



Accreditation 2011

Foothill College Accreditation Steering Committee Meeting
February 16, 2010
Minutes

In Attendance:

Rosemary Arca	Shirley Treanor Barker	Mia Casey	Maureen Chenoweth
Dolores Davison	Richard Galope	Darya Gilani	Kurt Hueg
Akemi Ishikawa	Rosalinda Jen	Judi McAlpin	John Mummert
Eloise Orrell	Daniel Peck	Matais Pouncil	Annette Stenger
Lori Thomas			

Discussion:

1. Review updated accreditation timeline, provide input and make updates.
 - a. Kurt Hueg welcomed the group and reviewed the [Winter Timelines document](#), noting that the Accreditation Kickoff would be held on the Feb. 26th. Kurt also discussed the Accrediting Commission for Community and Junior Colleges (ACCJC) Self Study Workshop on March 5th. He noted that he has invited new Chancellor Linda Thor to attend. On March 19th, the committee tri-chairs will be attending the Accreditation Institute hosted by the Academic Senate for California Community Colleges.

2. Review updated list of standard chairs and volunteers. Discuss subcommittees.
 - a. Kurt reviewed the [Accreditation Overview document](#), and the current [membership of committees](#).
 - b. It was noted that Annette Stenger be added to Standard III.
 - c. Kurt is following up with Dolores Davison on faculty appointments.
 - d. Kurt met with students to ask for a student representative on each committee, he's hoping the 2010-2011 officers would participate.
 - e. Lori Thomas and Maureen Chenoweth pointed out a lack of Classified participation on Standard II.
 - f. The clarification was made that District employees will not be members on a team.

3. Overview of upcoming trainings and plan for training standard teams.



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- a. Kurt will be coordinating the updates for a college wide newscast to go out before meetings and to keep the community informed on events
 - b. At the Kick Off meeting, Kurt will address Subcommittee formation.
 - c. After the March 5 and 19 trainings there will be creation of campus-level trainings for April and May.
4. Discussion on proposed agenda:
- a. Rosemary Arca noted the importance of describing the recursive SLO and assessment cycle. Eloise Orrell agreed and said there should be an update on the 4 Cs at the Kick Off meeting.
 - b. Dan Peck discussed talking about the process of documentation and gathering evidence, to stress organization and meeting minutes.
 - c. It was suggested to create a template for meeting minutes.
 - d. It was mentioned that the [Opening Day Presentation](#) is a good resource.
 - e. There was a suggestion to consult DeAnza about the transition to a standards-based from the last theme-based self-study.
 - f. It was suggested that the Kick Off meeting provide links to colleges who have recently finished Accreditation successfully and also to provide a handbook.
 - g. During team breakouts at the Kick Off meeting, it was suggested that the teams review standard types of evidence and good examples from other colleges.
 - h. Rosemary Arca suggested creating a menu of tasks and starting points.
 - i. It was noted that each team must coordinate with the District if there are any upcoming Board items.
 - j. Daniel stressed having a Mission Statement cycle in place
 - k. It was suggested that the Steering Committee meet every other week, Mondays from 2-4.
 - l. It was suggested that the teams each have access to a laptop for their work.