December 6, 2022
MEETING MINUTES

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

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<tr>
<th>ITEM</th>
<th>TOPICS</th>
<th>DISCUSSION/NOTES</th>
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| 1.   | Agenda | • Check in  
|      |        |   o Winter quarter timeline  
|      |        |   o Crosswalk  
|      |        |   o Timeline  
|      |        |   o Large Group Team meeting: December 13th  |
| 2.   | Winter Quarter Transition | • Individual Standard Team Lead meetings will be scheduled in January to handoff the standard crosswalk and evidence to the Lead Writer. The purpose of the transition meetings are to:  
|      |        |   o Finalize evidence for the Standard Area  
|      |        |   o Meet with Lead Writer for hand-off  
|      |        |   o Identify outstanding evidence items in progress  |
3. **Crosswalk Review**

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| Standard I | Waiting for SLO update from Foothill Inquires for Standard I.A.  
No standard statements are incomplete for Standard I.B.  
Marketing will complete Standard I.C |
| Standard II | SLO standard statements will be incomplete (standard II.A).  
Waiting for learning support services (tutoring & student services) evidence for Standard II.B.  
Standard II.C. working to gather evidence |
| Standard III | All standard statements will be completed by the deadline |
| Standard 4 | All standard statements will be completed by the deadline |

- There will be a final Team Leads meeting in January to identify 2-3 QFE action projects. These projects will align with the 13-55 implementation plans.