



FOOTHILL COLLEGE
Accreditation Steering Committee
Thursday, June 23, 2016
MEETING MINUTES

LOCATION: Andrew LaManque's Office (Room 1915)

TIME: 11:00AM – 12:00PM

MEMBERS PRESENT:

Andrea Hanstein, Andrew LaManque, Carolyn Holcroft, & Ruby Sodhi.

A) Self Study Teams' Updates

Standard I: Andrea provided everyone an update about her team's second meeting. She noted that a few of the members who had joined this meeting for the first time were not familiar with accreditation and related work so she provided that information at the meeting. She also stated that several members on her team have already taken the responsibility to find and document evidence for standard I. Her team members have decided to have four teams of two individuals each to help write the report on standard I.

Standard II: Carolyn noted that she has shared the necessary paperwork with her team members and many of them have started to collect and document evidence. She added that she would be providing her team with regular email updates on the work that is being performed.

Standard IV: Andrew noted that some of the members on his team have also take a lead to collect and document evidence. He added that more people might need to be added to his team and they are yet to decide on how to collaborate with De Anza College to address some areas of the standard (for example: Standard IV D – multi-college districts or systems).

B) Summer Work

Members discussed possible accreditation related activities and deadlines for fall 2016.

Discussions included:

- Whether to do Town Hall in November or meet with everyone sooner.
- De Anza College's approach to writing the self-study report.
- Possibility of a write-up by October 14, 2016 and do another check-in on November 4, 2016.
- Aggregating data/evidence close to the end of fall 2016.
- Scheduling the Accreditation Steering Committee meetings more often during the summer – weekly on Thursdays or Wednesdays.
- Possibility of hiring/delegating an editor during the writing process.
- Have a rough draft of the report by the end of January 2017.
- Possibility of conducting an Open Forum on the Quality Focused Essay in February 2017.

- By the end of winter quarter (2017), have a complete draft of the report to share with college constituents (e.g. Academic Senate, Classified Senate, PaRC, etc.)

Andrew informed everyone that he and Elaine Kuo would be attending a Team Evaluation Training hosted by the ACCJC in August 2016.

C) Accreditation Survey

Andrew shared that the accreditation survey that was recently sent out to college employees would be closing tomorrow (June 24, 2016) and several more people have thus far responded to the survey.

D) Possible PowerPoint Presentation & Workshop at District Opening Day

Andrew informed everyone about the possibility of giving a presentation on *Linking Student Equity with Accreditation* at the district's opening day on September 22, 2016. He noted that the submissions for presentations/workshops are due by the end of June 30, 2016 and if selected, he along with Mallory (from De Anza College) and Ruby will be giving the presentation/workshop. Ruby added that more information about the content would be provided if/when they are selected to present.

Andrea informed the members that she would soon invite the new President (Thuy Nguyen) to one of this committee's meetings. In closing, Andrew informed members that a more definitive timeline – with specific dates and goals – will be chalked out soon for all four self-study teams and team leaders to accomplish the work for each standard. Ruby provided the team leaders with handout on possible things to consider in addressing the accreditation work during summer 2016, stages of self study report, and tracking your progress (see Appendix A).

Appendix A: Accreditation Steering Committee Handout

Accreditation Work to Consider for Summer 2016:

- ✓ Summarize and reference evidence to support the analyses.
- ✓ Make evidence available electronically
- ✓ Collaboratively explore the findings.
- ✓ Ask probing questions to better understand the data.
- ✓ Identify the assessment methods used or not used.
- ✓ Discuss the possible reasons for the data – factors affecting the results – explanations of findings.
- ✓ What questions, gaps, strengths, and limitations of the data do you recognize?

STAGES OF SELF STUDY REPORT
Stage 1 – You and your team closely review the standard, and assess how well your current practices meet the standard.
Stage 2 – You and your team update the practices that do/do not meet the standard, and recommend new practices to be put into place.
Stage 3 – You and your team document and verify the implementation of your standard.

Track your progress by:

- Creating an Excel or Word document to use as a worksheet.
- Taking notes on a hard /soft copy of the standards.
- Planning group events to celebrate the achievement of important milestones along the way.
- Using games or contests to help your team better understand the standards.