

Eligibility for Accreditation

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1. Authority

Skyline College has the authority to operate as a degree-granting institution based on its continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Accreditation and the U.S. Department of Education. This authority is published on the third page of the College Catalog and is on the College website in several places, including the “About Skyline” page.

Documentation available upon request.

2. Mission

The current Skyline College mission statement was revised and board-approved in April 2007. It is regularly revised to reflect the commitment of the College to meet the educational needs of the students and community. The previous mission statement is published on page 8 of the College Catalog and is on the College website in several places, including the site for the Office of Planning, Research, and Institutional Effectiveness. The College mission is concordant with the mission of the District, which is to be found on page 9 of the College Catalog.

Documentation available upon request.

3. Governing Board

The San Mateo County Community College District is governed by a Board of Trustees that consists of five members elected by the county at large and one non-voting student trustee elected by the students of the three colleges. The community-elected trustees represent the entire District and are elected for four-year staggered terms. The student trustee serves a one-year term. The function of the Board is to determine policies, establish rules and regulations, and oversee the use of financial and other resources to ensure that they are used to provide a sound educational program consistent with the mission and goals of the District. The President of the Board of Trustees is one of the community-elected trustees selected by the trustees on an annual basis.

The Board of Trustees invites public interest in the activities of the Board. Agendas of each Board meeting are published in local newspapers and agendas and minutes are posted on the District website. Every Board agenda includes an item for Statements from the Public on Non-Agenda Items. Members of the Board of Trustees have no employment, family, ownership or personal financial interests related to either the colleges or the District. The Board has and enforces a conflict of interest policy.

Documentation available upon request.

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4. Chief Executive Officer

The Skyline College President serves as chief executive officer for the College and is responsible for the development of all programs and services and for the administration and operation of the College. The President was appointed by the Board of Trustees after a nation-wide search. The President does not sit on the Board of Trustees for the District.

Documentation available upon request.

5. Administrative Capacity

The College has a sufficient number of administrators to effectively manage the College’s programs and services. All administrators are selected using appropriate state-wide Minimum Qualifications and District guidelines and have the education and experience needed to perform their assigned duties.

Documentation available upon request.

6. Operational Status

The institution is operational, with approximately 8,000 students enrolled each semester. Most of these students are enrolled in courses that lead to degrees and certificates.

Documentation available upon request.

7. Degrees

Skyline College offers 45 Associate Degree programs and 43 Certificate programs. Forty-eight percent of Skyline student have a stated goal of receiving an AA or AS degree and transferring., 8% have a goal of receiving an AA or AS without transferring, and 11% have a goal of transferring without receiving a degree.

Documentation available upon request.

8. Educational Programs

Skyline’s degree programs are congruent with its mission to provide learner-centered education and to its value statement on academic excellence. They are based on recognized higher education fields of study and conform to nationally recognized standards for content, length, quality and rigor. Student outcomes are currently specified for approximately 1/3 of Skyline courses, with the rest

1192 scheduled for completion within three years. Student learning outcomes are being
1193 developed for the programs themselves. Degree-level student learning outcomes
1194 have been drafted and are going through the revision and approval process.
1195 Degree programs, including major requirements, specific area requirements and
1196 general education requirements are designed to include 57 to 60 units of credit, or
1197 two full-time years.

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1199 Documentation available upon request.

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9. Academic Credit

1202 Credit for all coursework is awarded based on the Carnegie unit, a standard
1203 generally accepted in degree-granting institutions of higher education. When the
1204 Curriculum Committee approves a course, the awarding of credit is carefully
1205 reviewed for compliance with Title V of the Education Code. Appropriate
1206 information about course credit is provided in the College Catalog under Course
1207 Descriptions Information on page 109.

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1210 Documentation available upon request.

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10. Student Learning and Achievement

1213 Skyline defines and publishes for each program the program's expected
1214 achievement outcomes. The College's Student Learning Outcomes Assessment
1215 Cycle (SLOAC) process is currently working on defining the program learning
1216 outcomes, which will include assessment methods that will demonstrate that
1217 students who complete Skyline programs achieve the stated outcomes regardless
1218 of where or how they complete program requirements.

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1221 Documentation available upon request.

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11. General Education

1224 Skyline College requires that all students receiving an AA or AS degree
1225 satisfactorily complete the College general education requirements, basic
1226 competency requirements and specific area requirements in addition to the
1227 requirements of the student's major. Basic competency requirements are in
1228 Reading, Writing and Mathematics/Quantitative Reasoning. Specific area
1229 requirements are in American History and Institutions, English, Physical
1230 Education and Ethnic and Cultural Diversity. General education requirements are
1231 in Natural Science, Humanities, Social Sciences, Language and Rationality, and
1232 Personal Development. Each course that meets these requirements has defined
1233 learning outcomes; learning outcomes for general education *per se* are being
1234 developed as part of the SLOAC process. The courses that meet these
1235 requirements have the rigor that is appropriate for degree-applicable courses.

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1238 Documentation available upon request.

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1241 **12. Academic Freedom**

1242 The Skyline College values statement affirms “Education is the foundation of our
1243 civilized democratic society. Thus: . . . We are dedicated to providing education
1244 in a climate that values innovation and freedom of intellectual exploration,
1245 discovery, thought and exchange of ideas for all.” This is published on page 8 of
1246 the College Catalog. The College adheres to the San Mateo County Community
1247 College District statement on Academic Freedom, to be found on page 10 of the
1248 College Catalog.

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1250 Documentation available upon request.

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1253 **13. Faculty**

1254 Skyline College has 113.87 full-time faculty and part-time faculty equaling 60.57
1255 full-time equivalent faculty. All faculty, whether full time or part time, meet at
1256 least the minimum requirements established by the Board of Governors for
1257 California Community Colleges. The core of full-time faculty is sufficient in size
1258 and experience to support all of the institution’s educational programs. The
1259 statement of faculty responsibilities in the AFT contract includes development
1260 and review of curriculum and assessment of learning.

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1262 Documentation available upon request.

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1264 **14. Student Services**

1265 Skyline College provides a wide range of student services including counseling,
1266 orientation, testing, financial aid, transfer information, health services and
1267 disabled student services. The focus of all student services is to help students
1268 successfully meet their educational goals.

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1270 Documentation available upon request.

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1273 **15. Admissions**

1274 Skyline College is an open-access institution. The College admission policy,
1275 which is published in the College Catalog, clearly states the qualifications for
1276 admission to the College and its programs.

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1278 Documentation available upon request.

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1281 **16. Information and Learning Resources**

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1283 Skyline College maintains a full-service library for student use. The library offers
1284 a wide range of print material, books, periodicals and newspapers as well as
1285 access to a wide array of electronic databases. In addition, the College library is
1286 part of the Peninsula Library System which links all college and public libraries in
1287 San Mateo County, making the services of any one available to all. The Media
1288 Center makes materials to support classes available to students and staff. There
1289 are computer labs around campus where students and faculty have Internet access.

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1291 Documentation available upon request.

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1294 **17. Financial Resources**

1295 The San Mateo County Community College District is funded by local property
1296 taxes and state apportionment. The District develops a budget, which is Board
1297 approved. Using a district allocation process, the District allocates a portion of
1298 the District funds to Skyline College and the College independently develops an
1299 operating budget to support and improve student learning programs and services.
1300 In addition, Skyline College is the recipient of several renewable grants, which
1301 enhances the ability to provide programs and services for students and staff. The
1302 College is financially stable.

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1304 Documentation available upon request.

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1306 **18. Financial Accountability**

1307 The District undergoes an annual external audit by a firm of certified public
1308 accountants. The accountants present and explain the audit at a Board of Trustees
1309 meeting. Skyline College is included in the audit as a sub-unit. Neither the
1310 District nor the College shows a deficit at any time during the eligibility
1311 application process. Audits for the last two years are attached.

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1313 Documentation available upon request.

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1316 **19. Institutional Planning and Evaluation**

1317 Skyline College uses a combination of operational and strategic planning
1318 processes, including the following core set of plans that guide critical decisions:
1319 Education Master Plan, College-wide Strategic Plan, Unit Work Plans, Program
1320 Reviews, Matriculation Plan, a Technology Plan, an Emergency Preparedness
1321 Plan, a Student Equity Plan, a Facilities Master Plan, and the Balanced Scorecard.

1322
1323 The College completed an Education Master Plan in Spring 2006. This plan
1324 incorporated a comprehensive internal and external environmental scan and
1325 offered a set of recommendations based on the research. These recommendations
1326 have become part of the College's strategic plan and are being incorporated into
1327 annual college-wide initiatives and unit plans. The Education Master Plan offered

1328 a focused guidance for the College as it faces the future, and has enhanced the
1329 various other types of planning that occur.

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1331 Current strategic and operational planning at the College is guided by the
1332 Institutional Planning Committee (IPC) whose members are drawn college-wide
1333 from faculty, staff, and administrators. In Fall 2005, the IPC began to refine the
1334 strategic and operational planning process to more closely link planning activities
1335 to the budget planning process and to provide leadership to align strategies to
1336 each goal with more concrete direction for College units. In addition, the IPC
1337 created and the College implemented an extended cycle of strategic planning
1338 (one-year development and three-year implementation) that allows for a longer
1339 time horizon for complicated strategies as well as the opportunity to assess
1340 progress over multiple points of time. This has produced a noticeable clarity in the
1341 strategic and operational planning process and the creation of the College's first
1342 three-year college-wide work plan. Ultimate oversight for planning and policy
1343 formulation is provided by the College Council consisting of the College's
1344 president, vice presidents, and the presidents and vice presidents of the Academic
1345 Senate, Classified Council, and Associated Students. The College Council is
1346 responsible for reviewing the progress and accomplishments of the units and
1347 committees and serves as the umbrella shared-governance committee for the
1348 College.

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1350 A companion tool referred to as the Balanced Scorecard was recently developed
1351 to enhance the existing strategic and operational planning process. The Balanced
1352 Scorecard is a strategic management and performance measurement system that
1353 provides a framework for translating the College's strategies into a set of
1354 performance indicators and outcome measures. The Scorecard provides a
1355 common language and methodology for the College to judge whether it is making
1356 appropriate progress against a set of defined benchmarks. It also provides a
1357 vehicle for collaborative decision-making and for tracking and communicating the
1358 College's direction and intended goals.

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1360 The College also engages in program review of all instructional and student
1361 services programs on a six-year cycle which informs the strategic planning
1362 process. Coordinated by the College's Curriculum Committee, this process is
1363 conducted over a 14-month period and culminates in the preparation of a final
1364 report that integrates data acquisition with analysis of each program's strengths
1365 and challenges.

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1367 Documentation available upon request.

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1370 **20. Public Information**

1371 The Skyline College Catalog, available both in print and on the Web, contains all
1372 of the following information in precise, accurate and current entries:

- 1373 • Official Name, Address, Telephone Number and Website Address of the
- 1374 College
- 1375 • Educational Mission
- 1376 • Course, Program and Degree Offerings
- 1377 • Academic Calendar and Program Length
- 1378 • Academic Freedom Statement
- 1379 • Available Financial Aid
- 1380 • Available Learning Resources
- 1381 • Names and Degrees of Administrators and Faculty
- 1382 • Requirements for:
- 1383 o Admissions
- 1384 o Student Fees and Other Financial Obligations
- 1385 o Degree, Certificates, Graduation and Transfer
- 1386 • Major Policies Affecting Students including:
- 1387 o Academic Regulations, Including Academic Honesty
- 1388 o Nondiscrimination
- 1389 o Acceptance of Transfer Credits
- 1390 o Grievance and Complaint Procedures
- 1391 o Sexual Harassment
- 1392 o Refund of Fees
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1394 Many of these and other policies and procedures are to be found in the Schedule
 1395 of Classes, the Student Handbook, the Faculty Handbook, and District Rules and
 1396 Regulations.

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 1398 Documentation available upon request.

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21. Relations with the Accrediting Commission

Skyline College adheres to the eligibility requirements and accreditation standards of the Commission and describes itself in identical terms to all agencies. The College communicates any changes in its accredited status and agrees to disclose all information required by the Commission to carry out its accrediting responsibilities.

Documentation available upon request.