

Skyline College Accreditation

Standard III

Minutes from 2/15 and 2/16

Present: Andreas Wolf, Linda VanSciver, Eloisa Briones, Chris Case, Barbara Daley, Kathleen Feinblum, Kathy Fitzpatrick, Tom Hewitt, Rick Hough, Richard Inokuchi, Jennifer Merril, Rachelle Minong, Phyllis Taylor, Rich Tidd, Tony Vassalle, William Watson, Salah Webb, Soodi Zamani, Anyta Archer

1. Each committee member present selected the area(s) within Standard III that they chose to write on and gather evidence to support. (Attachment)
2. Committee members voiced concern regarding district input to a process that is driven by Skyline constituents. The district component will be to gather and present the raw data but it is ultimately the responsibility of the writing team to interpret the data for documentation. The two primary areas of concern include Human Resources and Instructional Technology (I.T.)
3. Salah will dig up old technology survey that was distributed to faculty a few years ago regarding I.T., revise it, share with the group, and distribute to the Skyline constituents once it is blessed by the group.
4. Andreas will provide district contact info to the group to begin evidence gathering (data collection).
5. Chris Case volunteered to write the draft of Standard III.
6. Andreas will work with Anyta to develop a “share point folder” for all Standard III committee members as a communication and information tool.
7. Discussion took place around creating a “message board” for the entire Accreditation team. Anyta will present our position to Donna and Ray for discussion.
8. Group decided to meet biweekly while the process is in its infancy. Meetings should take place on two separate days to accommodate everyone’s schedule.

Writing Teams: **

- A. *Human Resources*: Kathleen Feinblum, Chris Case, Soodi Zamani, Kathy Fitzpatrick, Phyllis Taylor, Rick Hough
- B. *Physical Resources*: Richard Inokuchi, Tony Vasalle
- C. *Technology Resources*: Rich Tidd, Salah Webb, Jim Petromilli
- D. *Financial Resources*: Eloisa Briones, Rachelle Minong, Tom Hewitt

*** If your name does not appear on the list above, please submit your writing team request so that I can assign you to a particular area.*