



**FOOTHILL COLLEGE**  
**Accreditation Self-Study Team Meeting**  
**(Standard II)**  
**Tuesday, October 4, 2016**

**MEETING MINUTES**

**LOCATION:** Alton Room (Room 2019)

**TIME:** 2:00PM – 4:00PM

**MEMBERS PRESENT:**

Brendan Mar, Carolyn Holcroft, Lisa Collato, Isaac Escoto, Katherine Schaefer, Lisa Drake, Michaela Agyare, Lan Troung, Vinita Bali, Eric Reed, Debbie Lee, Paul Starer, & Rosa Nguyen.

**GUESTS:**

Ruby Sodhi

**I) Welcome and Introductions**

Carolyn welcomed everyone to this first meeting of Fall 2016. Everyone took turns to introduce themselves to the group. Then Carolyn provided a background on the accreditation timeline for the self-study. She also shared the work being generated by everyone on this team on Office 365 for Standard II. Carolyn emphasized the importance of linking evidence to documents when members collect information for each sub-standard.

Carolyn explained the purpose of the upcoming Leadership Retreat (Nov. 18) and asked who all from this team were planning to attend. The response from the group was mixed. Carolyn added that the retreat would give the college an opportunity to develop a rough outline of the Quality Focus Essay (QFE) to share with everyone. She noted that participating in this event would help identify issues to bring to the larger groups at the college.

Among the first activities for the group, the team briefly reviewed the evidence collected on Office365 thus far. Then Carolyn showed everyone a self-study template (See Appendix A) that was recently developed to help team members organize evidence and share notes with others on a single document. Carolyn requested everyone to complete the relevant areas of evidence/notes by the end of the next two weeks. Members then spend the remainder of the meeting time to add evidence/notes on the self-study template.

In closing, Carolyn discussed possible meeting times with members and alternate meeting plans for those could not be available for those times/dates. The next meeting was scheduled for the week of October 10, 2016.