



FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
(Standard I)
Friday, October 28, 2016

MEETING MINUTES

LOCATION: President's Conference Room (Room 1901)

TIME: 3:00PM – 4:00PM

MEMBERS PRESENT:

Andrea Hanstein, Andrew LaManque, Bruce McLeod, Claudia Flores, Craig Gawlick, Kathrine Fortune, Nanette Solvason, Paul Starer, and Simon Pennington.

GUESTS:

Ruby Sodhi

I) Welcome & Updates

Andrea welcomed Kathrine as a new team member on Standard I accreditation self-study. She asked Andrew if she could also invite Lisa Ly (College Researcher) and a couple of other people to be a part of this team. Andrew agreed and encouraged Andrea to ask her team members if they could suggest any other members to serve on this team.

Among the updates, Andrew reminded the team members what each team needs to also focus on collecting evidence for the baccalaureate degree program. He added that the narrative should be worded well so it fully addresses what the sub-standards' questions state. There was a discussion around the narrative and collecting evidence. Andrew noted that both processes are important - gathering evidence and writing the narrative. Andrew suggested that those who are ready to move to the narrative part of their sub-standard they could start writing in a word file which he will send to Andrea to share with her team.

Andrea encouraged her team members to collect and store all evidence electronically and share with her. She noted that the team would meet regularly in Fall 2016 so as to make some progress before the Accreditation Leadership Summit on Nov. 18-19, 2016. Andrea shared details about the self-study template that was created recently to add notes and evidence on one document. She encouraged members to use the template if it facilitates their evidence collection efforts. She also let the team members know that Ruby would share a couple of useful examples of Standard IC (Institutional Integrity) to see how other institutions have addressed this new section of the standard. Andrew provided some examples of evidence that team members should consider collecting. He added that a lot of the evidence for this IC should be based on the college-wide publications and how well those publications go through the different layers of reviews and information sharing. He also provided his most recent experience of serving as a ACCJC Site Visit team member for IC and shared his views of how this section could be possibly addressed.

Andrea asked everyone of Fridays work for everyone to meet. There was a discussion around this topic and members agreed to meet regularly on Friday mornings.

II) Accreditation Leadership Summit

Andrea more information about the upcoming summit and asked who all were planning to attend. The responses were mixed. Andrea noted that those members who plan to attend the summit would need to do some homework on what challenges/gaps they recognize in their evidence collection process. She also encouraged the team members to consider possible areas of improvement that could be reviewed for Quality Focus Essay (QFE) during the summit.

Andrew shared that the people who would be attending the summit may soon receive a short survey from the moderators regarding the QFE. Andrew reminded everyone that the topic/s for the QFE should come out of the standards.

III) Homework & Meeting Assignment

Andrea listed the following two homework assignments for each member to address by the next meeting:

- a. Identify at least five pieces of evidence and write at least two paragraphs per sub-standard.
- b. Identify two challenges or areas of improvement the college should focus on.

Members discussed some of the evidence sections of Standard I:

I.A1 – PaRC minutes
EMP
Online and Catalog info
Rubrics - OPC

I.A.3 – ILOs (IR)

I.A.4 – Board minutes
PaRC – six year planning calendar (look for when the college's mission would be reviewed).

The meeting was adjourned at 4:00 pm.

The next meeting is scheduled for November 4, 2016 at 11:00 am – 12:30 pm.

