



Skyline College Accreditation Standard III

Minutes from 3/8 and 3/9

Attendees: Chris Case, Soodi Zamani, Kathy Fitzpatrick, Phyllis Taylor, Theresa Tentes, Salah Webb, Jim Petromilli, Kevin Chak, Eloisa Briones, Wendy Lum, Rachelle Minong, Kathy Blackwood, Jennifer Merrill, Rich Tidd, Barbara Daley, William Watson, Tom Hewitt, Andreas Wolf, Linda Van Sciver

Absent: Richard Inokuchi, Tony Vaselli, Melchie Cabriagas, Kathleen Feinblum

1. **Sharepoint:** Jasmin Witham from District I.T. provided the group with a live Sharepoint demonstration. The group liked the functionality of the tool. It was decided that each sub-group within Standard III would have its own Sharepoint folder by which to communicate rather than one folder for the entire Standard. The sub-groups are broken down into the following manner and will consist of the members listed:
 - a. **Human Resources:** Kathleen Feinblum, Chris Case, Soodi Zamani, Kathy Fitzpatrick, Phyllis Taylor, Rick Hough, Theresa Tentes, Jennifer Merrill
 - b. **Physical Resources:** Richard Inokuchi, Tony Vaselli, Kevin Chak
 - c. **Technology Resources:** Salah Webb, Rich Tidd, Jim Petromilli, Kevin Chak, Wendy Lum
 - d. **Financial Resources:** Eloisa Briones, Rachelle Minong, Tom Hewitt, Kathy Blackwood, Barbara Daley, William Watson
2. The Standard will also be broken down so that meetings will occur only between two of the four sub-groups. Linda will chair groups A and C (Human Resources and Technology Resources) and Andreas will chair B and D (Physical Resources and Financial Resources). This set up will allow the groups to be more functional and effective when meeting. Eventually each subgroup might decide to meet individually. Although the standard is breaking down into various sub-groups, the whole group will periodically come together to review the entire standard.
3. Questions were presented from the committee as to how we should format and write the standard. Do we write a comparison from our previous accreditation conducted in 2001? Do we write a comparison from our midterm report? Do we write as if this were a stand-alone document? The committee determined that we should use this as a stand-alone document, and simply answer the questions that

are identified on pages 45 – 60. Sources of evidence to be gathered are listed on pages 61-66 in the accreditation binder that was distributed at the initial accreditation kickoff meeting. It was also discussed that Chris Case would be “writing” the standard and that committee members should not be concerned with the final details.

4. Tom and Barbara will identify a cataloguing mechanism by which to store all of the data that we gather. The storage of this data will be used by the committee to present to the accreditation visiting team.
5. Each sub-group should begin working on their particular draft and upload it to the sharepoint folder for other members within the standard to review and provide input. Our sharepoint folders will be used as a pilot to determine whether the other standards adopt and incorporate the sharepoint.
6. The initial draft of our accreditation report is due on May 5th. Next meeting will be announced soon.