

Policy on Access to Commission Meetings

*(Adopted June 1978; Revised January 2000; Edited June 2005; Revised January 2006;
Edited August 2012, April 2013)*

Background

The ACCJC holds meetings of the Commission for two purposes: to decide the accredited status of applicant and member institutions and to consider such organizational and policy matters as may come before it. When deliberating or acting upon matters that concern specific individuals or institutions, the Commission meets in Closed Session. When deliberating or acting upon informational, organizational, or policy matters, the Commission meets in Public Session.

Policy

The Accrediting Commission for Community and Junior Colleges supports and encourages the presence of members of the public at its meetings. The Commission also recognizes that it has the responsibility to consider actions on the accredited status of institutions and matters such as personnel actions in a confidential manner.

Policy Elements

I. Public Sessions of the Commission Meeting

The President sends a preliminary agenda 30 days before each regular meeting of the Commission to the Chief Executive Officer and Accreditation Liaison Officer of all applicant, candidate, and accredited institutions with the request that the agenda be posted or otherwise publicized. The preliminary agenda is also posted on the Commission web page in advance of the meeting.

Observers will be seated at the public sessions of Commission meetings as space allows. Anyone wishing to make a presentation or address the Commission must give advance notice to the President as outlined below and identify the agenda item that they wish to address. No reference to specific individuals or institutions shall be made in Public Session.

Participation by observers at Commission meetings is limited to the following:

- A. **Statements which address the Commission's agenda and which have been noted by the President in the agenda at the appropriate places.** A written copy of all prepared remarks should be given to the President prior to the presentation. Requests to make statements should be made to the President, in writing, not less than 15 days before the Commission meeting.
- B. **Requests to bring items to the attention of the Commission.** Such requests should be made to the President, in writing, not less than 15 days before the Commission meeting.
- C. **Brief comments on specific points in the Public Session agenda.** These may be made at the end of the Commission discussion of the same topic upon recognition from the Chair. The Chair may invite participation at other times at his/her discretion.

In all cases, observers' statements shall be limited to five minutes but may be extended at the discretion of the Chair or vote of the Commission.

II. Closed Sessions of the Commission

- A.** When the Commission is deliberating or acting upon matters that concern an institution, it will invite the Chief Executive Officer of the institution to meet with the Commission in Closed Session. There is no requirement that the Chief Executive Officer attend the Commission meeting. If the Commission is considering institutional action as a result of an evaluation team visit and the Chief Executive Officer of the institution accepts the invitation to attend, the Chair of the evaluation team or designee is also invited to attend.

The institutional representative will be invited to make a brief presentation followed by questions by Commissioners. The Commission reserves the right to establish a time limit on and procedures for such presentations. If the institution wants to bring written material to the Commission's attention it should be submitted to the Commission no less than 15 days before the meeting. After the institutional representative is excused the evaluation Team Chair will be asked to respond to Commission questions. The Team Chair is then excused, and the Commission deliberations and decision are conducted in Closed Session.

- B.** When the Commission is deliberating or acting upon matters that concern specific individuals, the Commission meets in Closed Session. Requests to meet with members of the Commission about matters that concern specific individuals should be made to the President, in writing, not less than 15 days before the Commission meeting. Whenever possible, the President will arrange for a subcommittee of Commissioners to meet with the individuals preceding the Closed Session of the Commission to discuss the matters of concern. These Commissioners will report to the Commission as a whole and may recommend a presentation before the full Commission at an appropriate time.