



FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
(Standard IV)

Tuesday, October 18, 2016

Website: <https://foothill.edu/accreditation/documents.php>

MEETING MINUTES

LOCATION: Altos Room (Room 2019)

TIME: 4:00PM – 5:00PM

MEMBERS PRESENT:

Andrew LaManque, Kate Jordahl, Kathy Perino (on phone), Paula Norsell, Paul Starer, Mike Mohebbi, Rachele Campbell.

GUESTS:

Ruby Sodhi

I) Standard IV Discussion

Andrew welcomed everyone to the meeting. As a starting point of discussion, he noted that we should keep the board informed of the work being conducted. He shared the purpose of the upcoming Leadership Retreat is to invite all teams and administrators around the themes of leadership, accreditation, and Quality Focus Essay. Andrew asked who all from this team were planning to attend the retreat. There was a mixed response from the members and Andrew encouraged them to consider attending this event. There was a discussion around the Quality Focus Essay and Andrew described the intent of that essay – to determine the long-term activities, timelines, and people involved in that process.

II) Updates

Andrew shared with the team that he along with Mallory Newell (College Researcher at De Anza College) and David Ulate (Executive Director, Institutional Research & Planning at Foothill-De Anza Community College District) updated the board in August 2016 on the work being conducted by their teams. Andrew added that we might want to look at the employee survey in addressing some of the sub-standards. He noted that David shared a functional map and a resource graph at a meeting with the Chancellor, Judy Miner.

Andrew also updated the team on the work done during Spring 2016 and noted that the team members have started identifying and collecting evidence. He referred to a self-study template that members can use to help find evidence and make notes in a single document that is stored and shared with all team members on Office 365.

Andrew briefly discussed his recent accreditation visit to another community college and shared a key takeaway: consider whether we are meeting the standard and have related evidence, and cite specific evidence (e.g. highlighted paragraph from meeting minutes) to make the work of the visiting team easier.

III) Activity

Members agreed to look at parts of a sub-standard as a group and identify supporting evidence. Andrew selected Standard IV.B (Chief Executive Officer) for discussion because he noted that the college has had change in leadership over the past several years – Judy, Kimberlee, and now Thuy. Members suggested the following forms of evidence to address this sub-standard:

IV.B.1 – President’s Communiques

SHEA (Sunnyvale and Enrollment, Hispanic Serving Institutions, Equity plans, and Accreditation).

IVA.3 – PaRC

Academic Senate – minutes from 9+1

Curriculum Committee

OPC – budget, program review, faculty prioritization process

District Diversity and Equity Advisory Committee (DDEAC)

APM

College Senate

IV.A.6 – Andrew noted that part of the evidence for this sub-standard is available in the employee accreditation survey.

Members discussed looking into pieces of evidence that is available and widely shared. Andrew encouraged everyone to address the standards with supporting evidence honestly and frankly. He noted that when team members find that evidence is weak, that could be an area for the Quality Focus Essay discussion at the retreat. Kate reminded everyone to also consider how the challenges have led to the changes and improvements at the college. Andrew added that it’s important to be honest about what’s happening over time as we collect evidence and write the narrative.

IV.A.7 – Governance survey

Accreditation survey

Cabinet

Goals of leaders, metrics

Team members agreed to do some homework before the next meeting on October 25, 2016. Andrew shared that he will try to have Pearl Cheng (Board of Trustee) to come to a future meeting.

IV) Homework

The following team members agreed to do some homework before the next meeting:

IV.B – Paul

IV.B.1 – Andrew

IV.B.3 - Rachelle

IV.B.4 – Kate

IV.B.5 – Mike

IV.B.6 – Paula
IV.C.1 – Kathy

The meeting was adjourned at 5:00 pm.