



FOOTHILL COLLEGE
Accreditation Self-Study Team Meeting
(Standard III)
Wednesday, November 2, 2016

MEETING MINUTES

LOCATION: TLC Conference Room (Room 3603)

TIME: 12:00AM – 1:00PM

MEMBERS PRESENT:

Erin Ortiz, Teresa Ong, Judy Baker, Brenda Davis Visas, Josh Pelletier, & Romeo Paule.

GUESTS:

Ruby Sodhi

I) Accreditation Leadership Summit

The team briefly discussed the purpose of the summit on November 18 – 19, 2016. Most of the discussion at this meeting focused on identifying key areas of concerns, challenges, and improvements that team members have observed through the collection of evidence and information for standard III. Erin opened this discussion by asking team members to identify prevailing challenges/concerns they observed in addressing standard III.

Brenda noted that the emergency phones across the campus need to be updated/replaced. Erin noted that a to-do-list had been created and discussed with Thomas Shepard, Dean of Student Affairs, in October 2015. Erin added that she would look into her notes for that information and see if anything from that list needs to be addressed. There was discussion around an ETS project to replace the phones and all members agreed that replacing/updating these phones is a safety concern for the institution and should be addressed somewhere within the standard and/or at the summit.

The second area of concern brought up by members was about the recent incident at De Anza college that made it to the local news where a man was dressed up as a cop and was trying to urge a student at that campus to get into a car. The team members shared a concern that this incident was not reported through a Foothill De Anza (FHDA) Alert notification to everyone at both the colleges and people found out about this incident through the local news. One of the members asked where could they address issues that affect multi-college districts. Ruby informed the group that standard IV has a section on Multi-College Districts that standard IV team looks into to determine whether the standard is being met or not and how it is being met. There was discussion around improving the alert communication across both campuses. Ruby advised the team to address areas of concerns/improvement outside of the scope of this standard to this team's leader – Erin Ortiz who could bring up those issues to the appropriate individuals or at the upcoming summit to seek more input from others.

Among other concerns/challenges addressed by team members were around the following topics:

- Increased disability accessibility
- Resource limitations
- Hiring practices
- Communication challenges
- Leadership challenges
- Decentralized approaches at the college
- Commuting to work / working remotely
- Information sharing challenges

Judy wanted to know that if someone is addressing a section on a standard related to her area (Distance Education) in which she is the only one in-charge and knowledgeable, should she wait for that person to seek information from her or should she just provide it. Ruby encouraged team members to be proactive in providing relevant information as they could, whether as notes or evidence on the self-study template or links to the information needed to address that section. Erin noted that she would give the Accreditation Steering Committee a heads up about this possibility of encouraging other individuals who could be proactive in providing information/evidence in other standards about their area of expertise.

Ruby asked the team if they have observed any areas of improvement as part of their collection of evidence and/or writing the narrative thus far that could also be shared at the summit. Judy reported that the weekly meetings that were held for the Sunnyvale site planning discussions were very helpful. She added that so many people were involved in that process and some of the people even participated remotely which was helpful. She noted that the college could benefit from implementing a well-thought out plan in which a lot of people could participate face-to-face and remotely on a regular basis.

The meeting ended with Erin thanking everyone for providing candid responses to the challenges/issues/improvements that could help determine the themes of the quality focus essay discussion at the summit. The meeting was adjourned at 1:00 pm.