



**FOOTHILL COLLEGE**  
**Accreditation Self-Study Team Meeting**  
**(Standard II)**  
**Thursday, May 19, 2016**

**MEETING MINUTES**

**LOCATION:** FH Bio/H conference room (Room 5212)

**TIME:** 2:00PM – 3:35PM

**MEMBERS PRESENT:**

Lisa Collato, Craig Gawlick, Michaela Agyare, Anthony Cervantes, Isaac Escoto, Lan Truong, Lori Silverman, Paul Starer, Eric Reed, Jazmine Garcia, & Carolyn Holcroft.

**GUESTS:**

Ruby Sodhi

**I) Brief Introductions**

Carolyn welcomed the team members and informed them of her new role as a Team Leader on Standard II accreditation self-study. The discussion started with an activity in which everyone was asked to write three key words that came to mind when they hear the word ‘accreditation,’ and three questions they had about accreditation. Then everyone took turns to briefly introduce themselves and share with the team what three words they wrote. This exercise provided the team members a starting discussion point about accreditation, self-study, and their role and expectation from it. Using a [PowerPoint slide show](#), Carolyn provided an outline of accreditation, ACCJC, and the purpose of the self-study report. Carolyn also informed the members that Andrew LaManque is the Accreditation Liaison Officer. Carolyn shared a list of all the members who are serving on this team.

**II) Orientation**

Carolyn informed the members about the four teams and four team leaders model that is being used for this cycle of re-college’s accreditation:

1. Andrea Hanstein – Standard I (Mission, Academic Quality, & Institutional Effectiveness, & Integrity)
2. Carolyn Holcroft – Standard II (Student Learning Programs & Support Services)
3. Erin Ortiz – Standard III (Resources)
4. Andrew LaManque – Standard IV (Leadership & Governance)

Carolyn reviewed the role of the Accreditation Steering Committee and its oversight responsibility to support and guide the work of the four teams. She noted that the Accreditation Steering Committee members are Andrew LaManque, Andrea Hanstein, Carolyn Holcroft, and Erin Ortiz. Ruby would provide support for all accreditation related activities including the workflow for each self-study team. Carolyn shared with members three key purposes of accreditation according to ACCJC:

- Increase student success
- Increase institutional effectiveness
- Improve academic quality

Carolyn also provided a brief introduction to the peer-reviewed and voluntary process of accreditation. Carolyn shared that the purpose of the self-study is to talk productively and candidly about what's working and what's not working at the student, course, program, service, and institutional level. She referred to the college's 2017 accreditation timeline to discuss any concerns or feedback members may have in addressing the work needed to be done for this self-study. Carolyn also informed the members that the accreditation survey will go out early next week and it would be useful information for the team to consider.

#### **IV) Crash Review Standard II**

Carolyn provided everyone a handout on Standard II from the ACCJC's website on [Accreditation Standards](#) and encouraged everyone to read and understand them. She also provided members a list of additional resources available on the ACCJC website (manuals, guides, & handbooks) for additional reading material. Carolyn informed members about a new addition to this self-study report - Quality Focused Essay that will be provided by the college to the Commission as one of the new requirements. Ruby shared that information about the self-study teams (including meeting minutes) and accreditation related work will be posted on Foothill College's website soon. There was discussion around the frequency of meetings in summer and fall 2016. Members also had questions about the other standards (their titles and focus). Everyone's homework for the next meeting is to read the entire Standard II document and bring one piece of evidence for discussion. Carolyn provided an overview of Office 365 OneDrive to store and share documents pertaining to Standard II work for this team. She encouraged all members to check out the documents she has placed in OneDrive for members to access.

#### **I) Next Steps**

All the members agreed to read the entire Standard II and gather one piece of evidence for discussion at the next meeting. Team members reviewed the accreditation questions they'd brainstormed at the beginning of the meeting and found that they had all been answered during the course of the meeting. The group agreed that they feel confident in their understanding of the purpose of accreditation, the processes and timing for Foothill's self-study, their roles as members on the team for Standard II, and what the next steps were. Carolyn offered to spend time on additional accreditation training in the future; the group indicated at this time they do not feel additional training would be helpful or productive but understood that the option remains should need arise.