



FOOTHILL COLLEGE
Accreditation Steering Committee
Wednesday, August 24, 2016
MEETING MINUTES

LOCATION: Andrew LaManque's Office (Room 1915)

TIME: 9:00AM – 10:20AM

MEMBERS PRESENT:

Andrew LaManque, Carolyn Holcroft, Erin Ortiz, & Ruby Sodhi.

A) Review Board Presentation

Andrew provided members with a copy of the board presentation ahead of the meeting. Members discussed the presentation Andrew would give the board soon regarding Foothill College's accreditation activities.

B) Review Survey Data

Andrew shared that Elaine Kuo was working on the accreditation survey results and that they would be available soon for this committee's review.

C) Update of District Efforts re: Standard III and IV

Members discussed the ongoing efforts to recruit new volunteers for these two standards as well as identify team members who could help with writing the self-study. Discussion also revolved around storing evidence for each standard on the web so it could be widely shared with the campus community for feedback and input. Ruby shared with members a Standards Timeline (see Appendix A) of the standards that could help each team plan their work accordingly and meet those deadlines.

D) Communications: Flyers and Banners (budget?)

Andrew noted that at the last meeting, some of the members of this committee had shared the need to display flyers and banners throughout the campus about accreditation related activities but the hardware to do this cannot be located. This means the college would either need to buy new hardware or plan a different approach to market this information. Andrew noted that he does not yet have any additional information on what the decision would be and will follow up soon with more information.

E) Retreat to Develop Quality Focused Essay Topics (ideas for date, location, and facilitator)

Members discussed the possibility of a retreat to bring the college community together focused on possible topics for the Quality Focused Essay (QFE). Andrew noted that the retreat would likely be in a location outside of the college and would be one day long. Members discussed possible facilitators and topics of discussions for the retreat. Andrew informed members that a focus on building leadership would be a theme used at the retreat.

F) Administrative Assistance and Writing Support (who, budget?)?

Andrew noted that the he is in discussion with the President regarding this and would provide the committee more information when a decision is made.

G) Sharing Accreditation Survey Results

Members discussed how the recently administered accreditation survey results should be disseminated to the college community. Members suggested using the Opening Day as a way to share the results as well as recruit more volunteers for some of the self-study teams.

H) ACCJC Team Training PowerPoint

Andrew informed the members that he would be attending an ACCJC training soon. He shared that he would like to seek some clarification on the new QFE and bring back ACCJC's feedback to this committee. Andrew also shared with members that any team member/s requiring training for the self-study report should seek individuals who have previously been trained by the ACCJC. He also provided a brief outline regarding upcoming self-evaluation training in fall 2016 on Oct. 28 or Nov 4, 2016 to be held at Merced College. Andrew added that it might be possible to have an additional 5-6 members from Foothill College to attend.

I) District Opening Day

Andrew shared with members a plan for him, Mallory Newell (De Anza College), and Ruby Sodhi to present and organize a workshop on Linking Student Equity with Accreditation at the district opening day. He provided members with a brief outline of this activity as well as some of the standards and sub-standards that address this.

J) Next Steps

1. At the next meeting roll out a plan for President's Communiqués with the college that should include regular updates on Foothill College's self-study.
2. Ruby will create a template for each of the four standards for teams to use to document queries, notes, and evidence.

Next Meeting – Sep. 14 at 10:00 am

Appendix A – Standards Timeline

Accreditation Standards				
Due on 10/14/2016	Sub-Standard		Area	Status
Standard I	A	(1-2)	Mission	
Standard II	A	(1-2)	Instructional Programs	
Standard III	A	(1-4)	Human Resources	
Standard IV	A	(1-3)	Decision Making Roles & Processes	
Due on 10/21/2016				
Standard I	A	(3-4)	Mission	
Standard II	A	(3-5)	Instructional Programs	
Standard III	A	(5-8)	Human Resources	
Standard IV	A	(4-7)	Decision Making Roles & Processes	
Due on 10/28/2016				
Standard I	B	(1-2)	Academic Quality	
Standard II	A	(6-8)	Instructional Programs	
Standard III	A	(9-12)	Human Resources	
Standard IV	B	(1-6)	Chief Executive Officer	
Due on 11/04/2016				
Standard I	B	(3-4)	Academic Quality	
Standard II	A	(9-11)	Instructional Programs	
Standard III	A	(13-15)	Human Resources	
Standard IV	C	(6-9)	Governing Board	
Due on 11/10/2016				
Standard I	B	(5-7)	Institutional Effectiveness	
Standard II	A	(12-14)	Instructional Programs	
Standard III	B	(1-4)	Physical Resources	
Standard IV	C	(6-9)	Governing Board	
Due on 11/18/2016				
Standard I	B	(8-9)	Institutional Effectiveness	
Standard II	A	(15-16)	Instructional Programs	
Standard III	C	(1-5)	Technology Resources	
Standard IV	C	(10-13)	Governing Board	
Due on 11/23/2016				
Standard I	C	(1-3)	Institutional Integrity	
Standard II	B	(1-4)	Library & Learning Support Services	
Standard III	D	(1-5)	Financial Resources	
Standard IV	D	(1-3)	Multi-College Districts or Systems	

Due on 12/02/2016				
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Standard I	C	(4-8)	Institutional Integrity	
Standard II	C	(1-4)	Student Support Services	
Standard III	D	(6-10)	Financial Resources	
Standard IV	D	(4-5)	Multi-College Districts or Systems	
Due on 12/9/2016				
Standard I	C	(9-14)	Institutional Integrity	
Standard II	C	(5-8)	Student Support Services	
Standard III	D	(11-16)	Financial Resources	
Standard IV	D	(6-7)	Multi-College Districts or Systems	
Revised on:				
Updated on:				