



FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
(Standard III)
Tuesday October 18, 2016

MEETING MINUTES

LOCATION: Toyon Room (Room 2020)

TIME: 11:30AM – 12:30PM

MEMBERS PRESENT:

Erin Ortiz, Kurt Heug, Teresa Ong, Sherri Mines, Judy Baker, Brenda Davis Visas, Josh Pelletier, Kamara Tramble, Kevin Harral, & Romeo Paule.

GUESTS:

Ruby Sodhi

I) Brief Introductions & Updates

Erin thanked everyone for attending this meeting. Since new members had joined this team since the last meeting, everyone took turns to introduce themselves to the group.

Kurt is taking a lead on addressing the Human Resources section of Standard III and provided an update on the work done so far. He noted that he recently met with Dorene Novotny, Vice Chancellor, Human Resources and Equal Opportunity at Foothill-Den Anza Community College District, along with some employees from De Anza college in an effort to identify data that both colleges would need to collect for certain sub-standards. He added that he has uploaded some files on Office 365 to share with others on this team.

Brenda noted she has prepared the first narrative draft along with relevant evidence for the Physical Resources section. She added that Bernata Slater (Vice President, Finance & Admin Services) accomplished a good amount of work on the Financial Resources section before her departure from Foothill College but more work needs to be done in that area. Erin noted that the work on Standard III has been divided into four mini-groups representing the following:

- Human resources – Kurt & Dorene
- Physical resources – Brenda
- Technology resources – Judy, Sherri, & Josh
- Financial resources – Kevin, Romeo, Kamara, & Teresa

Erin added that the purpose of meeting as a team is to identify barriers/challenges and figure out ways to answer sections of the standard that are yet to be addressed.

Judy noted that she has prepared the first narrative draft along with relevant evidence for the Technology Resources section. Erin requested her to share it with others on this team

through Office 365. Judy let the team know that the people she contacted at the college to collect evidence for her section (Technology Resources) responded quickly and were helpful.

In other updates, Erin wanted to find out from the team who is working specifically on Human Resources section. Kurt responded that he is working directly on that section and will be preparing a narrative along with documented evidence for the Human Resources section. He added that Dorene Novotny is working on this section along with him.

Erin reminded the team that the deadline for each sub-standard is December 9, 2016. There was a discussion around what specific work needed to be accomplished by the deadline – whether to collect evidence, provide a narrative, or both. Kurt suggested that the team should focus on developing a narrative and collect evidence to support it. The team members agreed on developing a narrative and collecting evidence around it by the deadline. There was further discussion around the deadline. Kurt and Erin suggested that the team should aim to develop a narrative and collect all evidence by this deadline but if more time is needed, they will work through the winter and spring 2017 quarters.

II) Website Transition

Judy reminded everyone that the college's website is scheduled to transition to a new website sometime in spring or summer 2017 that would be critical to the work being accomplished by everyone working to collect evidence that is stored online. Kurt added that the team would need to collect core evidence in one area, not in hundreds of web links. Kurt suggested the Accreditation Steering Committee address this anticipated change by figuring out when the migration to the new website should happen in order to avoid any breaks in the links used as evidence for the standards.

III) Self-Study Template

Erin and Ruby took turns to describe the purpose of the self-study template to the team. Erin noted that answering the questions by providing evidence and/or notes on the template for each sub-standard is helpful because this would in effect address the standard. Ruby added that the template provides as single document view of the work being accomplished for this standard and it can be edited and shared with all team members on standard III.

IV) Questions and Next Steps

Kurt asked if any students are partaking in addressing this standard. Erin replied that she did not know until most recently that students are also welcome to serve on the accreditation self-study teams. She added that ever since she found this out she has been trying to recruit students to serve as volunteers on this standard. Erin noted that although no one had come forward to be on this team so far she is making an effort to recruit students. Responding to this, Teresa and Josh both added that they would also make an effort to recruit students who might be interested on serving on this team.

The meeting was adjourned at 12:30 pm.