



## Foothill College Accreditation 2011

Accreditation Standard II Committee  
Minutes  
May 21, 2010  
2pm  
Toyon Room

Attending: Judi McAlpin, Eloise Orrell, Falk Cammin, Bill Frankeberger, Darya Gilani, David Sauter, Bernie Day, Mary Thomas, Kay Jones, Pat Hyland, Rose Myers

Item:

- I. Welcome and committee updates
    - a. Eloise welcomed the group and asked if there were specific questions or concerns.
    - b. A question was asked regarding where to find required information listing all tutorial or learning labs on campus. Eloise advised any team who was searching for information to contact the Dean first, as they are the gateway to the division.
  - II. Templates for writing
    - a. Eloise reviewed the template for writing and advised that teams should be clear about the standard and organization, not to try to make the formatting fancy, and to focus on collecting and tagging evidence. Evidence needs to be numbered and inserted into the text. (See attached Evidence Guide)
  - III. Standard break-out groups
    - A. Document meetings and send to Tri-chair
      - a. Notify the Tri-Chairs of meetings by cc'ing them and emailing summaries.
    - B. Tri-chair contact
      - a. Is on hand out sheet that is attached to the agenda
- Foothill College | 12345 El Monte Road | Los Altos Hills, CA 94022  
<http://www.foothill.edu/president/accreditation>



**Foothill College Accreditation 2011**

C. Time-line and Benchmarks

- 1. Spring quarter 2010 to second week of Fall quarter 2010 (October 1, 2010) produce list of evidence including “wish list”.
- 2. December 10, 2010 first written draft to Committee tri-chair
- 3. February 25, 2011 (eighth weeks of Winter quarter) final draft submitted to Committee tri-chair.

D. Produce list of evidence including “wish list”

- a. Rose Myers added that our last self-study has a wealth of resources
- b. See attached Evidence Guide

IV. Review on-line resources

- a. Lots of resources available online: <http://www.foothill.edu/president/2011.php>

V. Fall Meeting date

- a. Second week of the quarter, Friday October 1, 2010 at 1:30 worked for everyone.

Attachments:

- Sub – standard team handout with contact info
- Evidence Guide