



Skyline
COLLEGE
Academy

Skyline Shines

October 14, 2011

Vol. 2, No. 8

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Pass it on to Students - Plan Ahead – Pay Ahead



Effective with registration for Spring 2012, the District will be implementing board policy that requires students to pay all fees at the time of registration. Students who do not pay their fees by January 4, 2012 will be dropped from their classes.

In order to make sure that students are able to pay their fees and not be dropped from their classes, they have the opportunity to sign up for an inexpensive payment plan which will allow them to stretch out their payments between their registration date and April 5, 2012. Students can sign up for the payment plan by logging into WebSMART at <https://websmart.smccd.edu/>

Detailed information about the new policy and payment plan is located on the Skyline

College website at the following link:

<http://www.skylinecollege.edu/general/admissions/planAhead.html>

Article submitted by Christianne Marra.

Culture of Inquiry: Transfer



At one time in the course of California Community Colleges' complex budget theater, colleges received Partnership for Excellence funding to increase student success. This funding deal was based on the notion of performance based funding, a funding policy that has often been touted as an accountability mechanism to achieve successful results with the use of public resources. The evidence provided by state after state includes a consistent failure of performance based funding to have such an impact. Yet, despite the lack of evidence of its success and the very real evidence of its failure as a policy, I believe we are suffering a failure of imagination in the times of scarce resources as evidenced by the recent recommendations from the state student success task force where they actually acknowledge the failure of performance based funding but still think it is something we should try.

So what does all of this have to do with what I really want to discuss, Transfer? Recall, in my opening address I asked the college to reflect on our efforts with respect to Skyline College leading the Bay Area region in the number of degrees and certificates earned, and becoming known as a transfer institution. But to talk about transfer, I have to start with a discussion about the ARCC Achievement Rate of the Balanced Scorecard (<http://www.skylinecollege.edu/facstaff/plans/BalancedScorecard.html>).

ARCC stands for Accountability Reporting for the Community Colleges and the ARCC

Achievement Rate measures the rate at which full-time students who have taken a degree/certificate/transfer course have earned an AA/AS or Certificate, transferred to a four-year institution, have successfully completed transfer-level Math and English courses, and/or have successfully completed 60 UC/CSU transferable units with a GPA of at least 2.0 within six years of initial enrollment. Unlike the measures discussed in previous editions of Skyline Shines, this measure was created at the state level. Thus, the benchmark rates as well as the outcomes for each college are calculated at the state level.

ARCC was developed in response to 2004 legislation, Assembly Bill 1417, which required the system office to develop an accountability model as a follow-up to the Partnership for Excellence Report. The ARCC Achievement Rate is one way to measure this and the most recent ARCC report shows that in 2009/10, Skyline College ranks 14th out of the 24 community colleges in the Bay Area. The table below also shows that even though Skyline College's achievement rate of 54 percent is above the articulated benchmark, it is two percentage points below the average for the group and ten percentage points below the top six colleges in the region.

Position	Community Colleges in the Bay Area	ARCC Achievement Rate for 2009/10
1	De Anza College	72.8%
2	Diablo Valley College	65.4%
3	Las Positas College	65.1%
4	Ohlone College	64.6%
5	West Valley College	64.3%
6	Foothill College	64.1%
7	College of San Mateo	58.4%
8	Mission College	57.3%
9	Evergreen Valley College	56.6%
10	Berkeley City College	56.0%
Average = 55.7%		
11	College of Marin	55.6%
12	Laney College	54.0%
13	College of Alameda	53.8%
14	Skyline College	53.7%
Benchmark = 53.0%		
15	City College of S.F.	52.9%
16	Contra Costa College	52.9%
17	Cabrillo College	52.8%
18	Monterey Peninsula College	52.7%
19	Chabot College	49.9%
20	Merritt College	49.0%
21	San Jose City College	48.4%

22	Los Medanos College	47.2%
23	Cañada College	45.8%
24	Hartnell College	44.1%

It should be noted that this ARCC achievement rate was intended to be compared to colleges within our state defined “peer groups” and not to colleges within our region. When looking at Skyline College’s position within that peer group, the table below shows that the picture does not improve. In fact, Skyline College’s achievement rate is now seven percentage points below the group average and over 11 percentage points below the top six colleges in the peer grouping.

Position	ARCC Achievement Rate Peer Group	ARCC Achievement Rate for 2009/10	
1	De Anza	72.8%	
2	Moorpark	66.7%	
3	Orange Coast	66.0%	
4	Diablo Valley	65.4%	
5	San Diego Mesa	65.2%	
6	Las Positas	65.1%	
7	Santa Barbara City	64.2%	
8	Grossmont	61.5%	
9	Cuesta	60.9%	Average = 60.7%
10	Santa Monica City	60.5%	
11	Golden West	59.8%	
12	Fullerton	59.7%	
13	Sierra	59.4%	
14	Pasadena City	59.1%	
15	Sacramento City	57.1%	
16	Ventura	55.7%	
17	Skyline	53.7%	Benchmark = 53%
18	LA Pierce	52.0%	
19	Crafton Hills	48.0%	

What do you think these findings say about our work? Do you think this achievement rate is consistent across all groups of students at Skyline College? What best practices can we build on to help increase student achievement rates and move up in the rankings?

Through reflection, discussion, and collaboration, we can extend the reach of the good work done here at Skyline College, and continue to push for the highest level of excellence for all our students.

In the coming months, the state will be releasing updated rates on this measure for all

colleges. As soon as they are made available, the research and planning office will pass along that information to you. In the meantime, should you have any questions about the measure and/or findings discussed here, please don't hesitate to contact Rob Johnstone or David Ulate in the Office of Research and Planning.

This article reflects the perspectives of the College President. Many thanks to the Office of Planning Research and Institutional Evaluation for the data provided in this article.

“MESA WORKS!”

MESA has recently released a promotional video, “MESA WORKS!” This video can be seen at <http://mesa.ucop.edu/>. Skyline College MESA was asked to be a part of the video. Skyline College MESA students and Physics Instructor/MESA Sponsor Nick Langhoff can be seen in photo stills throughout the video. At the end of the video, Skyline College MESA students can be seen calling out, “MESA works!” For more information contact Stephen Fredericks at fredrickss@smccd.edu

Article submitted by Stephen Fredericks.

Champagne, Chocolate & Conversation

The First Annual Honors Faculty Roundtable at Mills College

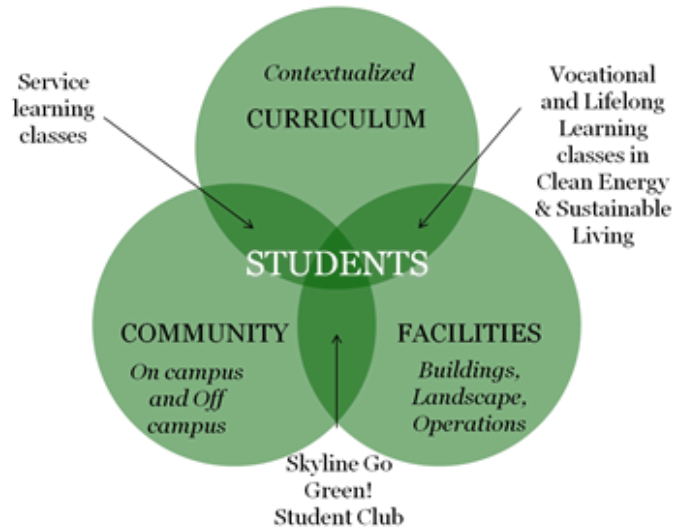
The Bay Honors Consortium brought over 65 people together to exchange ideas and information about teaching honors courses in community colleges on Saturday October 1 at Mills College. The energy was high and the excitement of being given time to talk about what we teach was contagious. Three of Skyline's honors faculty members were selected to present on different panels: Luciana Castro, (Spanish) Greg Grist (Physics/Astronomy) and Jude Navari (Music) and honors program coordinator, Katharine Harer (English/Creative Writing) served as an event organizer, a panel moderator and spear-headed the final panel of the day. Charity Walden, former Skyline honors student and recent transfer to Mills, also presented and brought her beautiful spirit to the proceedings. Kathleen Feinblum (English) and Briana McCarthy (Biology) also attended the roundtable.

Mills hosted the event and provided breakfast and a beautiful setting. The BHC arranged a full-on Mediterranean lunch and a champagne and chocolate reception for the 55 faculty members, six students and 5 support staff, counselors and Mills representatives who attended the event. Fourteen different community college honors programs attended, 11 from Northern California and three from SoCal, and 30 different disciplines were represented, from Astronomy to Spanish.

This looks to be an annual event, open to all faculty, staff and administrators who want to attend, and Mills has extended a gracious invitation to return. And it was FREE!

Article submitted by Katharine Harer.

Sustainable Campus Initiative in Full Swing!



The Sustainable Campus Initiative is in full swing on the Skyline College Campus! There are three elements to this initiative: Faculty Learning Communities to enrich the sustainable education experience of our students; an Environmental Service Learning Course set for Spring Semester where student projects will interface with campus facilities, adjacent cities, or organizations to further sustainable goals; and All-Campus Sustainability Workshops to offer widespread communication and education on sustainability issues.

On Monday, October 10th faculty members gathered for the first Faculty Learning Community which both introduced the Sustainable Campus Initiative and provided opportunity for faculty members from different divisions to exchange ideas on how to integrate sustainable concepts into their curriculum and lesson plans. Professors Christine Case, Katharine Harer, and David Hasson all presented on their best practices to achieve this goal. The next Faculty Learning Community is set for Monday, November 7th from 3:00pm to 4:15pm in Room 6203. All faculty members are welcome to attend. For more information, please contact Briana McCarthy at mccarthybriana@smccd.edu.

As part of the Sustainable Campus Initiative, three All-Campus Workshops will be held throughout the school year which will focus on environmental, social, and economic topics. The first will be held on Monday, November 14th from 3:00pm to 4:30pm with a showing of the movie “So Right So Smart” followed by a Q&A session with the producer. This movie focuses on the story of Interface Carpets, a company who embraced sustainability kicking and screaming but revolutionized their business model in the process with a positive outcome for all stakeholders. Stay tuned for the location.

For more information on the Sustainable Campus Initiative, please contact Lindsey Virdeh at virdehl@smccd.edu.

Illustration by Anjana Richards – Article submitted by Lindsey Virdeh.

TRiO Partners with Transfer Center for CSU Application Workshop



As part of their educational goals, TRiO students must have the goal of transferring to a university within four years. Therefore, on Wednesday, October 5, 2011, Jacqueline Escobar, Director of the Transfer Center, facilitated a CSU Application Workshop, the second in a series of transfer-related workshops that TRiO is organizing this semester to assist its students through the CSU admissions process. During the workshop, TRiO students received important updates on CSU admissions requirements, including information on program and campus-wide impact.



In addition, students were given the opportunity to create an account on CSUMentor in order to view and begin the process of completing the CSU admissions application online. Throughout the presentation, TRiO students remained engaged by asking questions that served to clarify the admissions process to the CSU system.

The workshop was a success among TRiO students who walked away with a better understanding on how to apply to the CSUs. Special thanks to Jacqueline Escobar for facilitating this essential workshop for our students. For more information on this event, please contact Jessica Lopez, TRiO Counselor, at extension 4140.

Photos taken by Nohel Corral. Article submitted by Jessica Lopez.

Skyline Athletic Hall of Fame Event a Success

Skyline College held its seventh Athletic Hall of Fame Dinner and Induction Ceremony on Saturday, October 8, 2011. It was a wonderful evening full of food, fun and stories. Many old acquaintances were renewed and new friendships formed. The class inducted included:

- Michael Alexander – Basketball (1984-1986)
- David Doubley – Basketball (2000-2002)
- Anthony Haggins – Basketball (1997-1999)
- Tony Johnston – Baseball (1995-1997)
- Frank Mangiola – Soccer Coach (1980-1989)
- Pete Pontacq – Basketball Coach (1979 – 2001)
- Jeremiah Ross – Basketball (1982-1984)
- Keith Spataro – Wrestling / Wrestling Coach (1989-1991 and 1993-2001)
- Brad Smith – Basketball (1985-1987)
- Cyrus Stutts – Basketball (1979-1981)
- Bryan Thomasson – Basketball (1988-1990)
- Vern Thompson – Basketball (1987-1989)
- Otis Ward – Basketball (1980-1982)



Article submitted by Joe Morello. Photos are provided compliments of Anthony Machado.

Chamber Music Concert

Music by Handel, de Fesch, Prokofiev, Arensky, Frackenpohl, and Richard Strauss

Rebecca Rust, *Cello*

Friedrich Edelmann, *Bassoon*

Vera Breheda, *Piano*

Wednesday, October 19, 2011

10:10 a.m. – 11:00 a.m.

Skyline College Main Theatre

Free Admission



Rebecca Rust, Friedrich Edelmann, and Vera Breheda have concertized around the world, performing and teaching in Europe, Russia, China, North Africa, Israel, the United States and South America. They recently returned from two tours to Japan, where they played a number of benefit concerts for the victims of the March 11th earthquake and tsunami. They were honored to perform for a private musical evening with the Emperor and Empress of Japan.

Jude Navari and Barbara Daley are thrilled to welcome back Friedrich Edelmann and Rebecca Rust, who will give a performance and talk in the Main Theater on Wednesday, Oct. 19 at 10:10 a.m. This marks the third appearance at Skyline College for the internationally- known husband and wife duo (bassoon/cello) from Munich, Germany, who will be joined by pianist Vera Breheda here. The performance, featuring works by Handel, Prokofiev, and Strauss, is free and open to the public. For more information, please contact Barbara Daley, x4306.

Student participation certificates will be available

Article submitted by Barbara Daley.

Learning Center Personal Statement Workshops for October and November 2011.

The UC Transfer Application process is upon us and some students are focusing on developing their personal statements. So, in order to help our Skyline College complete this process and transfer to UC, the Learning Center (TLC), during the next few weeks, will offer workshops on personal statements on the following dates and times.

- Friday, October 21, 2011 from 1:00pm-2:00pm
- Tuesday, October 25, 2011 from 10:10am-11:00am
- Monday, October 31, 2011 from 11:10am-12:00pm
- Thursday, November 3, 2011 from 10:10am-11:00am
- Tuesday, November 8, 2011 from 12:00pm-1:00pm
- Thursday, November 17, 2011 from 1:10pm-2:00pm

Through a close collaboration between faculty, staff, tutors, and students, the Learning Center empowers students to be responsible, active learners.

Article submitted by John Saenz.

Shared Governance: College Budget Committee

The College Budget Committee met on October 13, 2011. The meeting was co-chaired by Fermin Irigoyen, Academic Senate President, and Eloisa Briones, Director of Business Services.

Plan Ahead – Pay Ahead: Dean John Mosby informed the committee of the Plan Ahead-Pay Ahead campaign to inform students of the implementation of the district's new fee payment policy. Students who have outstanding balances as of January 4, 2012 will be dropped from classes they enrolled in. Students can start taking action now to avoid being dropped. Between now and January 4th, students can pay their fees in full; file a FAFSA before December 27, 2011; obtain a scholarship or be granted an award by a third party; or sign up for a payment plan with Sallie Mae for a \$20 sign-up fee. District, ITS and college staff have used all possible methods of communicating this message to students to prevent them from being dropped from their classes prior to the start of the spring semester.

Measure G Plan Development: Chief Business Officer, Eloisa Briones went over the Measure G budget and expenditures for 2010-2011. Division Deans will present faculty and staff informed requests to be included in the Measure G plan to the appropriate Vice Presidents. The Vice Presidents will present the recommended Measure G plan items to the CBC at the next meeting. CBC will make a recommendation to the President who will in turn make a recommendation to the Chancellor.

Fund 1 Resource Allocation: CBO Briones also presented CBC with the fund 1 resource

allocation for 2011-2012 to 2014-15 based on early district projections highlighting the drastic cuts that would be needed in 2012-13. Executive Vice Chancellor Kathy Blackwood recommended to the board not to make the cuts in 2012-13 as her projections indicate that the district will be able to rebound in the succeeding years to make up the cuts in 12/13.

Child Development Center Study Session: President Regina Stanback Stroud showed CBC the PowerPoint presentation made on behalf of the Skyline College and CSM Child Development Centers during the board study session on October 12. The CDCs are used as instructional labs for our ECE students as well as students in various programs. They also provide a valuable service to our community. The CDCs have done everything possible to increase their revenues and decrease their expenditures to minimize fund 1 support. However, the CDCs will not be able to earn enough revenue to cover employee health benefits which the district has always paid for. Chancellor Galatolo recommended to the board that redevelopment funds be used to cover the cost of benefits. The board gave the Chancellor direction to reflect that recommendation in the budget that is presented to the Board for action.

District Committee on Budget and Finance: CBC was invited to the District Committee on Budget and Finance which will hold its October 18 meeting here at Skyline at 2:00 pm in room 4-343.

Next Meeting: CBC will meet again on October 27, 2011.

Thanks to Eloisa Briones for her contribution to this article.

Shared Governance: College Governance Council

The College Governance Council met on September 26, 2011.

Constituent Reports

ASSC: Elections were held and the ASSC tripled in size and is now a full council. A retreat was held in mid-September and it was very successful. The ASSC is working on improving communications with the student trustee. An event will be held on October 12 to celebrate Latino heritage month and another event for Halloween. There are three new clubs: Heart Wrenchers Club, Quantitative Science Club, which is engineering-based, and the Environmental Club, which was reinstated.

Classified Council: The Classified Council is working on a See's Candy fundraiser to be held in a couple of weeks. They are also working on payroll deductions to raise funds for next year's classified student scholarship. The council is working on becoming a Senate and it is a state process. Linda and Maggie have been visiting new classified staff and welcoming them to Skyline.

Academic Senate: The Academic Senate reported on the following items:

- The Academic Senate announced that it is working on a resolution and other ways of educating the public about the positive impact of Measure H on educational programs and services.
- The Academic Senate leadership attended the Academic Senate Leadership Institute that was sponsored by the state Academic Senate.
- Steve Aurilio was appointed to chair the Education Policy Committee.
- The President's provided an update at the September 9th Academic Senate Meeting.
- Donna Bestock attended the September 9th meeting and provided an accreditation process update. Faculty representatives were approved for the accreditation steering committee.
- Faculty representatives were approved for the VPSS screening committee.
- An ad hoc committee was formed to review the faculty handbook.
- The Academic Senate would like to set up a formal institutional research board to look at internal and external research proposals and will look at other college IRBs to see how they are set up. Academic Senate President Irigoyen will meet with Vice Chancellor Jing Luan and will also meet with Dean Rob Johnstone to get more information.
- The senate is also looking forward to presentations from the Sustainable Campus Initiative and Child Development Center. Academic Senate President Irigoyen suggests the CDC talk to other groups on campus.

Fee Policy Update

A Gwamail message explaining the new process for students paying their fees and a third party vendor will be used for the student payment plan was distributed. Eloisa is conducting a training session for staff on how to explain the policy to students. Posters are also being distributed around the campus. Vice President Madrigal asked for feedback and he will pass it along to Eloisa. It is a district wide effort and the procedures are the same across the district. There was a discussion around student fees for BOG recipients. Heidi will contact the Skyline View to publicize the information.

Student Grievance Procedures

Vice President Madrigal is encouraging faculty and instructional deans to review the student grievance procedures, specifically the section on grade grievances. President Stanback Stroud suggested removing prerequisite challenge from the grade grievance since it is a matriculation requirement that the college have a process for challenging prerequisites. She stated that a challenge to a prerequisite is not a grievance. Additionally, the timelines for prerequisite challenges are defined in the matriculation regulations and plans and may differ from the timeline of a grade grievance. The draft policy would allow students up to a year from the time of the incident in discussion in which to file a grievance.

Vice President Madrigal sent a copy to Amory and she will be presenting it to the students. He will send an electronic copy to the council. Also, he would like the Academic Senate to make any recommendations to the deans who can then provide

recommendations to the Vice Presidents. The VPI and VPSS offices are responsible for the document. The procedure on the existing policy will go to the board as an information item. Input is also being sought from the Classified Council. Vice President Madrigal indicated that the procedure should be revisited at a future meeting.

Access for the Visually Impaired

Professor Leigh Anne Shaw announced that there have been some way-finding issues for visually impaired students. Professor Shaw would like to find out if there is technology available that can be used to help students with way finding such as building identification upon entry. The Learning Center asked that this issue be raised. Vice President Madrigal will first talk to DSPS and then whatever is learned from them, President Stanback Stroud will discuss with Jack Herbert in Cabinet and then Vice Chancellor Jose Nunez in CIP.

Leadership Retreat Invitation

The college administration will hold a leadership retreat to be held October 21 at Allied Arts Center in Menlo Park. All constituents were invited to join the leadership for lunch and a discussion on the process for evaluating shared governance at Skyline College. President Stanback Stroud will look at the schedule for ways to accommodate student participation.

Facilities Update:

President Stanback Stroud reported that discussions are still focused on finalizing the items for Building 4 including the roof terrace. She also reported that code changes are resulting in planned coffee bar, dining hall and server modifications. The executive leadership at Skyline College visited Building 10 at CSM and got inspirations on the types of service and products they felt should also be available to the Skyline College community. A coffee shop space in the empty area adjacent to the food service area is being planned for a January 2012 opening. The menus have undergone some modification to bring in additional options for students. Heidi asked that more vegetarian options be added to the menu and Leigh Anne requested sugar-free options. President Stanback Stroud will present these suggestions to Tom Bauer. She has asked that the staff lounge accommodations be modified to be a bit more welcoming as well.

Additionally, relocation of the networking classes to allow for accessibility is currently underway. CIP is considering additional seating to be located in front of Building 6. Vice President Madrigal will solicit input from the students through ASSC and Amory Cariadus.

Vice President Williamson reported that a submitted grant resulted in the donation of 3 electric car charging stations. Finally, modifications will be made to the curb in Lot M to allow for safe entrance and exiting.

Thematic Governance Model

There was no feedback from College Council on the Thematic Governance Model. President Stanback Stroud can review it and make changes, but wanted to make sure they are happy with it.

Next CGC Agenda –to-date

- SE/SEEED Update
- Accreditation
- Constituency Report
- Governance Evaluation

ON COURSE Professional Development



Upcoming in January 2012

The workshop will be held January 11-13, 2012 at Skyline College

Online Registration link - <http://skylineoncourse.eventbrite.com>

On Course Professional Development Description

The On Course Workshop is a highly experiential professional development event designed to provide you with dozens of innovative strategies for empowering your students to become active, responsible and successful learners. This is the same workshop that is offered at conference centers across the country.

These learner-centered strategies—representing best practices from innovators in higher education, business, psychology, sports and personal effectiveness—help students become full and active partners in their own education. Strategies presented in this workshop improve both student academic success and retention. www.OnCourseWorkshop.com

Join us for this major 3-day professional development event and learn proven methods for empowering your students to achieve their greatest potential in college...and beyond.

Continental breakfast and lunch provided for each day of training.

Online Registration

To register online go to <http://skylineoncourse.eventbrite.com/>. The workshop will accommodate up to 40 participants. Full participation is required for all three days of the workshop. The timeframe for each day is 8:30am-4:30pm (second day, optional evening program). Registration deadline is December 1, 2011.

For further information, contact Melissa Komadina at komadina@smccd.edu

Article Submitted by Melissa Komadina.

Coming Up...

October 14, 2011

- 3:00 p.m., Men's Soccer vs. Chabot @ Hayward
- 4:00 p.m., Women's Soccer vs. Foothill @ Los Altos

October 15, 2011

- 9:00 a.m., Wrestling vs. North Dual Meet @ Santa Rosa

October 18, 2011

- 12:30 p.m. – 2:30 p.m., Financial Education Workshop: Pay Yourself First! – Building 6, Room 6202
- 4:00 p.m., Women's Soccer vs. West Valley @ Saratoga
- 6:30 p.m., Men's Soccer vs. Evergreen Valley @ San Jose

October 19, 2011

- 10:10 a.m. – 11:00 a.m., Chamber Music Concert – Theater, Building 1 (Free Admission)
- 12:30 p.m. – 2:00 p.m., Career Center Workshop: Resumé Essentials – Building 1, Room 1218
- 4:00 p.m. – 6:00 p.m., FAFSA Workshop, Building 2, Room 2117B
- 6:00 p.m. – 8:00 p.m., Financial Education Workshop: Pay Yourself First! – Building 6, Room 6202
- 6:30 p.m., Volleyball vs. Foothill @ Los Altos
- 7:00 p.m., Wrestling vs. Fresno @ Fresno City

October 20, 2011

- 10:20 a.m., The Great California Shake Out (Campus-wide event)
- 12:00 p.m. – 1:00 p.m., SparkPoint Center Open House – Room 1219B, Building 1
- 2:00 p.m. – 4:00 p.m., Opportunity Fund IDA Program Orientation, Building 6, Room 6204 & 6206 (for more information, contact the SparkPoint Center at 650-738-7035)
- 3:00 p.m., Men's Soccer vs. Santa Rosa @ Skyline
- 6:00 p.m. – 7:30 p.m., Career Center Workshop: Resumé Essentials – Building 1, Room 1218
- 6:30 – 8:00 p.m., Free Workshop: Pathways to Your Future – Career and College Pathways in Early Childhood Education, Building 2, Room 2306 (for more information please contact Cece Rebelé at 650-738-4304 or rebelec@smccd.edu)

Future Events – Mark Your Calendar!

October 24, 2011

- 10:00 a.m. – 1:00 p.m., Skyline College Transfer Day – Building 6, Dining Hall

October 25, 2011

- Día de Los Muertos Exhibit (through November 1, 2011) – Gallery, Building 1 (please visit www.smccd.edu/accounts/skygallery for hours)

October 26, 2011

- 12:30 p.m. – 2:00 p.m., Career Center Workshop: Cover Letter/Thank You Notes – Building 1, Room 1218

October 27, 2011

- 3:00 p.m. – 5:45 p.m., Dialogue Facilitation Skills Workshop: Enhance Your Leadership & Communication Skills – Room 6205, Building 6 (for more information contact Jennifer Mair at mairj@smccd.edu)
- 6:00 p.m. – 7:30 p.m., Career Center Workshop: Impactful Interviewing – Building 1, Room 1218

October 29, 2011

- 9:00 a.m. – 2:00 p.m., Skyline College ESL Registration Day – Building 5, Learning Center; for more information, please call 650-738-7089 or email skyeli@smccd.edu

November 2, 2011

- 9:30 a.m. – 1:30 p.m., Holiday Job Fair hosted by the Skyline College Career Center – Building 6, Dining Hall

November 17, 2011

- 12:00 p.m. – 1:00 p.m., SparkPoint Center Open House – Room 1219B, Building 1

November 19, 2011

- 7:30 p.m., Third Annual Performing Arts Showcase at Skyline College – Building 1, Theater (tickets available at the door for \$10 or purchase online for \$5 by November 16 at <http://www.SkylineCollege.edu/bookstore/PAS>)

November 22, 2011

- 12:30 – 3:45 p.m., Skyline Students Speak: Thanksgiving Feast and Idea Fest - Room 6202, Building 6 (for more information contact

Jennifer Mair at mairj@smccd.edu)

For the latest information on events and activities happening at Skyline College, please view our calendar at the following link:

http://www.skylinecollege.edu/current/calendarsandevents/news_events.html

If you would like to include your college event or activity on the calendar, please submit the information (event, date, time and location) to Christianne Marra in the Public Information Office via email at marrac@smccd.edu.

Guidelines Skyline Shines Submissions

Many of you submit material to be included in Skyline Shines. Thanks so much for taking time to help me keep the college informed. Here are a few guidelines that will facilitate the publication of Skyline Shines each week.

Send submission to skylineshines@smccd.edu

- Place your submission in a word document with your pictures pasted in the document.
- Use medium sized pictures that are equal to ¼ or ½ of a page.
- Use Times New Roman 12pt. font that is justified to the left for the body of the article.
- Don't forget to add a headline/title using 18 pt. bold font that is justified to the center
- Use the following commonly accepted abbreviations: a.m. or p.m. (i.e. "The event will be held from 8:00 a.m. – 1:30 p.m." "The workshop is scheduled to run from 9:30 a.m. – Noon.")
- Spell out numbers of one or two words. Use figures for numbers that require more than two words to spell out. (i.e. "Almost eight years ago I began taking ceramics courses." And "I counted 176 records on the shelf.")
- If a sentence begins with a number, spell out the number or rewrite the sentence.
- Use the month, day, a comma and the year to indicate the date (i.e. "March 4, 2011" not "March 4th, 2011 or March 2nd, 2011")
- Add the word College when you refer to the name Skyline (i.e. Skyline College instead of Skyline)

For the latest information on events and activities happening at Skyline College, please view our calendar at the following link:

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If you would like to include your college event or activity on the calendar, please submit the information (event, date, time and location) to Christianne Marra in the Public Information Office via email at marrac@smccd.edu.

Do you have a suggestion?

One way to submit it is through our general **e-Suggestion Box**, via the hyperlink in the box below, or via the same box on the front page of our website at

<http://www.skylinecollege.edu/general/surveys/index.html>



For state level information on community colleges, see these websites:

· The California Community College Chancellor's Office in Sacramento:

<http://www.cccco.edu/>

· The Community College League of California: <http://www.ccleague.org/>

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