

April 13, 2005
MEETING MINUTES

In Attendance: V. Morrow, R. Stanback-Stroud, A. Archer, I. Barcala, C. Beringer, D. Bestock, E. Briones, J. Hughes, F. Irigoyen, N. Kapp, M. Mascarinas, J. Piergrossi, E. Seth, J. Redwine, E. Seth, L. Whitten, K. Zbikowski-Taylor

New IPC Director Announced

Cathy Hasson has been selected to be the Director of Planning, Research and Institutional Effectiveness. She will officially begin in early August but plans to come in for selected days to do some early preparation. Cathy comes to us by way of Saddleback College in Orange County and Mission College in Santa Clara, CA. Vicki Morrow noted that our job description was very comprehensive and we were fortunate to find her.

Planning Calendar/Committee List

The IPC membership list was presented. Ilka Barcala asked that Melchie Cabrigas' name be removed from the list. A draft of the 2005-2006 calendar was presented. The committee discussed changing the timelines in order for the college to begin work on the work plan at an earlier stage. Regina acknowledged that the work plan needs some attention and she is hoping Cathy Hasson will help revise the process, and begin the planning earlier in the year. Vicki wants to know if the work plans can be more concise so the value of the planning is more important.

Vicki also asked if we can change the timing around hiring for faculty positions. She would like the FTEF announcements sent out earlier (mid-fall) so we are ahead of the pack and interviewing by mid-spring. She asked the committee if we can we move up the whole process. Connie Beringer would like to suggest that we form committees before the fall break.

Student Learning Outcomes Update

Regina Stanback-Stroud presented the update in Karen Wong's absence. She noted that Skyline is engaged in a campus-wide dialogue on Student Learning Outcomes (SLO) and presented a handout to the committee entitled, "Update on SLO Development at Skyline College." The program was initiated last year with the offices of the Vice President of Student Services and Vice President of Instruction. The Academic Senate president was included in the discussion to increase awareness of SLOs. Last July, 48 staff attended a workshop and all student services staff attended a workshop in the fall. Regina developed a proposal to appoint a SLO coordinator (Karen Wong) and a Professional Development Coordinator (Phyllis Taylor). They have partnered on the program. Karen has formed a steering committee to do assessments. She wrote a grant to get stipends, and hire and train faculty to train the trainers. She consulted with Academic Senate and with the Curriculum Committee to make sure the information was concise. She is also working with counterparts at other colleges. In addition, a SLO Assessment Cycle (SLOAC) team was appointed. They developed a draft philosophy, which was distributed to the committee. They are presenting this to Academic Senate and other governance groups for their approval. They are committed to the American Association of Higher Education's (AAHE) principles, which are listed in the handout.

Accreditation Update

Donna Bestock announced that Skyline is scheduled for an accreditation visit in fall 2007. She noted that there is a great deal of overlap with SLO. It is a multi-phase program that will require:

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1. The need to keep good records to see what we have accomplished and what the process was.
2. The formation of a steering committee.
3. The formation of a writing committee comprised of administration, faculty, classified staff, and students.

A copy of "Accreditation: Getting Started" was distributed to the committee. Donna noted that there are now four standards: Institutional Mission and Effectiveness; Student Learning Programs and Services; Resources; and Leadership and Governance. The Accrediting Commission has asked that we include six themes (refer to list). Note #5 Dialogue: The dialogue has got to be a part of what we include. In addition, people who are appointed to the writing committee will also be asked to write about the themes.

Writing Accreditation Reports: Vicki Morrow added that she has noticed that colleges have not capitalized on the new standards. Projects can now be written to be more concise, and less repetitive to eliminate writing on recurrent topics and thereby ease the workload. She noted in a previous accreditation she participated in that the committee marked a grid and checked off repetitive references to topics. There are ways to exploit the new standards to minimize repetitiveness and she suggests the committee does that and designs a template for Skyline. She also noted that there are plenty of places to note reference documents, which should be utilized to cut down on work. Nick Kapp felt that we should stick to what has worked in the past. Vicki will look into ways in which other reports are written. Vicki also asked if there is a way to use the web in the internal review process. Donna noted that we will use the accreditation web page to post reports. Regina has sample templates of how to incorporate projects (like SLOs) in the accreditation reports.

Steering and Writing Committee: Nick asked if we have a district representative to coordinate the accreditation and Vicki Morrow will check. Usually there is a district member on the Standards Writing Committee. An editor will be working on and reviewing the project throughout the process. The editor needs to be sufficiently "internal" to know the intricacies of the policies. Donna wants to know how to get good student involvement especially in terms of continuity. The committee would like to see a good handoff system for students.

Accreditation Timeline: We will spend one year gathering data and then write a draft. It is presented to a governing body to review (Steering committee, governing council). Their comments are sent back to the writing team and the draft is then sent back for approval by May 2007. We will be able to make minor updates to the report after May and before the team comes. Once approved, the report is submitted to the board, and then a final, polished report is presented to the Accrediting Commission two months before accreditation.

Annual Planning

There has been a gap in the planning process due to personnel changes. Deans are now working with their staff to come up with their annual plans. The plans will be very realistic, due to resources available. An analysis of how well the college performed in achieving its mission and goals has not been done before. Regina hopes the new director will help with this so that the college evaluation will be more meaningful this year.

Budget

For the upcoming year, no new funds were added to the site allocation other than COLA and step and column increases. Skyline's budget is basically the same as last year, except for the cost of hiring five new faculty positions (four in instruction and one in counseling). In addition, the college is hiring replacements for three faculty who retired this year. The College Budget Committee recommended hiring the new faculty positions, but the college had to shift dollars from the 1310 budget since the load will be

shifted to the permanent faculty hired. The committee also recommended reducing discretionary budgets such as miscellaneous supplies and suggested backfilling these with Prop. 20 funds.

Now that the district receives state apportionment, the three colleges were instructed to maintain or increase their enrollment. Linda Whitten hopes the new allocation model will be better. The present model has no provisions for colleges that grow. Step and column increases were all that we got. The new allocation aims to provide stability in funding. We anticipate that the new district allocation model will be implemented in FY 2006-07.

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