

## Midterm Study Group Teams

The following components are required for the Midterm Report:

- Recommendations for Improvement (2)
- Action Plans (8)
- Student Learning Outcomes
- Institutional-Set Standards (4 indicators)
- Educational Pathways
- Participatory Governance
- Fiscal Report

Each component functions as its own subgroup, but the three (3) primary teams are:

- Student Learning Outcomes
- Educational Pathways
- Participatory Governance

### Team Leads (1-2)

Team leads can serve in the following capacity:

- Scheduling team meetings (can designate another member);
- Facilitating team meetings (setting agenda; can designate another member);
- **Attend 10 to 15-minute weekly check-in meetings;**
- Collect documentation (can designate another member);
- May be the lead writers (but not necessarily);
- **Follow up on tasks assigned to team members;**
- Organize the writing for clarity and cohesion (can designate another member); and
- **Communicate via MS Teams (for documentation purposes).**

Team members will identify their team lead(s).

### Team Members

Team members can play multiple roles; how the tasks are organized and delegated is at the discretion of the team. At minimum, team members will:

- Attend meetings (as reasonably possible);
- Participate in gathering evidence (identifying documents; interviewing past/current participants);
- Writing section (can serve as writing lead if agreed upon);

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- Provide timely updates to the team lead(s); and
- Use MS Teams for communication and documentation purposes.

Some team members may be assigned additional tasks, such as:

- Schedule team meetings;
- Take meeting notes for minutes (upload to MS Teams);
- Ensure evidence is publicly accessible (e.g. posted on college website);
- Serve as the lead writer(s); and
- Identify any graphics to be included (e.g. flow charts; organizational charts, visuals).

The Accreditation Liaison Officer (ALO) and the Office of Instruction provides all needed Midterm Report support. Direct questions to Elaine Kuo ([kuoelaine@fhda.edu](mailto:kuoelaine@fhda.edu)) or Kelaiah Harris ([harriskelaiah@fhda.edu](mailto:harriskelaiah@fhda.edu)).