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Skyline College Hosts First SEED Retreat



The Stewardship for Equity, Equal Employment and Diversity (SEED) Committee held a two-day retreat on Friday, August 24th and Saturday, August 25th. Over 30 participants, including staff, faculty, and administrators came together to help develop the initial steps of a comprehensive institution-wide diversity framework for the next 3-5 years. The retreat goals included:

1. To understand the purpose of a Diversity Framework for Skyline College and feel

inspired to participate in its creation and implementation.

2. To understand the history, goals, and current work of the SEEED Committee as it relates to the development of a Diversity Framework.
3. To collectively develop the vision and strategies of the Diversity Framework and identify and barriers to achieve the vision.
4. To identify 1-2 year measures of success and action steps that can be moved forward by the institution with the guidance of the SEEED Committee.



The retreat was a success in achieving these goals. Attendees heard research gathered from areas of Institutional data, Curriculum, Communication/ Information Dissemination, Hiring Practices, Community Connections, and Student Services. This research will be distributed to the campus community and made available on the SEEED website shortly.

The overarching focus question the SEEED Committee uses as its framework is: “How do our practices and processes in connection, entry, progress and completion impact campus equity and student success at Skyline College?”

The Committee is open to those staff, faculty, or managers/administrators that have an interest in looking into areas of the institution that can benefit from research, recommendations, and

implementation strategies that make Skyline College equitable and diverse. For more information on SEED, please contact [David Hasson](#) or [Vanson Nguyen](#).

A special thank you goes out to the SEED Design Team for helping put this event together: Nohel Corral, David Hasson, Lucia Lachmayr, Vanson Nguyen, Dr. David Ulate, and Dr. Regina Stanback Stroud. Also, thanks to Eloisa Briones, Sherrie Prasad, Cherie Napier, and Bryan Besnyi for their help with this event.

Article and images by Nohel Corral

Accreditation Website



The Skyline College 2013 Accreditation website has been launched! Please visit <http://www.skylinecollege.edu/accreditation/index.php> to find current resources and the ongoing planning and activities related to the 2013 institutional self-evaluation. The site is updated frequently so please return often to keep abreast of new information. It takes all of us working together to make this successful, so please let us hear from you.

Article by Christine Roumbanis

**Dr. Regina Stanback Stroud, President of Skyline College
Delivers Opening Day Remarks**



Last Fall I called on the college to have a deliberate and conscious awareness about our opportunity to engage in innovative and provocative teaching and service that will interrupt the status quo of unmitigated systems of power and privilege for some while others are marginalized or excluded from the regular comforts of being. And Skyline College answered that call. We conferred an unprecedented amount of degrees and certificates upon the graduates. We launched a major transfer initiative and our students transfer numbers increased despite systemic and structural factors that have the impact of limiting transfer opportunities.

We have more than 50 international students and an infrastructure to accommodate more. We are well on our way to being a global bridge that harnesses the talent, connections, and cultural expertise in the Center for International Trade Development to the extent that it is being considered by the US Ambassador of the African Union as a APEX – a focal point for many organizations dedicated to the educational, health, and economic development of Africa in collaboration with the United States of America.

And the faculty engaged in an unprecedented amount of creative, innovative pedagogical strategies that question the traditional orthodoxy and align more closely to the communities we serve. Indeed, we responded so well to our own call that we prepared a small summary of just how great we are in an [annual report](#). But don't stop there, take a look at the [summary of the Student Services](#) work as well and you will see the record number of students served with the rich and varied student services at Skyline College.

I would be remiss if I didn't also include in this list of just how great we did, if I don't include the continued beautification, modernization and construction of the campus. I mean we are taking care of so many things.

1. We now have job placement!
2. The cafeteria is awesome.
3. The seating throughout building 6 rocks.
4. The faculty and staff lounge is too cool.
5. And wait until you see the Disability Resource Center – adjacent to the LC and Library –

So yes, let's celebrate. Reach over and pat your colleague on the back. Take a moment and take it all in.... because that was just the warm up!!! We have lots to do....

First, we are facing unprecedented assaults on education through budget cuts and policies that are fundamentally eradicating the educational master plan that made California great, because it included a commitment for all with ability to benefit from higher education to have access such that education would not be preserved or the elite, is being systematically deconstructed through back door so-called student success task force recommendations. As we speak, brilliance of the master plan is fading to black.

Students not able to get into colleges due to limited classes at all levels of higher education. CSU and UC have further restricted their admissions. Many of them are placing in basic skills using assessment instruments that are not predictive of student potential for success. There remains an employment skills gap. And talk about having the value of education as a mean to preserve a democratic society, we are living in a time where voter rights suppression is real, legally sanctioned and specifically designed to exclude the votes of disenfranchised individuals.

So no, we can't rest on our laurels. We remain in a state of academic, educational and intellectual emergency. The work we have to do will require us to be bold, creative and innovative, even courageous. It requires us to look inward and ask good, deep hard questions about ourselves, our processes and our strategies. So the work that is being done by the Stewardship for Equity, Equal Employment and Diversity (SEEED Committee) where we are doing a sort of equity audit and are approaching from a stance of inquiry is relevant. We are asking "How do our practices and processes in connection, entry, progress and completion impact campus equity and student success at Skyline College?" And we are looking in the domain areas of Curriculum and Pedagogy - Community Connections - Communications - Student Support Services - Resources to Succeed - Hiring/Diversity. The idea is that the research will help us develop a comprehensive diversity framework and we have to be willing to hear and see what we may not have been hearing or seeing for a very long time.

Our recently adopted mission statement is "To empower and transform a global community of learners." And our vision is "To inspire a global community of learners to achieve intellectual, cultural, social and personal fulfillment." I have listened to the colleges discussions, the voices, and passions that emerged from the college narratives and have identified at some strategic priorities that we have articulated an interest in and that I would like to call on you to focus on with me –

Preserving the integrity of our institution

We are in the process of completing our self-study for Accreditation. I cannot stress enough, the significance of us showing our best work that meets the standards. This includes looking closely at our planning processes and the documentation of those planning processes. The IPC and College Governance council will be on a marathon streak of recommending either new or revised handbooks including Planning Process Handbook, a Staffing Plan, a comprehensive Professional Development Plan, the Shared Governance Handbook, the Program Review Handbook and more.

The process and climate for accreditation has changed under the commission's leadership of the last decade. No longer is it a safe space for colleges to examine and reveal in-depth considerations of their areas of improvement. With a national rate of institutional sanctions by other accrediting bodies being about 2-3% and the western regions rate being about 66%, we are now clear that it is a different ball game. So we will engage the process, make sure that we are vigorously honest about our status, correct the areas we need to correct (and as I said to my young African American son when teaching him how to navigate society and not get ensnared in the criminal justice system, "They may see you and not see the regional science fair winner or the young recruit for MIT or Dartmouth. They may look for reasons to ensnare you – but be

wise with the decisions you make and Give Them Nothing).” Give them nothing. We will give the Accrediting Commission no reason to perceive that we don’t meet all of the standards fully. Through an open and vigorously accurate process, we will Give Them Nothing.

We are looking at our assessment infrastructures so faculty and staff may document the evidence of effective instruction and services. By 2013, we have to be proficient in the use of student learning outcomes to meet accreditation standards. We will focus on increasing student success. We are implementing a major transfer initiative to position ourselves as a premier transfer institution. We strive for students obtaining more degrees and certificates. This student success will be supported with proven approaches such as universal design and pedagogical innovations such as acceleration and alternative placement strategies. Instead of the Long Beach promise, we can launch our own Skyline College Promise.

We are developing the Center for Transformative Inquiry – where faculty and staff can access research and scholarly resources to improve our practice and support student success. We currently collaborate with San Francisco State University to have their doctoral students consider dissertation topics that would be useful to Skyline College. Faculty here have been engaged in faculty inquiry networks and action research projects and we are all set to finalize the institutional human subjects process. Our SEED Committee has been engaged in a year-long equity research process that will culminate in the development and recommendation of a comprehensive diversity framework.

Internationalize the Campus

Our efforts to increase international students at the college have been successful and we are just getting started. We recognize the richness of the academic and cultural contributions that international students bring to the college. Students here are connected to the larger globe. Their perspectives and experiences expand and they are able to draw on the collective resources of humanity from across the globe. As well, because international students pay the full cost of the education, their participation here supports the availability of more classes for domestic students. The resources obtained from the attendance of every 2-2.5 international students supports the cost of offering an additional 35 seats for instruction. That translates to more classes available to our local community.

Sustainability

Skyline College is and wants to be a leader in sustainability. Our commitment is evidenced by incorporating Sustainability into our values statement, supporting student and faculty leaders in the Sustainable Campus Initiative, and working to transform our campus buildings and landscape into “green” buildings. This commitment translates to a call to action – will be creating an initiative called “Skyline Saves” which will reduce environmental footprint and save operational costs for the campus for interested faculty, staff, and students.

“Skyline Saves” is an initiative to bring action to concepts – everyone knows it’s important to do something, but maybe they’re just not sure what to do. The Sustainable Campus Initiative team will develop a simple assessment tool and work with interested departments and individuals to evaluate practices and recommend more sustainable methods to achieve the same goals. Common recommendations may include double-sided printing, electronic records, motion

sensors for lighting, and the elimination of plastic water bottles. And, leading by example, the President's Office will be among the first to undergo an assessment and implement positive changes that will result in environmental waste reduction and cost savings.

Comprehensive Community Connection

Let's look at our system of outreach and connection to high schools and the broader community in order to increase college going opportunities. Let's get the Middle College launched. We want to look at a broader approach that includes an overarching outreach strategy that includes the development and implementation of the middle college, expanding concurrent enrollment and making stronger connections to business and industry.

We are fortunate to have a community that supports the college. Just look around. See the classes, the buildings, the activities and the enrollment. We have a President's Council that is the envy of the region. This year, they are planning a Success Summit that functions like the progress seminars that bring together business, government and community leaders to discuss about regional issues and the opportunities to meet those issues – this is on top of their Breakfast event that raises money to support your innovative ideas.

Me, le Pièce de résistance is our opportunity to focus on the Arts, by building a state of the art creative arts complex that overlooks the Pacific Ocean and brings art, culture, and economic vitality to the region. (This may be a bit more long range and will go through all of the appropriate processes to ensure board, district, community and college support – but let's just start the conversation.)

I had the opportunity to visit Folsom Community College with the architects that designed the FCC Theater, Three States. I learned that the business community was ecstatic. Restaurants are full, hotels and motels are full and the community is becoming more known for the theater than the prison.

These are 4 strategic priority areas that I need your help, support, and guidance as we answer the call and make it so.

SparkPoint at Skyline College Launches Facebook Page

On Monday, August 27, 2012, SparkPoint at Skyline College officially launched its Facebook page! The page includes several forms of engaging media to both inspire and inform Skyline College students, faculty, administrators and staff; SparkPoint participants; and other community members. Our Facebook page features pictures, videos, published articles, press releases, updates on services, promotions and events, and engaging posts and questions. We envision that our Facebook page will become one of our primary outreach strategies since it is a platform that many of our constituents already subscribe to and use on a regular basis. We encourage the entire Skyline College community to engage with us by “liking” our page, pictures, videos, and other

content, and sharing SparkPoint content on your personal Facebook walls. Feel free to post comments and questions on the page and share any SparkPoint-related news you come across. We would like to draw your attention to the Discovery Channel Profile Series video on the top of the SparkPoint Facebook page which highlights the educational innovations being implemented by Skyline College's leadership. Please visit the SparkPoint at Skyline College Facebook page at facebook.com/sparkpointskyline.

Thanks to AmeriCorps VISTA (Volunteers in Service to America) Volunteer, Ms. Heather Drusilla Smith, for developing and managing SparkPoint's Facebook page. We look forward to your participation in bringing more visibility to SparkPoint and Skyline College through our new social media presence.

For more information about SparkPoint at Skyline College, please visit the SparkPoint website at www.skylinecollege.edu/sparkpoint or call (650) 738-7035.



Article by Dr. William Watson

TRiO SSS Program

Welcome back to another great semester! The TRiO program is happy to announce that we are currently accepting applications for the 2012-2013 academic year. Please encourage your students to apply!



WHAT IS TRiO?

TRiO is a set of federally-funded programs that motivate and support students from disadvantaged backgrounds in their pursuit of a college degree. TRiO helps students overcome class, social, and cultural barriers to higher education.

WHO IS ELIGIBLE?

Students must have the goal of graduating and transferring within a four-year period and meet ONE or more of the following requirements:

- Be a first generation college student (neither parent graduated from a four-year university in the United States)
- Be from low-income background
- Have a learning and/or physical disability

WHAT SERVICES DOES TRiO OFFER?

- Academic, Career, and Personal Counseling
- Academic Support, including tutoring, workshops, mentors, and access to computers
- Financial Aid & Financial Literacy Assistance
- Cultural Enrichment Activities
- Transfer Planning & Visits to Four-Year Institutions
- Scholarships and Much More!

The TRiO Program is located in the Learning Center, Building 5. For additional questions, please contact Jessica Lopez at (650)738-4140 or via email at lopezjessica@smccd.edu.

(Article submitted by Jessica Lopez)

Join the Transfer Advocate Program Today!

As a Faculty or Staff member of the Transfer Advocate Program, you can support Skyline College students to reach their Transfer Goals. The transfer of Skyline College students to four-year universities is one important measure of our success as an institution. As faculty and staff, we all can support students in arriving at their transfer goal.

What is the Transfer Advocate Program and why join?

As a member of the Transfer Advocate Program, you will be an invaluable resource to students in successful transfer planning by:

- Being formally recognized as a resource for students through a program directory and door signs (we know many of you already do this work informally!)
- Being included in the Transfer Advocate Program directory, which will make you available to ALL Skyline College students who are interested in your alma mater or are considering a major in your discipline to discuss your personal experiences, challenges and successes
- Being an advocate to encourage students to access transfer resources and programs on campus
- Being known as a leader in supporting transfer efforts throughout the campus

How to participate?

Please complete the Enrollment form and attend the Transfer Advocate Program Orientation.

When: September 18th, 2012, 2:00-4:00 p.m., Room 6202

To sign up, please use this link: <https://acrobat.com/?i=Ojphuvv0z3YIUgqofiNYEA>

Or print and email the form to Goldie Lee at leeg@smccd.edu or print and drop by the Transfer Center, Building 2, Room

YOU WILL MAKE A DIFFERENCE!



Think Transfer

Article by Suzanne Poma

YEP Fall Semester Updates!



YEP is kicking off its 2012 Fall Season with a number of programs and events serving young adults at Skyline College and throughout the Bay Area.

Community Partnerships

YEP is in its second year of partnership with Young Community Developers (YCD) a non-profit community organization in the Bay-Hunters Point area of San Francisco. YEP provides a 4-week Entrepreneurship Training class as part of YCD's pre-existing Job Readiness Training Program. Our 2012 fall class started on August 30th and has enrolled our largest class to date!



Student Business Plan Competition

YEP is gearing up for its 2nd Student Business Plan Competition! This competition will be district-wide. All students in the district will have the opportunity to develop their business ideas and win cash prizes for seed money to start their own businesses. The competition will be held during the fall semester. Please spread the word to your students!

Entrepreneurship Short Certificates

In partnership with the Skyline College Business Division, CITD and YEP have developed short certificates in entrepreneurship. There are three programs that currently offer entrepreneurship certificates:

- Automotive
- Cosmetology
- Early childhood Education

YEP is a statewide initiative and is funded through grants from the offices of the Chancellor for California Community Colleges to support business development for young adults.

Article by Pcyeta Jackson

**SparkPoint at Skyline College Hosted Cultural Proficiency
Training by Dr. Mary M. Bacon**

In Case you Missed It...

CITD Receives Skyline Shines Employee Group Award



Shown L-R: Regina Stanback Stroud – President, Richard Soyombo – Director, Allison Mello and Pcyeta Jackson

Each year an employee or employee group is selected by the College Governance Council to receive an award designed to recognize them for helping Skyline to shine in terms of its quality of programs and services and its reputation for quality. This year, The staff in the Center for International Trade Development program received the honor. Staff include Mr. Feyi “Richard” Soyombo – Director of CITD, Allison Mello – Program Services Coordinator, and Pcyeta Jackson – Youth Entrepreneurial Program Coordinator.

CITD invests in California's economic growth and global competitiveness through industry-specific education, training and services that contribute to a highly skilled and productive workforce. At Skyline College there is a core team of CITD who have shown a long-time commitment to the values of Skyline College. They have gone above and beyond their expected duties to serve the internal college community and the community surrounding the college. Additionally, CITD has had a tremendous impact on the recency and relevance of the college

curriculum, programs and services.

Campus Climate - Though the primary mission focuses on serving individuals to succeed in trade and business, the CITD leadership and staff have prioritized the creation of and support for college programs and services. The resulting new degrees and certificates are clear examples of the impact CITD has on the college and students.

Open Access -CITD facilitates open access through its Youth Entrepreneurship Program. YEP is designed to encourage young people to consider business ownership as a career choice. As a result of the YEP program, students in high school who may not have considered college as an option, are drawn to the possibility of using their creative talents to own a business.

Academic Excellence - CITD has been instrumental in adding degrees and certificates to the college's curriculum. New degrees and certificates sparked by CITD include:

- Customs Broker Certificate
- Ocean Freight Forwarding Certificate
- Air Freight Forwarding Certificate
- International Studies with emphasis in Africa Diaspora – Associate Arts Degree
- Solar Energy Technology Certificate
- Solar Energy Career Certificate
- Business Entrepreneurship Certificate (in state approval process)

CITD enriches the college academic experience by establishing Memorandum of Understandings with colleges and universities in other nations. The MOU's frequently include the opportunity for faculty, student and curriculum exchanges. Institutions currently in partnership with Skyline College include:

- Federal University of Agriculture, Abeokuta, Nigeria
- Methodist Boys' School, Nigeria
- Pontifícia Universidade Católica do Rio de Janeiro, Brazil
- Universidade de São Paulo, Brazil
- Universidade Estadual Paulista, Brazil
- University of Durban, South Africa
- Zumbi dos Palmares, Brazil

CITD helped jumpstart the colleges' focus on internationalizing the campus with international students. The International Students Program was consistently decreasing over the course of the decade. CITD made a commitment to the revitalization of the program, hired an International Students Program Coordinator and helped lead the college efforts.

Community Connection - CITD is instrumental in cultivating community connections. Partnerships are formed in service of business and industry, trade missions, small business development and YEP outreach. CITD connects with business, industry, and community based organizations.

Career Ladders Project Receives Skyline Shines Community Award



Shown L-R: Minerva Perez, Regina Stanback Stroud, President – Skyline College, Linda Collins, Executive Director, Dr. Darrick Smith, Esther Peña, Verónica Sánchez-Casián, , Jocelyn Wong, Luis Chavez. Not shown are Terese Chalmers, Kris Palmer, Roy Robles Theresa Rowland, Sherry Suisman, Devon Werble, Peter Simon, and Gary Yee

The Career Ladders Project (CLP) <http://www.careerladdersproject.org/> is a non-profit organization that was formed by the Board of Governors of the California Community Colleges. They work in partnership with the California Community Colleges state-wide to provide educational and career advancement opportunities for Californians. They foster these opportunities through research, policy initiatives and strategic assistance to colleges and their workforce development partners. assist colleges in developing educational programs that allow students to advance in both education and career. Skyline College and the Career Ladders Project have been in partnership for over ten years. CLP has support Skyline College in the following ways:

1. CLP helped Skyline College launch the successful Gateway Project. The CLP has

assisted Skyline College over many years beginning with the first Gateway to Biotech classes offered in 2003. Workers impacted by the changes in the airline industry were able to access short-term biotechnology training and transpose airline industry skills into biotechnical skills. CLP's advocacy for the college facilitated Skyline College in obtaining the Workforce Investment Board (WIB) contracts and a Bay Area Workforce Collaborative Grant for the Gateway Program totaling over **\$250,000**.

2. CLP provided grant writing services free of charge that resulted in Skyline College obtaining a **\$4,000,000** Green Challenge Initiative grant.
3. CLP successfully solicited a **\$120,000** Bay Area Workforce Funding Collaborative Grant for the Automotive Technology Program
4. CLP successfully solicited a **\$120,000** Bay Area Workforce Funding Collaborative Grant for the Teacher Preparation Program (These efforts combined total almost 4.5 million dollars!)
5. CLP connected Skyline College with the Annie E. Casey Foundation that resulted in the Casey Foundation's support for Skyline College's professional development in order to start a program (SparkPoint at Skyline College- Skyline College) that is modeled on the AEC Center for Working Families. CLP connected Skyline College to Central New Mexico Community College so the college could visit the center and see it firsthand.
6. CLP supported the professional development of the English and Math faculty by providing onsite, free of charge, technical assistance for the contextualization and acceleration of math and English.
7. CLP has provided technical assistance to Skyline College in the areas of preparing students through the Career Advancement Academy (CAA) model. In addition, the CLP has been an integral partner in the College's Green Innovation Challenge grant.
8. CLP has included Skyline College, free of charge, in multiple statewide convenings related to the various initiatives including the Career Advancement Academies.
9. CLP embodies the values of Skyline College and should be recognized for their outstanding partnership and support.

Disability Resource Center New Name, New Location

The DSP&S Offices, newly named the Disability Resource Center has moved to the first floor of Building 5. Many thanks to the CITD staff for being willing to move to the third floor of Building 1 in order to accommodate this move. Many thanks to the faculty and staff in Distance Education and Workforce Development Center for being willing to share the space. When all

has been completed, you will be able to locate the following programs in the listed spaces.

- **Building 5:** The former CITD Director's Office, staff, space, workroom, Conference Room and Classrooms 5132A and 5132B will be converted to DSPS offices, the High Tech Assistive Technology Center, and DSPS testing Center.
- **Building 1:** CITD, including the Director, Program Services Coordinator, Office Assistant, and Intern will move to offices in the former President's Suite.
- **Building 2:** The Veteran's Resource Center will be moved to the space vacated by DSP&S to accommodate the request for more room and services in the Vet Center. The offices vacated by DSPS staff will be converted to regular faculty offices. The office vacated by the Workability staff will be converted to a storage room and the room vacated by the High Tech Lab will be converted to a general lecture classroom.

Thanks go to the faculty and staff for working with us to help make this possible. If the spaces are not ideal, I hope we can take comfort in knowing that in the next wave of Capital Improvement Projects, we will have the opportunity to design and construct more ideal spaces. Anjana Richards, Richard Soyombo, the Instructional Deans, Dr. Joi Blake, and Mike Williamson are to be commended for being team players and helping to make the best of the situation.

Many thanks go to Jose Nuñez, Vice Chancellor of Facilities, Maintenance and Operations and Sarah Supple, Project Manager for supporting our goals to make DSP&S more accessible and the Vet Center more resourceful.

Article by Dr. Joi Blake

Coming Up...

August 31, 2012

- Last Day to Add/Drop Semester Length Courses
- 10:00 a.m., Volleyball MJC Tournament, Modesto
- 3:30 p.m., Men's Soccer, at Santa Rosa Junior College

September 3, 2012

- Labor Day Holiday

September 4, 2012

- 12:10 p.m. – 1:10 p.m., TAG – Transfer Admissions Guarantee Workshop, Building 2, Room 2117B
- 2:00 p.m., Women's Soccer against Los Medanos College, Skyline College

September 5, 2012

- 12:10 p.m. – 1:40 p.m., UC Personal Statement Workshop, Building 6, Room 6203

- 2:00 p.m., Volleyball – Marin Classic, Kentfield
- 4:00 p.m. – 6:00 p.m., Financial Aid – FAFSA & Fee Waiver Workshop, Building 2, Room 2117B
- 4:00 p.m., Men’s Soccer against San Joaquin Delta College, Skyline College

September 6, 2012

- 12:10 p.m. – 1:10 p.m., How to Research College Majors, Building 6, Room 6203
- 12:10 p.m. – 1:10 p.m., TAG – Transfer Admissions Guarantee Workshop, Building 2, Room 2117B
- 12:10 p.m. – 1:10 p.m., TAB – Transfer Articulate Bridge Workshop, Building 2, Room 2227
- 2:00 p.m. – 4:00 p.m., Financial Aid – FAFSA & Fee Waiver Workshop, Building 2, Room 2117B

September 7, 2012

- 12:10 p.m. – 2:00 p.m., New Student Transfer Orientation, Building 6, Room 6203
- 2:00 p.m., Women’s Soccer against Mendocino College, Ukiah
- 4:00 p.m., Men’s Soccer against College of Marin, Skyline College
- 6:00 p.m., Volleyball against College of Marin, Kentfield
- 7:00 p.m., Wrestling, Alumni Scrimmage, Skyline College

Future Events – Mark Your Calendar!

September 8, 2012

- 10:00 a.m., Women’s Soccer against Shasta College, Redding

September 10, 2012

- Last Day to Drop without Appearing on Record

September 11, 2012

- 2:00 p.m., Women’s Soccer against Modesto Junior College, Modesto

September 12, 2012

- 4:00 p.m. – 6:00 p.m., Financial Aid – FAFSA & Fee Waiver Workshop, Building 2, Room 2117B
- 6:00 p.m. – 7:00 p.m., TAG – Transfer Admissions Guarantee Workshop, Building 2, Room 2117B

- 6:30 p.m., Volleyball against City College of San Francisco, San Francisco

September 13, 2012

- 12:10 p.m. – 1:10 p.m., Understanding the new Associate for Transfer Degrees, Building 6, Room 6203
- 2:00 p.m. – 4:00 p.m., Financial Aid – FAFSA & Fee Waiver Workshop, Building 2, Room 2117B

September 14, 2012

- 10:00 a.m., Volleyball – MPC Classic, Monterey
- 4:00 p.m., Men's Soccer against Modesto College, Modesto

For the latest information on events and activities happening at Skyline College, please view our calendar at the following link:

<http://www.skylinecollege.edu/events/index.php>

If you would like to include your college event or activity on the calendar, please submit the event, date, time and location to Cherie M. Napier via email at napierc@smccd.edu.

Guidelines for Skyline Shines Submissions

Many of you submit material to be included in Skyline Shines. Thanks so much for taking to time to help me keep the college informed. Here are a few guidelines that will facilitate the publication of Skyline Shines each week:

Send submission to skylineshines@smccd.edu

- **Submit your article by 3:00 p.m. on Thursdays; articles received after this time will appear in the following week's issue**
- Place your submission in a Word document with your pictures pasted in the document.
- Use medium sized pictures that are equal to ¼ or ½ of a page.
- Use Times New Roman 12pt. font that is justified to the left for the body of the article.
- Don't forget to add a headline/title using 18 pt. bold font that is justified to the center
- Use the following commonly accepted abbreviations: a.m. or p.m. (i.e. "The event will be held from 8:00 a.m. – 1:30 p.m." "The workshop is scheduled to run from 9:30 a.m. – Noon.")
- Spell out numbers of one or two words. Use figures for numbers that require more than two words to spell out. (i.e., "Almost eight years ago I began taking ceramics courses." And "I counted 176 records on the shelf.").

- If a sentence begins with a number, spell out the number or rewrite the sentence.
- Use the month, day, a comma and the year to indicate the date (i.e., “March 4, 2011” not “March 4th, 2011 or March 2nd, 2011”).
- Add the word College when you refer to the name Skyline (i.e., Skyline College instead of Skyline).

Do you have a suggestion?

One way to submit it is through our general **e-Suggestion Box**, via the hyperlink in the box below, or via the same box on the front page of our website at

<http://www.skylinecollege.edu/generalinformation/esuggestionboxes.php>



For state level information on community colleges, see these websites:

- The California Community College Chancellor’s Office in Sacramento:
<http://www.cccco.edu/>
- The Community College League of California: <http://www.ccleague.org/>
- The Research and Planning Group: <http://www.rpgroup.org/>

Skyline Shines is archived at

<http://www.skylinecollege.edu/presidentsoffice/skylineshines.php>

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