



FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
(Standard III)
Monday June 13, 2016

MEETING MINUTES

LOCATION: President's Conference Room (Room 1901)

TIME: 12:30PM – 2:00PM

MEMBERS PRESENT:

Bernata Slater, Erin Ortiz, Kurt Heug, Jose Nava, & Sherri Mines.

GUESTS:

Ruby Sodhi

I) Brief Introduction to the standard

Erin provided an overview of Standard III for the new members who joined this meeting. The new members had a few questions about the standard, how far we are in the process of addressing the standard, and what is expected of them as members of this team. Erin provided the new members with a packet she distributed at the last self-study team meeting as well as a cheat-sheet for collecting and organizing evidence (see Appendix A). She also provided information about the accreditation timeline, accreditation steering committee's role and the self-study team members' role and expectations.

Kurt suggested that those of us who will be working at the college during the summer should consider doing the accreditation work over the summer. He offered to take up the section on Human Resources (Standard III A) and work on that over the summer. He suggested that the other members should also identify a section of Standard III (Human Resources, Physical Resources, Technology Resources, and Financial Resources) to look for specific evidence. Bernata Slater offered to work on the Financial Resources section of Standard III. Erin informed the group that Kamara Tramble would also work on this section (Finance).

Jose had a question about the use and purpose of the Quality Focused Essay (QFE). Kurt informed that the QFE would be addressed once the self-study draft has been created. He posited the timeframe for writing the QFE would be in Winter 2017.

II) Evidence for Standard III

Members discussed the evidence needed to address the Financial Resources under Standard III. Suggestions included:

1. Financial situation at the district level
2. Financial model
3. Measure C

4. Block grant – lottery & instruction equipment
5. OPC
6. Prioritization process
7. Substantive change report
8. DE/Global access standards
9. Mission & vision review documents
10. Quarter end reports & fiscal end reports

Erin encouraged the members to refer to the questions on the [*Manual for Institutional Self Evaluation*](#) in addressing Standard III. Erin informed the members that the Accreditation Steering Committee would provide more direction and updates on team meetings in the upcoming weeks. The members agreed to be part of sub-committees and work on gathering and organizing evidence for Standard III through the summer.

Appendix A

Evidence for the Self Study should be:

- Intentional & Purposive
- Interpretative and Reflective
- Integrated & Holistic
- Quantitative & Qualitative
- Direct or Indirect

Collect evidence based on:

- Relevance
- Verifiable
- Representative
- Cumulative
- Actionable