

Organization

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In Spring 2005, the process began with the appointment of co-chairs to facilitate and oversee the Accreditation self study. As this is a shared-governance process, a faculty member and an administrator were selected to work collaboratively as co-chairs. These candidates were identified and approved by their constituency groups and then by College Council through the shared-governance process. Subsequently, a Steering Committee was appointed through these same mechanisms. Members of this committee were selected based on the following factors: constituency representation, gender, ethnicity, and accreditation/discipline/college process experience.

Steering Committee Representatives

Accreditation Chairs

Donna Bestock, Dean
Raymond Hernandez, Faculty

Accreditation Liaison Officer / Researcher

Cathy Hasson, Research Office

Student Representative

Taylor Angel, Student 05-06
Luis Padilla, Student 06-07

Classified Staff

Felix Perez, Classified

Editor

Nancy Kaplan-Biegel, Faculty

Resource Manager

Anyta Archer, Classified

I. Institutional Mission and Effectiveness

Donna Elliott, Classified
Lori Adrien, VP Student Services

II. Student Learning Programs and Services

Eric Brenner, Faculty
Regina Stanback-Stroud, VP Instruction

III. Resources

Jennifer Hughes, Dean 06-07
Linda Van Sciver, Faculty
Andreas Wolf, Dean 05-06

IV. Leadership and Governance

Carla Campillo, Faculty
Mike Williamson, Dean

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The Steering Committee was comprised of the following individuals: student representative, classified staff representative, accreditation liaison officer (ALO), editor, resource manager, and two accreditation co-chairs. The Steering Committee also included two accreditation standards co-chairs for each standard. A concerted effort was made to select faculty, classified staff, students, and administrators to these positions to ensure constituency representation and promote college-wide participation and collaboration. On behalf of the College, the Steering Committee was empowered to lead and oversee all functions of this process.

On September 30, 2005, Steering Committee members attended an accreditation self-study one-day workshop in conjunction with its sister colleges held at the College of San Mateo. Led by members of the Western Association of Schools and Community Colleges (WASC), this workshop set the groundwork for Skyline College to embark upon the accreditation process.

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526 The accreditation co-chairs took lead responsibility for completing the sections on
527 abstracts, organization of the self-study, eligibility requirements for accreditation, and
528 responses to recommendations. The ALO, the College's researcher, led the writing of
529 demographics.

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531 The four standards committees consisted of two lead co-chairs and included a team of
532 College community members. A college-wide invitation was sent to all College
533 employees, students, and constituent groups including the Academic Senate, Associated
534 Students of Skyline College, Classified Council, and Management Council. The
535 Accreditation Steering Committee co-chairs attended constituency group and key
536 committee meetings stressing the importance of campus-wide involvement and
537 participation in the self-study process. Standard team members were selected to serve on
538 a specific standard based on specific factors. These included area of expertise, cultural
539 diversity, division-department knowledge, committee and processes participation, gender,
540 and overall experience. Much thought and consideration took place to effectively
541 diversify each team.

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Standard I

Adrian, Lori (co-chair)
Elliot, Donna (co-chair)
Colombetti, Carlos
Gacutan, Golda
Goines, Valerie
Leach, Chuck
Takayama, Arthur
Vasquez, Jonathan

Standard II

Brenner, Eric (co-chair)
Stroud, Regina (co-chair)
Bookstaff, Shari
Castro, Luciana
Freedman, Jon
Hancock, Sherri
Jackson, Tony
Kirkpatrick, Sandy
Lindgren-Young, Betty
Morrice, Persis
Moynihan, Michael
Nicol, Gary
Norris, Maria
Reardon, Tiffany
Roumbanis, Christine
Santiago, Nikki
Sippel, Leigh Anne
Spakowski, Paul
Wolbers, Dennis
Wong, Karen

Standard III

Beringer, Connie (co-chair)
Van Sciver, Linda (co-chair)
Briones, Eloisa
Case, Chris
Chak, Kevin
Daley, Barbara
Feinblum, Kathleen
Fischer, Bridget
Fitzpatrick, Kathy
Hewitt, Tom
Hough, Rick
Inokuchi, Richard
Lum, Wendy
Merrill, Jennifer
Minong, Rachelle
Petromilli, Jim
Taylor, Phyllis
Tentes, Theresa
Tidd, Rich
Vassalle, Tony
Watson, William
Webb, Salah
Windley, Amy
Zamani, Soodi

Standard IV

Campillo, Carla (co-chair)
Williamson, Mike (co-chair)
Bailey, Tracy
Cariadus, Amory
Chandler, Chip
Ghio, Linda
Gulli, Tony
Hermosillo, Imelda
Kapp, Nick
Lee, May (on leave)
Lorenzo, Sue
Meadows, Margery

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544 Skyline's commenced the formal college-wide process with the "Let's Get it Started"
545 campaign in Spring 2006. This included members of the Steering Committee attending

546 all meetings and events occurring during the month of February to emphasize the
547 importance of this process to the College community. The Steering Committee also
548 hosted a self-study workshop for all writing team members. At this training, all
549 participants were provided with a resource manual and given an overview and layout of
550 the process. Participants left feeling energized and confident in undergoing a process that
551 was meaningful and would meet the objectives set by WASC. In the fashion of Skyline,
552 chocolate bars wrapped in the “Let’s Get it Started” campaign slogan were showered all
553 through the campus to promote dialogue and energy about the accreditation self study.
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555 Steering Committee members met monthly and as needed throughout the process to
556 dialogue and progress the self study forward (accreditation website). Co-chairs provided
557 monthly progress reports, exchanged information, asked questions, and addressed
558 problem regarding issues as they arose.
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560 Two college-wide surveys were conducted during the accreditation process to inform,
561 enrich, and provide evidence to the self study. A student survey, the “Campus Climate
562 Survey,” was conducted in February 2006. The purpose was to measure current students’
563 attitudes and perceptions toward Skyline College’s programs, services and the learning
564 environment. An employee survey, “Employee Voice Survey,” was conducted in
565 September 2006. The purpose was to measure employees’ perceptions and satisfaction
566 with the Skyline College work environment as they relate to the six WASC/ACCJC
567 Accreditation themes. Both surveys provided a rich data that not only informed the
568 accreditation self study but also other processes throughout Skyline College and the
569 District.
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571 At the beginning of each semester, a self-study workshop was conducted to provide
572 support to the writing team members as they progressed in the process. In May 2006, a
573 first internal draft (Self study draft 1.0) was submitted. Through the summer break,
574 Steering Committee members read the self study and in Fall 2006 provided feedback to
575 the writing teams for follow-up revisions. A second internal draft (Self study draft 2.0)
576 was submitted in December 2006 and Steering Committee members this time were
577 assigned to a specific standard they had not worked on to allow feedback from a fresh
578 perspective.
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580 Following each submission, a celebration was coordinated to encourage the College
581 community to gather and recognize the efforts devoted to the self study. Campaigned as
582 “Viva la Accreditation,” these events sparked further dialogue and energy to the process
583 and self-study results.
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585 In February 2007, an external draft (Self Study Draft 2.1) was published for the
586 community as a whole to review. The campus was alerted via email and constituency
587 meetings. Feedback could be given directly through an interactive online electronic
588 document or directly within division offices and other public areas throughout the
589 institution. Hard copies of the draft were available and easily accessible throughout the
590 campus.
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592 A final draft (Self Study Draft 3.0) was published in April 2007 following the same
 593 process. Added was a college-wide forum which presented findings, discussed planning
 594 agendas, and allowed the community to dialogue prior to the document's final printing.
 595 The forum.....more to come

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 597 The completed self study was presented to all constituency groups for final approval:
 598 Classified Council, Associated Students of Skyline College, Academic Senate, and
 599 College Council.

600 (Note from Steering Committee: More will be added as it happens.)

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Self-Study Timeline:

Steering Committee co-chairs meet with appointing bodies for approval of Steering Committee members. Selection of writing teams initiated.	Aug 05
Accreditation Workshop offered for key members (7)	Sept 30, 05
Accreditation Steering Committee meets for first time.	Dec 6, 05
Writing teams appointed by appropriate bodies.	January 05
Training Workshop for writing committees.	Feb 15, 16, 06
Standards committees begin self-study process. Assignments for areas within standards made, research needs identified, data collected.	Feb 06
Themes groups meet.	March 06
Forums on issues held. Writing of standards.	Spring 06
Student survey conducted.	Feb 27 – Mar 10
First written draft due to Steering Committee from Standards Committees.	May 5, 06
Committees revise drafts. Employee surveys conducted.	Fall 06
Second draft from all committees due to Steering Committee.	Dec 2006
Writing-team chairs to review content of specific standard and submit to Steering Committee.	Dec 8, 06
Editor to format document. Draft #2 distributed to Steering Committee for review.	Dec 14, 06
Feedback due from Steering Committee and forwarded to writing teams.	Jan 22, 07
Writing teams to submit revisions.	Feb 5, 07
Draft #2.1 shared with College community: Public posting on website; constituent groups review for comment.	Feb 12-Mar 7, 07
Writing teams incorporate feedback.	Mar 12-Apr 13, 07
Self-study editor prepares draft of report.	April 16, 07
Draft of self study distributed for written comments.	April 18, 07
Open-forum meeting held for campus community to comment on self-study report.	April 23-27, 07
Steering Committee meetings to review feedback. Final revisions made.	May 1 07
Final approval by College Council and constituent bodies.	May 15, 07
Pre-site visit meeting held with Team Chair and Team Assistant.	TBA
Steering Committee meeting to review site-visit logistics; review status of self study.	May 07
Self study given to Board of Trustees for review and approval.	Jun/Jul 07
Self study mailed to team members.	Aug 07
Accreditation site visit.	Oct 07

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The College is confident that this self study will provide a comprehensive voice representative of all areas of the campus community.