

Date: May 8, 2023

To: Commission and Other Interested Parties

From: Barbara Dunsheath, Policy Committee Chair
Gohar Momjian, ACCJC Vice President

Subject: Policy Changes for Consideration - June 2023 Commission Meeting

The Policy Committee oversees the development of new policies and changes to existing policies. The Policy Committee's work is guided by the [Policy on Commission Practices on Policy Review](#).

Commission procedures generally provide that proposed institutional policy revisions and/or new policies be considered by the Commission in a two-meeting process. At the first meeting, new policies/policy changes are discussed, and modifications are made as appropriate (first reading). These policies are then circulated to ACCJC's member institutions and other interested parties for review and comment before presentation at the next scheduled Commission meeting for second reading and adoption.

When revisions are needed in order to align with federal regulations, or for other extenuating circumstances, policy changes can be made by the Commission outside the normal two-meeting process. If these revisions are made by Commission action between regularly scheduled meetings, the changes are communicated to the field, including the reason for immediate action by the Commission.

In addition, the Policy Committee may make edits to policies intended to clarify issues or correct technical issues of language and grammar. The Policy Committee shall notify the Commission of such edits by including a summary of them in its public Policy Memo to the Commission during its regular meeting.

Items for First Reading

The Policy Committee moved to forward the following policies to the Commission for its First Read.

i. Revision: *Policy on Institutional Appeals*

The proposed policy revision modifies what constitutes the Record for consideration in the appeals process, and makes clear that it includes the Institutional Self-Evaluation Report, the Peer Review Team Report, and minutes from the Commission's closed session where the Commission approved the adverse action. The Reader Report Forms are not included since they are considered individual Commissioners' working documents and do not represent the discussion or decision of the Commission as a whole when taking action. At the end of the

policy, a timetable is included to highlight the sequence for communications and actions of responsible parties.

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ii. **Revision: *Policy on Student and Public Complaints Against Institutions***

The proposed policy revisions clarify ACCJC's criteria for considering complaints, as well as the types of individual concerns that the Commission does not review. The revisions streamline ACCJC procedures, clarify timelines for ACCJC review and response, as well as institutional response, and states the authority of the Commission to follow-up and take action if warranted. To generalize policy applicability, the revision also includes changing the current title to *Policy on Complaints Against Member Institutions*. At the end of the policy, a timetable is included to highlight the sequence for communications and actions of responsible parties.

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iii. **Revision: *Policy on Complaints Against the Accrediting Commission for Community and Junior Colleges***

The proposed policy revisions clarify ACCJC's criteria for considering complaints against itself. The policy revision includes specifying that if the complaint relates to the President, that the Commission Chair will handle the review of such complaint. Because ACCJC is a private nonprofit, public benefit corporation, the Commission is not required to provide a copy of all complaints to the public and accordingly proposes deleting language to reflect that. Further, the policy adds the requirement for anyone involved in a review of complaints abide by the policy on *Conflict of Interest for Commissioners, Evaluation Team Members, Consultants, Administrative Staff, and Other Commission Representatives*. At the end of the policy, a timetable is included to highlight the sequence for communications and actions of responsible parties.

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