

# Eligibility Requirements for Accreditation

## 1. Authority

Skyline College has the authority to operate as a degree-granting institution based on its continuous accreditation by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Commission of Recognition of Postsecondary Accreditation and the U.S. Department of Education. This authority is published on the third page of the College Catalog and is on the college website in several places, including the “About Skyline” page.

Documentation available upon request.

## 2. Mission

The current Skyline College mission statement was revised and board-approved in April 2007. It is regularly revised to reflect the commitment of the college to meet the educational needs of the students and community. The previous mission statement is published on page 8 of the College Catalog and is on the college website in several places, including the site for the Office of Planning, Research, and Institutional Effectiveness. The college mission is concordant with the mission of the district, which is found on page 9 of the College Catalog.

Documentation available upon request.

## 3. Governing Board

The San Mateo County Community College District is governed by a Board of Trustees that consists of five members elected by the county at large and one non-voting student trustee elected by the students of the three colleges. The community-elected trustees represent the entire district and are elected for four-year staggered terms. The student trustee serves a one-year term. The function of the board is to determine policies, establish rules and regulations, and oversee the use of financial and other resources to ensure that they are used to provide a sound educational program consistent with the mission and goals of the district. The President of the Board of Trustees is one of the community-elected trustees selected by the trustees on an annual basis.

The Board of Trustees invites public interest in the activities of the board. Agendas of each board meeting are published in local newspapers and agendas and minutes are posted on the district website. Every board agenda includes an item for Statements from the Public on Non-Agenda Items. Members of the Board of Trustees have no employment, family, ownership or personal financial interests related to either the colleges or the district. The board has and enforces a conflict of interest policy.

Documentation available upon request.

#### **4. Chief Executive Officer**

The Skyline College President serves as chief executive officer for the college and is responsible for the development of all programs and services and for the administration and operation of the college. The president was appointed by the Board of Trustees after a nationwide search. The president does not sit on the Board of Trustees for the district.

Documentation available upon request.

#### **5. Administrative Capacity**

The college has a sufficient number of administrators to effectively manage the college's programs and services. All administrators are selected using appropriate statewide minimum qualifications and district guidelines and have the education and experience needed to perform their assigned duties.

Documentation available upon request.

#### **6. Operational Status**

The institution is operational, with approximately 8,000 students enrolled each semester. Most of these students are enrolled in courses that lead to degrees and certificates.

Documentation available upon request.

#### **7. Degrees**

Skyline College offers 45 associate degree programs and 44 certificate programs. Forty-eight percent of Skyline students have a stated goal of receiving an AA or AS degree and transferring, 8 percent have a goal of receiving an AA or AS without transferring, and 11 percent have a goal of transferring without receiving a degree.

Documentation available upon request.

#### **8. Educational Programs**

Skyline's degree programs are congruent with its mission to provide a learner-centered education and with its value statement on academic excellence. They are based on recognized higher education fields of study and conform to nationally recognized standards for content, length, quality and rigor. Student outcomes are currently specified for approximately one-third of Skyline courses, with the rest scheduled for completion within three years. Student learning outcomes are being developed for the programs themselves. Degree-level student learning outcomes have been drafted and are going through the revision and approval process. Degree programs, including major requirements, specific area requirements and

general education requirements are designed to include 57 to 60 units of credit, or two full-time years.

Documentation available upon request.

### **9. Academic Credit**

Credit for all coursework is awarded based on the Carnegie unit, a standard generally accepted in degree-granting institutions of higher education. When the Curriculum Committee approves a course, the awarding of credit is carefully reviewed for compliance with Title 5 of the Education Code. Appropriate information about course credit is provided in the College Catalog under Course Descriptions Information on page 109.

Documentation available upon request.

### **10. Student Learning and Achievement**

Skyline defines and publishes for each program the program's expected achievement outcomes. The college's Student Learning Outcomes Assessment Cycle (SLOAC) process is currently working on defining the program learning outcomes, which will include assessment methods that will demonstrate that students who complete Skyline programs achieve the stated outcomes regardless of where or how they complete program requirements.

Documentation available upon request.

### **11. General Education**

Skyline College requires that all students receiving an AA or AS degree satisfactorily complete the college general-education requirements, basic-competency requirements and specific-area requirements, in addition to the requirements of the student's major. Basic-competency requirements are in Reading, Writing and Mathematics/Quantitative Reasoning. Specific-area requirements are in American History and Institutions, English, Physical Education and Ethnic and Cultural Diversity. General-education requirements are in Natural Science, Humanities, Social Sciences, Language and Rationality, and Personal Development. Each course that meets these requirements has defined learning outcomes; learning outcomes for general education per se are being developed as part of the SLOAC process. The courses that meet these requirements have the rigor that is appropriate for degree-applicable courses.

Documentation available upon request.

### **12. Academic Freedom**

The Skyline College values statement affirms "Education is the foundation of our civilized democratic society. Thus: . . . We are dedicated to providing education in a climate that values innovation and freedom of intellectual exploration, discovery, thought and exchange of ideas for all." This is published on page 8 of

the College Catalog. The college adheres to the San Mateo County Community College District statement on academic freedom, to be found on page 10 of the College Catalog.

Documentation available upon request.

### **13. Faculty**

Skyline College has 113.87 full-time faculty and part-time faculty equaling 60.57 full-time equivalent faculty. All faculty, whether full time or part time, meet at least the minimum requirements established by the Board of Governors for California Community Colleges. The core of full-time faculty is sufficient in size and experience to support all of the institution's educational programs. The statement of faculty responsibilities in the American Federation of Teachers' contract includes development and review of curriculum and assessment of learning.

Documentation available upon request.

### **14. Student Services**

Skyline College provides a wide range of student services including counseling, orientation, testing, financial aid, transfer information, health services and disabled student services. The focus of all student services is to help students successfully meet their educational goals.

Documentation available upon request.

### **15. Admissions**

Skyline College is an open-access institution. The college admission policy, which is published in the College Catalog, clearly states the qualifications for admission to the college and its programs.

Documentation available upon request.

### **16. Information and Learning Resources**

Skyline College maintains a full-service library for student use. The library offers a wide range of print material, books, periodicals and newspapers, as well as access to a wide array of electronic databases. In addition, the college library is part of the Peninsula Library System which links all college and public libraries in San Mateo County, making the services of any one available to all. The Media Center makes materials to support classes available to students and staff. There are computer labs around campus where students and faculty have Internet access.

Documentation available upon request.

### **17. Financial Resources**

The San Mateo County Community College District is funded by local property taxes and state apportionment. The District develops a budget, which is board approved. Using a district allocation process, the district allocates a portion of the district funds to Skyline College and the college independently develops an operating budget to support and improve student learning programs and services. In addition, Skyline College is the recipient of several renewable grants, which enhances the ability to provide programs and services for students and staff. The college is financially stable.

Documentation available upon request.

### **18. Financial Accountability**

The District undergoes an annual external audit by a firm of certified public accountants. The accountants present and explain the audit at a Board of Trustees meeting. Skyline College is included in the audit as a sub-unit. Neither the district nor the college shows a deficit at any time during the eligibility application process. Audits for the last two years are attached.

Documentation available upon request.

### **19. Institutional Planning and Evaluation**

Skyline College uses a combination of operational and strategic planning processes, including the following core set of plans that guide critical decisions: the Education Master Plan, a collegewide strategic plan, Unit Work Plans, program reviews, the Matriculation Plan, the Technology Plan, the Emergency Preparedness Plan, the Student Equity Plan, the Facilities Master Plan, and the Balanced Scorecard.

The college completed an Education Master Plan in spring 2006. This plan incorporated a comprehensive internal and external environmental scan and offered a set of recommendations based on the research. These recommendations have become part of the college's strategic plan and are being incorporated into annual collegewide initiatives and unit plans. The Education Master Plan offered focused guidance for the college as it faces the future, and has enhanced the various other types of planning that occur.

Current strategic and operational planning at the college is guided by the Institutional Planning Committee (IPC) whose members are drawn collegewide from administrators, faculty, and staff. In fall 2005, the IPC began to refine the strategic and operational planning process to more closely link planning activities to the budget planning process and to provide leadership to align strategies to each goal with more concrete direction for college units. In addition, the IPC created and the college implemented an extended cycle of strategic planning (one-year development and three-year implementation) that allows for a longer time horizon for complicated strategies as well as the opportunity to assess progress over multiple points of time. This has produced a noticeable clarity in the strategic

and operational planning process and the creation of the college's first three-year collegewide work plan. Ultimate oversight for planning and policy formulation is provided by the College Council consisting of the College's president, vice presidents, and the presidents and vice presidents of the Academic Senate, Associated Students, and Classified Council. The College Council is responsible for reviewing the progress and accomplishments of the units and committees and serves as the umbrella shared-governance committee for the college.

A companion tool referred to as the Balanced Scorecard was recently developed to enhance the existing strategic and operational planning process. The Balanced Scorecard is a strategic management and performance measurement system that provides a framework for translating the college's strategies into a set of performance indicators and outcome measures. The Scorecard provides a common language and methodology for the college to judge whether it is making appropriate progress against a set of defined benchmarks. It also provides a vehicle for collaborative decision making and for tracking and communicating the college's direction and intended goals.

The college also engages in program review of all instructional and student services programs on a six-year cycle which informs the strategic planning process. Coordinated by the college's Curriculum Committee, this process is conducted over a 14-month period and culminates in the preparation of a final report that integrates data acquisition with analysis of each program's strengths and challenges.

Documentation available upon request.

## **20. Public Information**

The Skyline College Catalog, available both in print and on the web, contains all of the following information in precise, accurate and current entries:

- Official Name, Address, Telephone Number and Website Address of the College
- Educational Mission
- Course, Program and Degree Offerings
- Academic Calendar and Program Length
- Academic Freedom Statement
- Available Financial Aid
- Available Learning Resources
- Names and Degrees of Administrators and Faculty
- Requirements for:
  - Admissions
  - Student Fees and Other Financial Obligations
  - Degree, Certificates, Graduation and Transfer
- Major Policies Affecting Students including:
  - Academic Regulations, Including Academic Honesty
  - Nondiscrimination

- Acceptance of Transfer Credits
- Grievance and Complaint Procedures
- Sexual Harassment
- Refund of Fees

Many of these and other policies and procedures are to be found in the Schedule of Classes, the Student Handbook, the Faculty Handbook, and District Rules and Regulations.

Documentation available upon request.

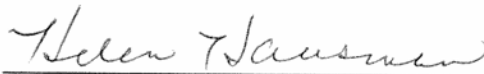
## **21. Relations with the Accrediting Commission**

Skyline College adheres to the eligibility requirements and accreditation standards of the Commission and describes itself in identical terms to all agencies. The college communicates any changes in its accredited status and agrees to disclose all information required by the Commission to carry out its accrediting responsibilities.

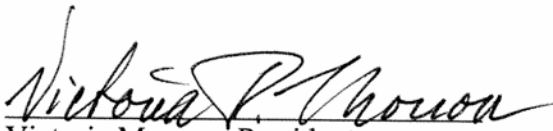
Documentation available upon request.

### **STATEMENT OF ASSURANCE**

We hereby certify that Skyline College continues to meet the eligibility requirements for accreditation.



Helen Hausman, President  
Board of Trustees



Victoria Morrow, President  
Skyline College