

## Organization of the Self Study

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 Co-Chairs***

Donna Bestock, Dean  
Raymond Hernandez, Faculty

#### ***Accreditation Liaison Officer / Researcher***

Cathy Hasson, Research Office

#### ***Student Representative***

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

#### ***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  
Beringer, Connie 07

#### ***IV. Leadership and Governance***

Carla Campillo, Faculty  
Mike Williamson, Dean

The Skyline Accreditation 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 administrators, classified staff, faculty, and students to these positions to ensure constituency representation and promote collegewide 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 Colleges, this

workshop set the groundwork for Skyline College to embark upon the accreditation process.

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

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

**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

Skyline's commenced the formal collegewide process with the "Let's Get it Started" campaign in spring 2006. This included members of the Steering Committee attending all meetings and events occurring during the month of February to emphasize the importance of this process to the college community. The Steering Committee also hosted a self-study workshop for all writing team members. At this training, all participants were provided with a resource manual and given an overview and layout of the process. Participants left feeling energized and confident in undergoing a process that was meaningful and would meet the objectives set by WASC. In the fashion of Skyline, chocolate bars wrapped in the "Let's Get it Started" campaign slogan were showered all through the campus to promote dialogue and energy about the accreditation self study.

Steering Committee members met monthly and as needed throughout the process to dialogue and progress the self study forward (O.1). Co-chairs provided monthly progress reports, exchanged information, asked questions, and addressed problems regarding issues as they arose.

Two collegewide surveys were conducted during the accreditation process to inform, enrich, and provide evidence for the self study. A student survey, the Campus Climate Survey, was conducted in February 2006. The purpose was to measure current students' attitudes and perceptions toward Skyline College's programs, services and learning environment. An employee survey, the Employee Voice Survey, was conducted in September 2006. The purpose was to measure employees' perceptions and satisfaction with the Skyline College work environment as they relate to the six WASC/ACCJC accreditation themes. Both surveys provided rich data that not only informed the accreditation self study but also other processes throughout Skyline College and the district.

At the beginning of each semester, a self-study workshop was conducted to provide support to the writing team members as they progressed in the process. In May 2006, a first internal draft (Self-Study Draft 1.0) was submitted. Through the summer break, Steering Committee members read the self study and in fall 2006 provided feedback to the writing teams for follow-up revisions. A second internal draft (Self Study Draft 2.0) was submitted in December 2006 and steering committee members this time were assigned to a specific standard they had not worked on to allow feedback from a fresh perspective.

Following each submission, a celebration was coordinated to encourage the college community to gather and recognize the efforts devoted to the self study. Campaigned as "Viva la Accreditation," these events sparked further dialogue and energy to the process and self-study results.

In February 2007, an external draft (Self-Study Draft 2.1) was published for the community as a whole to review. The campus was alerted via email and constituency meetings. Feedback could be given directly through an interactive, online document or directly within division offices and other public areas throughout the institution. Hard copies of the draft were available and easily accessible throughout the campus.

A final draft (Self-Study Draft 3.0) was published in April 2007 following the same process. Added was a collegewide forum which presented findings, discussed planning agendas, and allowed the community to dialogue prior to the document's final printing.

The completed self study was presented to all constituency groups for final approval May 2007: Academic Senate, Associated Students of Skyline College, Classified Council, and Management Council. It then went to College Council for final approval. In June 2007, Skyline presented a summary of findings to the SMCCCD Board of Trustees with final approval bestowed in July 2007.

**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	Sept 05
Accreditation Steering Committee meets for first time.	Dec 05
Writing teams appointed by appropriate bodies.	January 05
Training workshop for writing committees.	Feb 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 -Mar 06
First written draft due to Steering Committee from Standards Committees.	May 06
Committees revise drafts. Employee surveys conducted.	Fall 06
Second draft from all committees due to Steering Committee.	Dec 06
Writing-team chairs to review content of specific standard and submit to Steering Committee.	Dec 06
Editor to format document. Draft #2 distributed to Steering Committee for review.	Dec 06
Feedback due from Steering Committee and forwarded to writing teams.	Jan 07
Writing teams to submit revisions.	Feb 07
Draft #2.1 shared with college community: Public posting on website; constituent groups review for comment.	Feb -Mar 07
Writing teams incorporate feedback.	Mar -Apr 07
Self-study editor prepares draft of report. Draft of self study distributed for written comments. Open-forum meeting held for campus community to comment on self-study report.	April 07
Steering Committee meetings to review feedback. Final revisions made.	May 1 07
Final approval by College Council and constituent bodies.	May 15, 07
Self study given to Board of Trustees for review and approval.	Jul 25, 07
Self study mailed to team members.	Aug 07
Accreditation site visit.	Oct 07

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

O.1	Skyline College Accreditation website	<a href="http://www.smccd.edu/accounts/skyaccred/">http://www.smccd.edu/accounts/skyaccred/</a>
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