**FOOTHILL COLLEGE**
**Accreditation Steering Committee**
**Thursday, April 28, 2016**
**MEETING MINUTES**

**LOCATION:**        President's Conference Room (Room 1901)
**TIME:**        11:00AM – 12:00PM

**MEMBERS PRESENT:**

Andrea Hanstein, Andrew Lamanque, Kurt Hueg, & Ruby Sodhi.

**A) Volunteer list**

Andrea shared a list of names of people who have volunteered to serve on one of the four standards teams as part of the college's upcoming accreditation self-study. Invitations to join one of the four teams are also being sought through the college's website. The volunteer list represents the college faculty, staff, and administration. Members discussed the possibility of inviting individuals who have attended recent trainings/workshops on accreditation and related topics to serve in one of the teams. There was discussion around adding more people to the list, including adjunct faculty, and assigning some of the volunteers to a more suitable standards team. Members will follow-up on this discussion point at the next meeting.

**B) Functional Map**

Members discussed the use of a Functional Map prepared by David Ulate, and the possible Foothill College questions it can help in addressing the standards. The functional map is designed to help clarify the roles, authorities, and responsibilities between the colleges and the district/system by identifying each item on the four standards either as a primary, secondary, or shared responsibility. Andrew noted that the functional map helps answer some of the questions that the ACCJC would ask. Members identified the most relevant areas of the map for Foothill College and indicated the type of responsibility (primary, secondary, or shared) between the college and the district. Andrew will update this information and forward it to Kurt.

**C) Accreditation Self-Study Teams**

Members discussed a model of the proposed accreditation Self-Study teams. Tri-chair model will not be used this time around and will be replaced by four team leaders, one team leader per standard. The members agreed that the newly formed teams would begin their first meeting in the later half of May and perhaps early June. Andrea will contact more people to serve on one of the teams and Ruby will provide support in scheduling team meetings and agendas.

**Suggested agenda item/s for next meeting:**

- Discuss content of the first team meetings.