



FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
(Standard I)
Thursday, November 10, 2016

MEETING MINUTES

LOCATION: President's Conference Room (Room 1901)

TIME: 1:30PM – 3:00PM

MEMBERS PRESENT:

Andrea Hanstein, Simon Pennington, Craig Gawlick, Katherine Fortune, Nanette Solvason, Thom Shepard

GUESTS:

None

I) Welcome & Updates

Andrea welcome new team member Robert Hartwell, Fine Arts, to the team. She also announced that Patrick Morriss has stepped down from the committee and that both Cara Miyasaki and Hilda Fernandez are unable to join. Craig suggested Andrea reach out to Melissa Jaquish (ESL).

II) Team Progress Reports

Andrea and Simon shared that their team's progress. Each member has collected evidence for their sub-standard and is now writing the narrative. Andrea stressed that at this point, evidence collection and a rough draft of the "Evidence of Meeting the Standard" narrative are key. Team members can focus less on whether or not the college met the standard at this point.

III) Resources

Andrea again encouraged team members to collect and store all evidence electronically and share with her using the evidence template. All team members received an invitation to use the template via Office 365. Following-up on a question asked at the prior meeting, Andrea also shared that accreditation consultant Bob Pacheco said teams should stay at the 2,500 foot level when deciding whether or not the college meets the standard. This will be discussed in further detail at the upcoming

IV) Accreditation Summit: Team Meeting Preparation

At the summit, taking place next week, each team will share with the group the evidence they have gathered thus far. The rest of the group will have the opportunity to brainstorm additional evidence. Teams will also share any issues they are finding while researching evidence. At the end of the team presentations, the entire Standard I team will pick three-five common issues to present to the group-at-large. The entire group will then sort thru the issues to determine whether or not they can be solved using existing processes or need to be discussed in greater detail as part of a Quality Focus Essay (QFE).

With this in mind, Andrea reminded all of the teams to focus on evidence gather and not narrative writing over the next week.

V) Next Meeting

Teams are encouraged to touch base prior to the summit. Regular meetings will resume after Thanksgiving.

The meeting was adjourned at 2:15 pm.

The next meeting is scheduled for December 2 at 11:00 am – 12:00 pm.

