### MEETING MINUTES

**PURPOSE:** ISER Large Group  
**LOCATION:** https://fhda-edu.zoom.us/j/83684499328?from=addon  
**TIME:** 1:00 PM – 2:00 PM

<table>
<thead>
<tr>
<th>ITEM</th>
<th>TOPICS</th>
<th>DISCUSSION/NOTES</th>
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<td>1.</td>
<td>Spring Quarter Recap</td>
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|      |        | • There were 2 ISER Retreats in spring to kick-off accreditation work.  
|      |        | • This quarter will focus on gathering and submitting evidence and documenting the analysis/evaluation.  
|      |        | • All team members are encouraged to attend the ISER Large Group Meetings and the Standard Team meetings.  
|      |        | • The ISER Large Group meetings will be structured as working meetings to provide a scheduled time for teams to do work. |
| 2.   | Support for ISER Work  |  
|      |        | • The ALO will support the Standard Teams through this process, as well as the Executive Assistant for Instruction Office, Kelaiah Harris. |
### 3. Standard Team Leads

- The following Standard Team Leads have been identified:
  - Standard I: Kurt Hueg (Admin Lead) and Rosa Nguyen (Faculty Lead)
  - Standard II: Laurie Scolari (Admin Lead) and Ram Subramaniam (Admin Lead)
  - Standard III: Bret Watson (Admin Lead) and Jordan Fong (Faculty Lead)
  - Standard IV: Simon Pennington (Admin Lead) and Dolores Davison (Faculty Lead)

- Academic Senate will continue to recruit a Faculty Lead for Standard II.

### 4. Resources

- The canvas tool will support communication, documentation, and writing of this ISER process.
- All ISER materials and resources are available on the canvas site.
- Kelaiah provided a demo of canvas.