

# ACCREDITATION

September 8, 2022  
**MEETING MINUTES**

**PURPOSE:** Team Leads Onboarding  
**LOCATION:** <https://fhda-edu.zoom.us/j/92151107825?from=addon>  
**TIME:** 2:00 PM – 3:00 PM

ITEM	TOPICS	DISCUSSION/NOTES
1.	Team Lead Responsibilities	<ul style="list-style-type: none"> <li>• The Faculty Lead and the Administrator Lead will work in collaboration to coordinate and facilitate the Standard team meetings, ensure evidence is gathered, consider action plans, and draft Standard responses.</li> <li>• The Team Leads will be responsible for their Standard Team and is expected to communicate with team members beginning at the ISER Large Group Kickoff on September 30.</li> <li>• Team leads will be expected to attend Team Lead Meetings and regularly meet with the ALO.</li> <li>• Key tasks of the Team Leads are to review evidence and identify evidence needed, ensure team homework is submitted regularly on canvas, ensure the Standard Team crosswalk is completed, and communicate with the Lead Writers.</li> </ul>

		<ul style="list-style-type: none"> <li>• 2023 ISER writing should be clear and concise. Focus on providing the best source of evidence to articulate the standard statement.</li> <li>• The ISER document should not exceed 250 pages.</li> <li>• Team Leads will be provided with a list of Standard Team members developed from the ISER Retreat in May 2022. Additional members can be recruited if needed.</li> </ul>
2.	Timeline	<ul style="list-style-type: none"> <li>• Fall quarter will focus primarily on gathering and submitting evidence, and writing the analysis/evaluation in the Standard Crosswalk.</li> <li>• The ALO will facilitate a transitional meeting for the Team Leads to hand off their work to the Lead Writers in winter quarter.</li> <li>• The ISER Large Group and the Team Leads will meet several times throughout the quarter to work on the ISER. Standard Teams will use meeting agendas and minutes to capture and document their work. Agenda and minutes will be submitted to the canvas site regularly.</li> <li>• There will be QFE Town Halls held in the fall to identify 2-3 projects. <ul style="list-style-type: none"> <li>○ This will be a college-wide discussion facilitated by Ajani.</li> <li>○ The agenda for the Town Halls will focus on identifying emerging themes and possible college recommendations.</li> </ul> </li> </ul>
3.	Demo FH ISER Canvas Site	Kelaiah demoed the canvas site.