

**Skyline College Council
February 28, 2007**

MEETING MINUTES

Attendance: Lori Adrian, Linda Allen, Carla Campillo, Silvia Cervantes, Linda Herda, Ray Hernandez, Vicki Morrow, Luis Padilla and Regina Stanback-Stroud. Guest: Cathy Hasson. Recorder: Linda Ghio

Review and approval of January meeting minutes

The following corrections were made to the January 24 under Accreditation update, Ray asked to revise the fifth sentence to read, “The updated self-study timeline was distributed.” In the following paragraph, the eighth sentence was revised to read, “Ray and Donna will attend constituency meetings to present findings from the self-study draft.” On page 3 at the end of the first paragraph, extra wording was removed. The minutes were approved with these corrections.

ASSC update

The ASSC is planning a series of events (dance troupe and panel discussion) that they funded for Black History Month. The ASSC is attending a conference in Washington, DC to meet with senators from this district. Students from CSM and Cañada are also attending. The Skyline ASSC is holding an Open Mike in front of the fireplace in Building 6 where students are invited to come and read poetry or play music. Club rush week begins on Wednesday, March 7 and will be held around the quad. If it rains, tables will be moved into Building 6 near the bookstore. There will be a DJ and he will lower the music if they go inside. Silvia said they are also trying to plan a basketball game between staff and students to be held the week after spring break

Accreditation

Ray reported that the first draft of the self-study would be ready for public viewing by the end of the day today. They had hoped to get it out by February 14, but there were slight delays. Everyone has worked hard and people have tried to do their best to get it in on time. There are now strict deadlines for everything going forward. He showed the Accreditation Self Study Draft 2.1 on the web. An email announcing the posting of the draft will be sent out to the college community asking them to review it and provide feedback. He hopes to have the feedback submitted by email. The deadline is March 19. The draft is organized by standards so people can select any piece they wish to review and a .pdf document will open up. Tabs are included in the documents that can be clicked on to submit comments. The tab includes instructions to select the line they wish to correct and then the screen goes into an email format for them to forward their comments. Ray asked Carla, Regina and Lori what feedback they had on the website. Regina said there were suggestions about what kind of feedback we wanted to get from people to encourage people to speak to the content. Regina asked Ray if there were a lot of corrections, will he load up a newer, edited version or keep the older version up. Vicki asked if there will be a second public draft and Ray said there would. March 19 is the deadline for feedback and by mid-April, the writing teams should have all of the

feedback incorporated. Then the self-study editor can put it together in what will look like a final draft and then open forums will be held. So there will be one more public draft sometime in mid-April, with one week of input, and then an open forum. Vicki suggested that instead of reading “Standard set by WASC,” it should technically read “Accrediting Standard set by ACCJC (WASC).”

Ray said there is a district accreditation meeting and he and Cathy will be going. Updates will be shared as well as the development of a functional map, an inventory of factual materials (evidence), a review college vision and mission statements, and a discussion on SLOAC.

Ray asked for the dates of the next constituent group meetings so he could be added to their agendas. The Academic Senate will meet on March 9, the ASSC will meet on March 7 from 4-6 p.m. and the Classified Council will meet on March 1 from 2-3 p.m.

Educational and Facilities Master Planning (EFMPP) Project update

Cathy distributed the EFMPP recommended initiatives, which were distributed a couple of times since last fall. It is an update on where the college is in the EFMPP process and it is the result of the work that the college has done since spring 2006 and what came out of the Educational Master Plan. It is an inventory of strategies, practices, and inventories that contribute to the recommendations that were put together by the Institutional Planning Committee, the EFMPP Task Force, Management Council and the shared governance groups. They did an inventory and began to look at where the gaps are in order to fully implement the initiatives. The third column shows ideas, practices, strategies, and program services, some of which are in development phase or concept phase. Currently, many these enhanced strategies are being implemented and developed and have been handed off to the various leadership groups. At some point, Cathy will get a formal update from these leaders. Ray said if there is no information listed, for example in Strategy 5, does that mean they have not been implemented and Cathy said it means that she has just not updated it yet. Regina said that the Instructional Leadership Team looked at some of the suggested programs for particular areas and in some areas they are just starting conversations about these. She said she can update the group on the status. Ray thinks this would be good evidence for accreditation, so Cathy said it should be finished by the end of spring and it can go in the file as evidence. Cathy said it is not online.

Vision and Mission Statement – review of final draft

All constituent groups reviewed the statement with their members. The College Council approved the final draft. Cathy said the student groups said they really liked it. Linda Ghio will email a copy to the council. Cathy will take a copy to the district accreditation meeting.

Institutional and degree level/SLOs

A draft of the spring 2007 Degree Level SLOs was distributed to the council. Regina said the Student Learning Outcomes Assessment Cycle (SLOAC) Steering Committee has been working on the degree level SLOs and they started with a recommendation from

the Curriculum Committee and asked them to look at it first and provide input. The Curriculum Committee made some changes for the better on it. The recommendations in the draft represent the Curriculum Committee's vote and Regina said a college-wide vote is the next step. The concepts in the newly approved vision and mission statement are included in the SLOs. Regina said that Donna Bestock is concerned about the cultural component that is missing and she has raised issues about it, along with competency and tests. Regina said the draft may be accessed on the Skyline website by selected Academic Senate and then SLOs. There will be campus-wide dialogue about it. There is some discussion about whether it should be degree level outcomes versus student outcomes. Lori said if it is referred to as degree level, then it leaves out the services, which is a concern. Regina said her position has been that it is about outcomes for the student and it is not program review. She said it can be called institutional outcomes. Lori said that the Student Services Leadership Team is working with Karen Wong regarding SLO assessment. Lori asked Regina how input regarding degree level SLOs is provided and she said that comments should be sent directly to Karen. Regina said she thinks they will schedule a college forum. Karen has had it posted online and a college-wide email went out. People will have a chance to weigh in on it. Lori said Karen wants to learn more about SLOs from a student services point of view. Regina said accomplishing a degree means that a student has learned to navigate the process and she thinks it is important to focus on what the college wants a student to know by the time they have finished at Skyline.

Cathy said she received a request from the ACCJC for an annual report on SLOs. They have added a component on reporting on SLOs and they are asking for an extensive amount of information on courses and programs, general ed, degrees and certificates, and student support services. They want the percentages of courses and programs that have completed their SLOs and assessment plans and it is a long-term planning template. Cathy and Karen have talked about producing this information and Regina said that Maria Norris is currently doing it. Vicki asked her if we may be further along that we thought and Regina agreed. The college does not yet have the assessment cycle completed, which Cathy said is being asked for. Cathy said it may be hard to capture, but she will include what she can. Lori asked if the degree level SLOs are a Curriculum Committee recommendation to the board and Regina confirmed that they are. Lori said there is a perception that degree level is directly related to the courses taken to fulfill the degree and asked where student services fit in. Vicki said these are two different things: one is degree and one is institutional. There are many program level SLOs and she would encourage the Student Services Leadership Team to look at the institution wide SLOs to see if whether or not the things they care about students learning are captured in this language. Cathy said the documents were created with that in mind and one example is global citizenship. Lori cited an example under lifelong wellness where it is not included, but Cathy said they are working on that.

District Shared Governance Committee update

Carla said the Janice Phemester, a new staff person at the district, was introduced by Jing Luan. Kathy Blackwood presented information on the district budget. Jing presented an update on accreditation with a conversation about the functional map, district mission

statement and board goals. Nick Kapp raised the issue of having faculty identification tags that would be worn as well as a photo directory of the district employees.

M.E.E.T. on Common Ground training

M.E.E.T. on Common Ground training is a two-day “train the trainer” diversity exercise led by Gerry Frassetto. The sessions are on March 22 and 29 from 1-3 p.m. The training will be held in Building 6 and is for faculty and staff only. It is open to all those who are interested and reservations should be made by contacting Donna Elliott. Vicki will mention it in the next edition of *Skyline Shines* and Shelly will put out a campus-wide notice.

Finalize recommended building names

Vicki reviewed the recommendations.. For CIP I projects, some people thought that Building 6 should be called a student union and there was some discussion about that. Vicki said the language “student union” typically refers to a building where student government goes on, and nothing else, which is why Vicki thinks Student and Community Center might be better. Construction on Building 7A starts next summer.

For CIP II projects

- Building 2: Vicki said that Building 2 is called Students Services and Admissions. The counter to that suggestion is to have signage on buildings and entrances and Regina said we should have a major directory on the quad. Lori said she imagines eventually that the signage will have a complete listing under Student Services showing what is in that building.
- Wellness Center: the Cosmetology staff said the building name should mention Cosmetology specifically and Vicki said it will be spelled out on the signage. Vicki said that since the Wellness Center takes in Cosmetology then that would become part of their communication to say that they are located in the Wellness Center and Regina agreed.
- The Multicultural Center and Administration building, which would possibly be numbered Building 12, would possibly move to a location that would face the back sides of Buildings 5 and 6. In the last EFMPP meeting, a suggestion was made to number it differently than Building 12, giving this building a higher number to separate it from the 1-11 series on the opposite side of the campus. Linda said outside callers call in looking for buildings that don't exist. Some EFMPP members also proposed renaming it to either Instructional and Administrative Resource Center or Administrative and Multicultural Center. Linda Herda said she would like to see Administration listed first, but Vicki said it reflects the college's values if Multicultural is listed first. Vicki said signage is going to be a key element and the college can clarify what is in the buildings and then double list that on the signs.
- The Child Development Center should probably be consecutive with the Multicultural Center and Administration Building in terms of numbering.
- A suggestion was made to give names to the quad and pathways, and these would be named on maps and on signs.

The council voted and approved the building names with changes annotated. Vicki said that she would take the list to the Chancellor's Council for final approval.

President's innovation fund

Vicki invited the Council to attend the President's Breakfast on March 22 at the South San Francisco Conference Center. The breakfast is designed to get the community leaders excited about Skyline and eager to support the college's innovation efforts. It starts at 7:30 and will conclude by 8:45. Jude Navari and his choir students will be performing. Vicki will speak, the annual innovation fund video will be shown, and a couple of students who have been involved in Innovation Fund projects will speak. This year the student speakers are Daniel Tostado and Sonia Pope and then the audience is asked to make a contribution. Vicki will also send the invitation out campus-wide in *Skyline Shines*. She said this year the college is hoping to raise more funds at the breakfast because the contribution from the SMCCD Foundation is expected to be less.

Agenda Planning Table

The SEEED plans for April 18-19 diversity event were removed from the February 28 planning agenda. On the March 28 agenda, the Academic Senate's stand on increasing graduation requirements was removed as well as MOT participants-faculty/classified. The following items were added:

- Program Review update
- Budget update by Eloisa and Carla
- Commencement and Scholarship Awards update
- First Year Experience update and presentation of survey by Cathy

Review of decisions and action plans for today's agenda items

- Accreditation draft will be posted online on February 28
- EFMPP – Cathy is updating it and putting it on the web
- Vision and mission statements were acted on and adopted
- Update on SLOs and the forum will be held soon. The college-wide discussion is continuing
- M.E.E.T. Training is scheduled for March 22 and 29 and notices will be sent out shortly
- Acted to finalize the recommended building names with a few refinements.

Next meeting: March 28, 2007