

**BOARD REPORT NO. 12-9-1C**

TO: Members of the Board of Trustees  
FROM: Ron Galatolo, Chancellor- Superintendent  
PREPARED BY: Jing Luan, Vice Chancellor, Educational Services and Planning, 358-6880

**UPDATE ON 2013 ACCREDITATION**

As reported to the Board on April 25, 2012 (Board Report No. 12-4-4C) the three Colleges and the District are actively engaged in preparing their institutional self evaluations for the 2013 Accreditation visits. The SMCCCD Accreditation Coordinating Council, chaired by the Vice Chancellor, Educational Services and Planning, met in September 2012 to discuss progress on the self-evaluation studies and to ensure that the Colleges have the needed support and input from the District Office.

As reported to the Board in April, each College has been progressing according to their timelines. All Colleges reported that they are on schedule. The first draft of their self-evaluation studies will be available for College, District Office, and Board of Trustees review and comment by October.

Other accreditation activities at the Colleges and District include administration of student and employee surveys, review of planning processes and review of College and District mission statements. The mission statements were brought to the Board of Trustees for approval in June 2012.

The Colleges reported broad participation by faculty, staff, students and District employees on the standards committees and writing teams.

The accreditation committee will update the Board again in the spring of 2012.

Attached as Exhibits A, B and C are College-level updates from Cañada College, College of San Mateo and Skyline College.

**Cañada College Accreditation Update  
September 19, 2012**

Cañada College's work toward completing our Institutional Self-Evaluation is on schedule. Our plan outlines a three-draft process: draft 1 was due in April 2012; draft 2 will be due in October 2012; draft 3 will be due in February 2013. The final report will be completed for Board approval in June 2013.

Our writing teams completed their first rough draft before April 30. The following month, the drafts were redistributed among the standard teams for a process of peer-review. Over the course of the summer, faculty co-chair Doug Hirzel reviewed the draft in detail and documented critical areas of deficiency. During the summer the College also retained adjunct faculty member Sarah Harmon to be the writer who gives our final report "one voice."

During the August FLEX days, the accreditation co-chairs and CIETL worked together to engage the college through a workshop in which participants were asked to assume the role of an accreditation site-visit team and to evaluate one of several standards in the first draft. The activity generated three positive outcomes: (1) the random mixing of faculty and staff to review the draft responses created the opportunity for collaboration among constituents who may not frequently work together; (2) the writing teams received often insightful feedback derived from a diversity of perspectives; and (3) participants left the workshop with a clearer understanding and appreciation of the work involved in writing the Self-Evaluation and of its usefulness in spurring us toward improved institutional effectiveness.

The results of the peer-review, FLEX day review, and co-chair review were presented to the standards writing teams during the first week of September. A second draft is now underway and is due October 31. This draft will go out for a technical review to relevant experts and constituencies during November.

**College of San Mateo Accrediation Update  
September 19, 2012**

College of San Mateo standards committees completed the first draft of the 2013 Institutional Self Evaluation Report during the spring 2012 semester. The first draft was distributed to CSM faculty, staff, administrators, and students for comment and to the standards committees' District liaisons for comment. The 2013 institutional self evaluation co-chairs met with the co-chairs of each standards committee to review the first draft.

During fall 2012, the standards committees will write the second draft of the Institutional Self Evaluation Report based on further research and on comments received from those who reviewed the first draft.

After review of the second draft, a third and final draft will be written during spring 2013.

**Skyline College Accreditation Update  
September 19, 2012**

- The Academic Year Fall Kick-Off Steering Committee Meeting was held on August 22, 2012.
- An Accreditation Office in 5133 is being set up where accreditation resources will be housed. Christine Roumbanis will be available on Monday through Thursdays from 12:30 p.m. - 2:30 p.m. to assist faculty with accreditation questions.
- Draft 1 of the 2013 Institutional Self Evaluation is due to the Steering Committee on September 14th.
- Draft 1 will be reviewed by the Steering Committee members and comments and corrections will be returned to the writing teams on September 25<sup>th</sup>.
- Student and Employee Surveys were conducted in Spring 2012.