



Membership Statement

The purpose of this memo is to provide open and transparent communication that addresses the process of identifying participating members of the Accreditation Study Group 2021 Accreditation Midterm Report Team. Participating members will include Administrators, Classified Staff, Faculty, and Students who are identified through a selection process accordingly:

- x Members may volunteer;
- x Members may be identified in accordance with experience/expertise related to the specific Midterm Report topics; or
- x Members may be engaged by their constituency groups in consultation with the ALO.

Participants ideally should have experience/expertise in the topics specific to the Midterm Report components, which include Institutional Set Standards, Student Learning Outcomes (instructional or student services), Improvement Areas (related to institution identified action plans) Team Recommendations (institutional effectiveness), Participatory Governance, and Guided Pathways.

Experience/expertise includes participation in the aforementioned areas in the following ways:

- x Supporting or identifying the related processes;
- x Engaging with related constituency work;
- x Facilitated campus level discussions and efforts;
- x Participated in state/federal reports and
- x Assisting in writing the relevant sections in the 2017 Institutional Self Evaluation Report (ISER).

Participation in the Midterm Report may include (but not limited to):

- x Supporting the accreditation function as indicated in the [ACCJC Guidelines for Preparing Institutional Reports](#);
- x Identifying documentation/evidence for related plans and goals as identified in the 2017 ISER (including any graphics/charts that will need to be created)
- x Cataloguing identified documentation/evidence;
- x Seeking out colleagues who engaged or are currently engaged in these areas;
- x Considering how documentation/evidence supports current/ongoing work;
- x Initiating dialogue related to future planning;
- x Establishing a network of colleagues who can support and document the continuous improvement process;



- x Writing and editing to the ACCJC Guidelines for Preparing Institutional Reports by answering the related prompts;
- x Serve as liaison with communication and feedback of the draft Midterm Report is reviewed by the college constituency groups.

The timeline for the Midterm Report is as follows:

- x Large group meetings (Monthly beginning in December);
- x Sub group meetings (bi-weekly starting in December/January);
- x Weekly check ins w/sub group leader (10-15 minutes)
- x Reflections on Midterm Report (due in February)
- x Report on evaluation/assessment of Midterm Report (due March)
- x Identify areas of improvement and begin drafting Midterm Report (due April)
- x Midterm Report draft to shared governance (June)
- x Midterm Report to Board (August)

Time commitment will vary greatly and will depend on role assignments. The study group will accommodate members' availability. Note that these are approximations once formed the study group will work to finalize the timelines.

The opportunity to participate should be publicized by shared governance and the respective constituency groups. Any range from two to five members from each constituency is welcomed, but there is no limit to participation. More information about the Midterm Report topics can be found on the Foothill Accreditation [website](#) or by contacting the Accreditation Study Group at fhaccreditation@fhda.edu