



**FOOTHILL COLLEGE**  
**Accreditation Steering Committee**  
**Thursday, May 19, 2016**  
**MEETING MINUTES**

**LOCATION:** Andrew LaManque's Office (Room 1915)  
**TIME:** 11:00AM – 12:00PM

**MEMBERS PRESENT:**

Andrea Hanstein, Andrew Lamanque (by phone), Carolyn Holcroft, Erin Ortiz, & Ruby Sodhi.

**A) Review minutes**

Members did not have any questions about the last meeting meetings.

**B) Standard I Meeting Update**

Andrea shared that almost 90% of accreditation volunteers on her team (Standard I) got back to her about attending or not attending the first meeting. She noted that while only 7 people attending the first team meeting, there was a notable interest among them in wanting to be a part of this team and learn more about accreditation and the self-study. Several people made appointments to meet with Andrea / and/or Ruby to get a briefing on the first meeting. Andrea noted the following points of discussions she had with the members at the first meeting:

- Provided everyone a list of all members serving on Standard I team.
- Encouraged everyone to invite others they may think are also suitable to serve on this team.
- Discussed the basics of accreditation, and ACCJC standards.
- Went over the roles and expectations of members, team leaders, and the Steering Committee membership and their responsibility.
- Focused discussion on helping find everyone's strengths to contribute meaningfully to the self-study.
- Discussed load of accreditation work during the summer and fall.
- Talked about organizing and gathering evidence starting now.
- Encouraged the members to start looking into possible themes that emerge from the data.
- Shared the accreditation timeline handout and a PowerPoint about accreditation.
- Assigned homework for all members on Standard I to bring one piece of evidence for discussion at the next meeting.

**C) Accreditation Training/s?**

Andrea shared the need to provide training to some of the members on her team as she noted that several of them are new to the accreditation work. There was discussion around the possibility of having the ACCJC provide a training session and/or conducting internal trainings with people experienced in the accreditation work at the college. The members also discussed what type of training (whether it is understanding accreditation/standards/self study, accreditation process and work, or organizing and gathering evidence) would be most helpful and what would the people gain from it. Andrew noted that the college's annual Opening Day event is an opportunity to provide a training/presentation about the self-study work being done by the four teams.

#### **D) Accreditation Website Update**

Ruby showed the members a printout outlining the information on the 2017 accreditation website (see Appendix A). She noted that Julie Ceballos (Web Content Developer) is working to add this information to Foothill College's accreditation page as soon as possible. Ruby will inform the members as soon as this website is up and running. The website will provide links to ACCJC accreditation standards, college's work on the 2017 accreditation (including meeting minutes for all four Standards teams and Accreditation Steering Committee), and membership of college stakeholders. There was further discussion about moving some of the members from one standard to another based on requests made by those individuals.

#### **E) Accreditation Workflow (Quire website)**

Ruby discussed the intent of using the Quire website to help organize the workflow for accreditation related activities. She will be responsible for adding/updating tasks for completion regarding the accreditation related activities. The Steering Committee members can use this website to better understand the workflow of meetings, tasks, and work being accomplished by college stakeholders in preparing for the self-study report.

#### **F) Next Steps**

- Office 365 OneDrive – Carolyn is using this cloud-based file storage, share, and sync app provided by the college. OneDrive can be used from any system and members who have authorized access to it can update the files. Ruby is also using OneDrive to add files that can be accessed by the Steering Committee members and all four teams regarding accreditation documents/files.
- Accreditation Survey & distribution – Andrew noted that the accreditation survey for students will be released by early next week. The Marketing department will send out this survey to students and the results will be posted on the accreditation website.
- Identify Summer Work – Members discussed possible tasks to be accomplished during summer 2016. Members agreed that a couple of forums should be planned for this fall and the Steering committee will keep up the momentum of planning and guiding the four self-study teams in gathering, sharing, and analyzing evident. Andrew suggested that this committee should also consider a town hall meeting in fall through which the self-study teams can seek comments, feedback, and suggestions from the college community

# Accreditation 2017

Foothill College is preparing for its upcoming accreditation in 2017. The Accreditation Steering Committee is guiding and supporting the work of the Accreditation Standards Committees, who are charged with researching and gathering evidence, and writing and editing the self-study report. The Accreditation Steering Committee is also responsible for monitoring the progress of the self-study report as well as seeking and incorporating the feedback from the college community into the final draft.

**Accreditation Standards** (hyperlink to ACCJC standards)

## Accreditation Timeline

<b>Foothill College Accreditation Timeline</b>				
<b>Spring 2016</b>	<b>Fall 2016</b>	<b>Winter 2016</b>	<b>Spring 2017</b>	<b>Fall 2017</b>
Assign standards and training to Self Study teams	Gather and organize evidence	Quality Focused Essay (QFE) completed	Draft approval by Board of Trustees	File the Comprehensive Self Study with the ACCJC
Add accreditation info to website	Accreditation survey and results	Teams continue work on Self Study	Incorporate changes, check links	Countdown to site visit
	ACCJC training/workshop?	Continue to incorporate campus feedback; finalize Self Study		Team welcome packets/brochure
	Teams complete first draft	Editor puts document into a single voice and format (as per ACCJC	Final editing and distribution to constituent groups for approval	

		Manual)		
	Website development		Self Study to print; copies to teams; compile hard copies of evidence for team visit	

### Self-Study Teams

Below is a list of Self-Study teams

<b>Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity</b>
<b>Team Leader</b>
Andrea Hanstein, Administration, Marketing
<b>Team Members</b>
<ol style="list-style-type: none"> <li>1. Bruce McLeod, Faculty, Theatre</li> <li>2. Victor Tam, Administration, PSME</li> <li>3. Patrick Morris, Faculty, Math</li> <li>4. Josh Westling, Faculty, Bio Heath</li> <li>5. Amanda Pitts, Faculty, Chemistry</li> <li>6. Elaine Kuo, Classified, Institutional Research</li> <li>7. Donna Wolfe, Classified, Workforce</li> <li>8. Nanette Solvason, Administration</li> <li>9. Jennifer Sinclair, Faculty, Math</li> <li>10. Michelle Palma, Faculty, Geography</li> <li>11. San Lu, Administration, Veterans + DRC</li> <li>12. Sam White, Faculty, English</li> <li>13. Claudia Flores, Classified, Allied Health</li> <li>14. Marco Tovar, Classified, Outreach</li> <li>15. Valerie Fong, Faculty, Language Arts</li> <li>16. Teresa Zwack, Faculty, Math</li> <li>17. Kimberly Escamilla, Faculty, English</li> <li>18. Simon Pennington, Administration, Fine Arts</li> <li>19. Amanda Kolstad, Classified, Student Services</li> </ol>
<b>Standard II: Student Learning Programs and Support Services</b>

<b>Team Leader</b>
Carolyn Holcroft, Faculty, Bio Health
<b>Team Members</b>
<ol style="list-style-type: none"><li>1. Valentin Garcia, Adjunct (NC), FEI</li><li>2. Katherine Schaefer, Adjunct, Anthropology</li><li>3. Rosa Nguyen, Faculty, Chemistry</li><li>4. Lisa Collato, Adjunct, ESLL</li><li>5. Craig Gawlick, Classified, Middlefiled</li><li>6. Fatima Jinnah, Faculty, Counseling</li><li>7. Micaela Agyare, Faculty, Library</li><li>8. Enjoli Flynn, Adjunct, Language Arts</li><li>9. Anthony Cervantes, Classified, DRC</li><li>10. Issac Escoto, Faculty, Counseling</li><li>11. Bernie Day, Faculty, Honors</li><li>12. Lan Truong, Administration, Counseling</li><li>13. Lori Silverman, Faculty, Math</li><li>14. Debbie Lee, Faculty, Math</li><li>15. Paul Starer, Administration, Language Arts</li><li>16. Lisa Drake, Faculty, Accounting</li><li>17. Katie Ha, Faculty, TLC</li><li>18. Lauren Balducci, Administration, Student Services</li><li>19. Eric Reed, Faculty, STEM Center</li><li>20. David Ellis, Classified, Apprenticeship</li><li>21. Dawn Giradelli, Administration, Middlefield</li><li>22. Jazmine Garcia, Classified, CTE/Outreach</li><li>23. Robbie Reid, Faculty, Art History</li></ol>

Meeting Minutes ([hyperlink](#))

<b>Standard III: Resources</b>
<b>Team Leader</b>
Erin Ortiz, Classified, Student Activities
<b>Team Members</b>
<ol style="list-style-type: none"><li>1. Teresa Ong, Administration, Business</li><li>2. Romeo Paule, Administration, Bookstore</li><li>3. Bernata Slater, Administration, Finance + Admin</li><li>4. Brenda Davis Visas, Administration, Finance + Admin</li><li>5. Asha Jossis, Administration, Finance + Admin</li><li>6. Judy Baker, Administration, Online Education</li><li>7. Pawel Szponar, Faculty, Library</li><li>8. Sherri Mines, Classified, International</li><li>9. Cathy Denver, Faculty, Counseling</li><li>10. Kevin Harral, Administration, Financial Aid</li><li>11. Daphne Small, Faculty, Student Activities</li><li>12. Steve McGriff, Faculty, KCI</li><li>13. Jose Nava, Faculty, Business</li><li>14. Kamara Tramble, Classified, Student Activities</li><li>15. Karen Smith, Classified, Student Services</li><li>16. Meredith Heiser, Faculty, Political Science</li><li>17. Bob Cormia, Faculty, Chemistry</li><li>18. Casie Wheat, Classified, Assessment</li></ol>

Meeting Minutes ([hyperlink](#))

<b>Standard IV: Leadership and Governance</b>
<b>Team Leader</b>
Andrew LaManque, Administration, Instruction
<b>Team Members</b>
<ol style="list-style-type: none"> <li>1. Justin Schultz, Classified, Instruction</li> <li>2. Juston Glass, Adjunct, Business</li> <li>3. Joni Hayes, Administration, District Finance</li> <li>4. Carla Maitland, Classified, District Finance</li> <li>5. Kate Jordahl, Faculty, Fine Arts</li> <li>6. Nazy Galoyan, Administration, Enrollment Services</li> <li>7. Kathy Perino, Faculty, Math</li> <li>8. Art Hand, Classified, Library</li> <li>9. Marietta Harris, Administration, Human Resources</li> <li>10. Paula Norsell, Confidential, Chancellor</li> </ol>

Meeting Minutes (hyperlink)

If you have questions, comments or concerns, e-mail or call the following accreditation representatives:

- ACCREDITATION LIAISON OFFICER** - [Andrew LaManque](#), Associate Vice President of Instruction
- ACCREDITATION CO-CHAIR** – [Andrea Hanstein](#), Director, Marketing and Public Relations
- ACCREDITATION CO-CHAIR** - [Carolyn Holcroft](#), Academic Senate President
- ACCREDITATION CO-CHAIR** - [Erin Ortiz](#), Classified Senate Representative
- ACCREDITATION SUPPORT** - [Justin Schultz](#), Coordinator, Office of Instruction
- ACCREDITATION SUPPORT** - [Elaine Kuo](#), College Researcher
- ACCREDITATION SUPPORT** – Ruby Sodhi, Program Assistant III, Office of Instruction