



FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
(Standard I)
Friday, November 4, 2016

MEETING MINUTES

LOCATION: President's Conference Room (Room 1901)

TIME: 11:00AM – 12:30PM

MEMBERS PRESENT:

Andrea Hanstein, Bruce McLeod, Craig Gawlick, Katherine Fortune, Nanette Solvason, Thom Shepard

GUESTS:

None

I) Welcome & Updates

Andrea welcomed those in attendance and announced that three new members will be joining the team in the next week. She will send out an updated team roster once everyone has confirmed.

Andrea also reminded the team members about the upcoming Accreditation Summit, taking place on November 18-19. She confirmed that it will start at 1 p.m. on Friday and that teambuilding activities will take place after dinner. The summit will finish no later than 1 p.m. on Saturday. There will be time to meet as a team to discuss which items we would like to suggest as topics for the Quality Focus Essay (QFE). Please remember, the team meeting will NOT be a time to work on your substandard.

II) Homework Recap

Andrea discussed the homework from the following week which was to:

- 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.

Andrea shared her evidence gathering process and narrative for I.C.14 with the group. She went through the website and copied and pasted links to evidence using the Standard I evidence template. Her narrative then referenced the various pieces of evidence. Andrea also suggested that teams split the work by team member.

Teams are encouraged to meet outside of the regularly scheduled meetings and provide Andrea with their work.

The team then discussed how to evaluate evidence and whether or not they should only evaluate whether or not the college meets the standard or if we could do more. Andrea said she would discuss with the Steering Committee.

III) Resources

Andrea discussed three key resources for the team to use:

1. Previous Foothill College self study: Those teams who are working on standards IA and IB are encouraged to look the previous self study and update and/or add to the information presented. She will share the Word version of the document with the team.
2. Examples of colleges who have written IC: Before she left, Ruby shared examples of colleges who have written Standard IC. She will share those examples with the teams working on those standards.
3. Evidence template: Andrea encouraged her team members to collect and store all evidence electronically and share with her using the evidence template. All team members received an invitation to use the template via Office 365.

IV) Emerging Themes

Andrea shared some of the themes other colleges have used to develop their Quality Focus Essay (QFE), including professional development, facilities design, and resource allocation models. She again stressed that the QFE should not be used to implement a project, such as banner.

The team brainstormed a few possible QFE topics based on their current evidence collection. A fair amount of discussion centered around communication across campus and the current shared governance structure.

The meeting was adjourned at 12:10 pm.

The next meeting is scheduled for November 10, 2016 at 1:30 pm – 2:00 pm.

