



## Foothill College Accreditation 2011

Accreditation Steering Committee  
Minutes  
May 17, 2010  
2:00 p.m.  
Chinese Heritage Room

### Present:

Shirley Barker  
Kurt Hueg

Falk Cammin  
Judi McAlpin

Maureen Chenoweth  
John Mummert

Darya Gilani  
Eloise Orrell

### Discussion:

1. The template designed by the editors is available online here:  
<http://www.foothill.edu/president/2011.php> Under Quick Accreditation FAQs. "Foothill College Self Study Template for Standard Teams"
2. Some notes from the editing team:
  - Write and submit DOC files, no PDFs
  - If your team believes a chart or graphic is needed, indicate it in the draft you are writing. Marketing and the Research office will be working together to reate standardized graphs
  - If templates seem incomplete in data or rigor, and this cannot be solved by asking for help from your Standard team, pass that information up to the Steering Committee so they can help to find what you need
  - If you discover inconsistencies online, in a pamphlet, publication, etc., please pass that up to the Steering Committee as well
  - Please encourage your members to document WHERE they got this information, whether it is online, in hard copy, or soft copy form, so we can begin to track this info and create an index for site visit members