

DRAFT

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)

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

The timeline for the Midterm Report is as follows:

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