

## **FOOTHILL COLLEGE - MEETING MINUTES**

### **Accreditation Self-Study Team Meeting (Standard II)**

**Wednesday, November 9, 2016**

**LOCATION:** Altos Room (Room 2001)

**TIME:** 1:30PM – 3:00PM

#### **MEMBERS PRESENT:**

Brendan Mar, Carolyn Holcroft, Isaac Escoto, Anthony Cervantes, Michaela Agyare, Casie Wheat, Debbie Lee, Rosa Nguyen, & Lan Truong

#### **GUEST:**

Maureen Chenette

### **I) STANDARD II – STUDENT LEARNING PROGRAMS AND SUPPORT SERVICES**

Carolyn opened the meeting with introductions. Maureen will be the Program Assistant to Andrew LaManque and is happy to be among the team!

Carolyn reminded group that our leadership retreat is coming up. Our ideal goal is to have talked about our sub standards before the retreat, and have identified any area(s) we think may merit bringing forward as a Quality Focus Essay topic.

Reminder that at last meeting we had talked about the one of these areas being pathways. These are a way to assist students to be more efficient in planning their classes through their time at Foothill-DeAnza Community College District so as to complete their required coursework in a timely manner. Isaac spoke from a counseling perspective that this would be very beneficial in their work with assisting students in ed planning. It was agreed that the success is contingent on communication between instructional faculty, counseling faculty, and administration. Communication between departments is vital and trying to do this without department chairs is unfeasible.

Michaela raised the topic of information competency. It was acknowledged that we have no single required info-literacy course, but instead infuse it throughout the curriculum. This makes it more difficult to assess at the degree-level, and not necessarily assurance that student will be proficient upon degree completion. One option is to make it an ILO. Could map course-level info literacy assessments to ILOs in TracDat.

The group reviewed the initial response to the prompt about how the college decides to offer international programs (in Office 365 team document). More detail needed about rationale/planning for programs – Carolyn will follow up with Vinita Bali.

Carolyn let the group know that Judy Baker has graciously agreed to help by working on the sub standards related to distance ed.

The Student Learning Outcomes Committee has been asked to discuss and provide feedback re: the SLO-related sub standards in section II. Suggestion that more professional development, common definitions are needed. Lack of time for faculty to collaborate, especially with part-time faculty, is a major barrier. Discussion practices vary from one department/division to the next. Could use more evidence here. Also much variance in terms of how pedagogical discussions/reflection occur. Carolyn will send out email inviting faculty for input and/or to share evidence.

**ROOT ISSUES:**

- Faculty, college community members do not have time to collaborate. This is a big institutional problem – TIME is a determinant factor
- No Department Chairs hinders coordination

**SUGGESTIONS:**

- There is a need for expertise in SLO's and SAO's; a common practice with regular review.
- Implement Flex Days where Faculty can come together and meet as Departments
- Support Department Chair positions.

**Team Things to DO:**

- Please review Office 365 Document before retreat. If there are areas that seem confusing, please make note so we can be sure to clarify.
- Continue to work on your assigned area(s).

Meeting adjourned at 2:50p.m.