



FOOTHILL COLLEGE
Accreditation Steering Committee
Wednesday, August 3, 2016
MEETING MINUTES

LOCATION: President's Conference Room (Room 1901)

TIME: 91:00AM – 10:00PM

MEMBERS PRESENT:

Andrea Hanstein, Andrew LaManque, Carolyn Holcroft, Karen Smith, Ruby Sodhi, & Thuy Nguyen.

A) Discuss handout for Administrative Council meeting

Andrew updated the President (Thuy Nguyen) on this committee's progress to date and suggested that she address the ongoing accreditation work as one of the points in her Opening Day speech to the college stakeholders. Thuy agreed to speak about this and would like Andrea and others to help create PowerPoint slides regarding this.

Andrea also suggested that Thuy should request for more volunteers to be part of the self-study teams, as few members from some of the teams are no longer serving on them. Thuy agreed to make a call for volunteers at the Opening Day.

Members also discussed the possibility of purchasing and displaying banners and flyers throughout the campus regarding the ongoing accreditation activities. Thuy will look into this possibility and get back to the team soon regarding this.

Karen Smith, who was representing Erin at this meeting, stated that Erin would like to receive some training on accreditation to lead her Standard III team more effectively. Thuy suggested looking into the possibility of scheduling a joint training session for De Anza and Foothill College with the ACCJC. She added that such training should include all the chairs on each of the four teams and all key stakeholders involved in the accreditation related activities.

Andrew discussed with everyone about the possibility of scheduling an accreditation retreat. Thuy was supportive of the idea and suggested that the venue for this should be off campus. Members agreed to schedule Nov 18 as a retreat day. More specific plans would be set up in the upcoming meetings.

Members also requested Thuy to provide an administrative assistant to support the accreditation work being undertaken by this committee. Thuy will look into this possibility and get back to the team soon.

B) Soliciting Board Feedback on Standard IV

Andrew updated Thuy on the Board's past involvement in the self-study and sought her input on seeking their feedback on Standard IV. Thuy informed everyone that she would discuss this with others in meeting later that day, as accreditation is one of the topics of discussions at the meeting. She would get back to us regarding this as well.

C) Sharing Accreditation Survey Results

Andrew requested Thuy to discuss results from the recent accreditation survey at the Opening Day. Members discussed the possibility on seeking additional survey results through Poll Everywhere and other ways to get instant feedback during the Opening Day.

The meeting ended with Andrew thanking everyone for attending and moving the dialogue forward on the accreditation work at Foothill College.