proceed with the merger at this time. Instead, the membership structure of the two committees will be revised to ensure that appropriate overlap between the members will be ensured and to provide for a role for the Security Chief on the Health and Safety Committee.

## **Institutional Degree Level Student Learning Outcomes (SLOs)**

**September 27, 2006:** A draft of the institutional degree level SLOs was passed by the Curriculum Committee. They will engage in the college-wide discussion with forums and then they will send it back to the Curriculum Committee and take action. This is a good time because they are looking at GE requirements for the Associate's degree. After this 45-day waiting period from the state that is reviewing this it is expected that math and English requirements will likely be increased and the college will make changes at the same time.

**October 25, 2006:** The Curriculum Committee adopted a draft of the degree level SLOs and provided them to the Academic Senate. The standards ask the college to look at the SLOs at the course, program and degree level. The SLOAC Committee would like to address it at a broader level and consider them as institutional level SLOs rather than degree level. The faculty on the SLO Steering Committee will review the draft and engage in a campus-wide dialogue and then ultimately recommend degree level SLOs to the Curriculum Committee for final action.

**February 28, 2007:** A draft of the spring 2007 degree level SLOs was distributed to the council. The recommendations in the draft represent the Curriculum Committee's vote and a college-wide vote will be held. They are designed to align with the college's new Vision and Mission statements. There is some discussion about whether it should be degree level outcomes versus institutional outcomes. The Student Services Leadership Team is working with Karen Wong regarding SLO assessment. The president encouraged the Student Services Leadership Team to look at the institution-wide SLOs to see if whether or not the things they care about relative to student learning are captured in this language. Comments regarding degree level SLOs should be directed to Karen Wong. The ACCJC annual report request was received from the commissions and this year it includes a request for a SLO audit. Cathy Hasson will submit the report by April 16.

### **Opening Day 2007**

**September 27, 2006:** The Council reviewed the structure of Opening Day and agreed that it will make a change to the 2007 Opening Day schedule. Both the college-wide meeting and the Academic Senate meeting will be moved to Tuesday morning instead of Monday afternoon. A college-wide lunch will be held at the end of the morning.

### **Plus/Minus grading system**

**January 24, 2007:** The Academic Senate will be holding a college-wide forum for discussion of a resolution on this subject from the CSM faculty.

**March 28, 2007:** A forum convened by the Academic Senate will be held on April 26 from 12-2 in Room 6202 to discuss plus/minus grading.

## **Program Review**

**March 28, 2007:** The Curriculum Committee has approved the revised program review instructional self study instrument to be aligned with the accreditation standards and will address the student services instrument next.

## **SEED Diversity Days Events and Projects**

**October 25, 2006:** Plans are underway for SEED's diversity days on April 18-19, 2006. There will be musical events and the theme is "Who Are We – Fascinating Rhythms." The Academic Senate President will send a letter to all faculty concerning the book selected as a focus for the event, James McBride's "The Color of Water."

**December 6, 2006:** Rosie Bell, diversity coordinator, briefed the Council on plans for the spring event entitled "Who Are We – Fascinating Rhythms."

**January 24, 2007:** Plans were reviewed for the April Diversity Days events, and for book discussion groups around James McBride's "The Color of Water." The committee hopes that the book will be woven into the work of appropriate classes but also that there will be discussion of it on campus for faculty and staff, along with students. Plans are being finalized for speakers and music in connection with the theme, "Fascinating Rhythms – Who are We?" A subgroup of SEED in collaboration with the MOT Alumni group is working with Gerry Frassetto on plans for staff diversity training; the date has not been set yet but it will take place this semester.

**February 28, 2007:** The dates for M.E.E.T. on Common Ground staff diversity training have been set for March 22 and 29.

## **Skyline Shines Awards**

**April 25, 2007:** The Council will hold a special meeting to conduct the screening of this year's nominees for the Skyline Shines Award to a college employee or group of employees.

**May 23, 2007:** The Council reviewed the nominations and selected the winner, which will be announced on Skyline's Opening Day.

## **Smoking on Campus**

**September 27, 2006:** The College Council approved some revisions to the locations of the designated smoking areas to improve their separation from paths of travel for students and staff. A revised map of the locations is being produced and will be widely circulated. Signage improvements are also under way.

**October 25, 2006: Board policy on smoking: revision to the policy:** The Council discussed the proposed revision to the Board of Trustees policy on smoking. The revision would allow any of the college presidents to adopt a more restrictive policy than

the state law, as long as that is done in consultation with the College Council. (The Board adopted that policy revision this Wednesday night. It is available on the district downloads, District Rules Regulations 2.27.)

**March 28, 2007: Smoking policy:** The Health and Safety Committee was asked to assess the effectiveness of the current designated smoking areas in light of the recent changes to the campus with the opening of Buildings 6, 7A and 8.

**April 25, 2007:** The Health and Safety Committee will be conducting a web-based survey of summer and fall students and for faculty and staff to assess the effectiveness of the designated smoking areas. Ray Hernandez reported that he is considering doing his master's thesis project on the smoking issue. Sylvia Cervantes reported that a new student club has been formed called Smoke Free San Mateo County Advocates.

**May 23, 2007:** Lori Adrian reported that in the fall there will be a web-based survey of students, faculty and staff on smoking.

### **Summer Outreach Initiative**

**May 23, 2007:** Vicki updated the Council on the efforts to attract high school concurrent enrollment students this summer through a targeted marketing approach. This is the first step in an ongoing, district wide effort to reach potential students for the three colleges.

### **Technology Advisory Committee**

**October 25, 2006:** The Technology Advisory Committee has begun to meet again and has set goals for the year. They are developing a Technology Plan for the college.

### **Vision and Mission Statements**

**November 15, 2006:** The Institutional Planning Committee (IPC) had approved a new draft of the Vision and Mission statements. The Standard I writing team then recommended that the college include some input from the community on the new draft. That will be done through the President's Council, which will be meeting at the end of the month. Any revisions will then be considered by the IPC, and then come to the College Council for review. Members will take the new draft to their constituent groups, and the Council will take final action in early winter.

**December 6, 2006:** The draft of the Vision and Mission statements has been reviewed by all of the shared governance groups including the President's Council, and their suggestions have been incorporated. This last version will now return one last time to the Academic Senate, Classified Senate and ASSC, and will come back to the February meeting of the College Council for final action and forwarding to the Board of Trustees.

**February 28, 2007:** The Council acted to approve the revised college Vision and Mission statements. They will now be sent to the Board of Trustees for final adoption. The proposed Vision and Mission statements read:

**Vision**

Skyline College strives to inspire a global and diverse community of learners to achieve intellectual, cultural, social, economic and personal fulfillment.

**Mission**

Skyline College is a comprehensive, open access community college that provides student-centered education leading to transfer, career advancement, basic skills development, and personal enrichment.

The College is committed to preparing students to be culturally sensitive members of the community, critical thinkers, proficient users of technology, effective communicators, socially responsible lifelong learners and informed participants of a democracy in an increasingly global society.

Skyline offers innovative instruction and student support to a rich tapestry of diverse learners through the hallmarks of the college: academic excellence, responsive student services, advanced technology, community and industry partnerships, and workforce and economic development.