



Accreditation Steering Committee Meeting January 31, 2006 Room 5131 Minutes

Present: Lori Adrian, Anyta Archer, Connie Beringer, Donna Bestock, Eric Brenner, Carla Campillo, Cathy Hasson, Raymond Hernandez, Felix Perez, Regina Standback-Stroud, Andreas Wolf.

Absent: Donna Elliot, Taylor Angel, Linda Van Sciver, Mike Williamson.

1. Review and organization of Writing Teams

Donna and Ray presented the list of confirmed writing team members. There are still some nominees who have not responded. Those nominees will be approached by the Steering Committee members to obtain their response. The Steering Committee commented that the writing teams are very rich in representation of the diverse campus constituencies.

Discussion ensued regarding the structure of the writing teams. Co-chairs will be reviewing the assigned writing team members and processing how the sub-standards should be assigned among the team. Though should be given as to how the “theme’s” should be integrated and monitored throughout the writing process.

Action:

Donna and Ray will be contacting each of the writing team members via email to thank them for their participation and provide them more information regarding preparation for the workshops to be held on February 15, 16, 2006. Writing team co-chairs will be cc’d in this email.

The writing team co-chairs will then contact their respective writing team members introducing themselves and providing more information about the process; specifically their assigned standards content.

2. Accreditation Orientation Workshops

The accreditation workshops have been scheduled for February 15, 16, 2006 from 1:30 – 3:45pm in room 1107. Writing team members are expected to attend only one of the workshops as the same content will be offered in both. Please review the schedule (see attached) and provide feedback by Wednesday noon.

Action:

Donna and Ray will be sending out this information with the emailing.

3. Review of Expectations and Timelines

A roles and responsibilities document for all steering committee and writing members is under development. This will help direct members of the accreditation self study in their responsibilities. A beginning draft was presented and feedback was given (see attached).

The steering committee suggested there be an ‘accreditation kickoff’ with a theme: *Let’s get it started!*

Action:

All steering committee members are encouraged to participate in the development of this document.

Anyta will post the updated timeline (see attached) on the accreditation website.

On behalf of the steering committee, Ray and Donna will contact all committee meetings and scheduled functions between February 15 – March 15 and have an official announcement with some type of ‘goodies’ distributed to recognize and celebrate the official start of the self study process. We will ask the Skyline View to place an article as well.

4. Other

Next accreditation steering committee meeting:

February 28, 2006

1:30pm – 3:30pm

Room 5131

Respectfully Submitted,

Ray Hernandez, Accreditation Co-chair



Accreditation Writing Teams Workshop February 15, 16, 2006 Agenda

1:00 – 1:15	Accreditation Process Overview	Donna Bestock, Ray Hernandez
1:15 – 2:00	Accreditation Standards	Donna Elliot, Lori Adrian (I) Eric Brenner, Regina Standback-Stroud (II) Linda VanSkiver, Andreas Wolf (III) Carla Campillo, Mike Williamson (IV)
2:00 – 2:10	Standards Writing Format	Connie Beringer
2:10 – 2:20	Break	
2:20 – 2:40	Surveys / Data / Resources	Cathy Hasson
2:40 – 2:50	Accreditation Website	Anyta Archer
2:50 – 3:45	Standards Breakout Sessions	



Accreditation Self Study 2007 Roles and Responsibilities

The purpose of this document is to assist the various components of the Accreditation Team at Skyline College in identifying their roles and responsibilities during the process:

Accreditation Co-chairs:

- Facilitate confirmation of the Steering Committee and Writing Teams
- Identify a timeline and ensure deadlines are met
- Coordinate and facilitate the Steering Committee through the process
- Provide support and resources to the various committees and processes
- Coordinating and facilitating Steering Committee meetings including agendas and meeting minutes
- Certify eligibility for Accreditation – written component
- Communicate information regarding self study process to all constituencies and sister Colleges

Steering Committee Members:

- Be knowledgeable in the Accreditation process
 - Previous self study <http://www.smccd.net/accounts/skyaccred/preparation.html>
 - Midterm reports <http://www.smccd.net/accounts/skyaccred/data.html>
 - Accreditation Handbook <http://www.smccd.net/accounts/skyaccred/data.html>
 - Accreditation standards
 - Eligibility requirements
 - Guide to Evaluating Institution <http://www.smccd.net/accounts/skyaccred/data.html>
- Attend and productively engage in Steering Committee meetings
- Monitor timelines and progress of self study. Identify and assist in problem solving of issues throughout process
- Review self study drafts and provide feedback in a timely manner
- Update respective constituencies of accreditation progress
- Participate in training workshops

Standards Writing Team Co-chairs:

Writing Team Members:

Accreditation Self Study Editor:

Accreditation Liason Officer:



Accreditation Time Line for Self-Study

Steering Committee co-chairs Meet with appointing bodies for approval of Steering Committee members. Selection of writing teams initiated	Aug 05
Writing teams appointed by appropriate bodies	Sept 05
Accreditation Steering Committee Kick Off Meeting of all members	Sept 05
Accreditation Workshop offered for key members (7)	Sept 30, 05
Accreditation kickoff – Let’s Get it Started!!	Feb 15–Mar 15, 06
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
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	Nov 06
Draft document submitted to all constituent bodies for suggestions and approval	Dec 06
Document returned to writing committees for final revisions	Feb 1 07
Self-Study editor prepares draft of report	March 07
Draft of self-study distributed for written comments	April 07
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 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

Revised 1/31/06