

**Date:** December 13, 2018

**To:** Commission and Other Interested Parties

**From:** Dr. John Morton, Policy Committee Chair  
Dr. Stephanie Droker, ACCJC Vice President

**Subject:** Policy Changes Submitted to the Commission

The Policy Committee oversees the development of new policies and changes to existing policies. Commission procedures generally provide that proposed policy changes 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 changes 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 changes 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. The policy is widely disseminated for input and comment from the field. All comments are brought forward to the Commission's Policy Committee for consideration. The Policy Committee will forward relevant comments to the Commission for deliberation during the policy's second-read, and prior to Commission adoption.

### **Items for First Reading**

1. **Revision: Policy on Commission Good Practice in Relations with Member Institutions** - this policy has been revised to clarify the opportunity for member institutions, through their CEOs, to submit to the Commission written responses on issues of substance contained in the External Evaluation Team Report. Language has been added to further clarify the scope of additional evidence the Commission will consider prior to taking action on an institution.
2. **Revision: Policy on Student and Public Complaints Against Institutions** – language has been added to clarify the complaint process, including a deadline for applicable complaints to be reviewed.
3. **New: Policy on Institutional Appeals** – The ACCJC's appeal procedure was documented in the agency's bylaws. This new policy updates the previous procedure and defines the conditions on appealable actions to ensure all member institutions have the right to due process and fair and unbiased accrediting decisions for the withdrawal or termination of accreditation.

**Items for Second Reading** – None.