
Policy on Public Access to Commission Meetings

January 2024

The Commission holds its meeting for two purposes: to consider informational and policy matters as may come before it and to decide the accredited status of applicant and member institutions.

Open Session of the Commission Meeting

The Commission meets in Open Session when deliberating or acting upon informational or policy matters. The Commission holds open session to share information with the field and to provide transparency to the public. The Commission supports and encourages the presence of members of the public at its Open Session. Space, though limited, is made available for members of the public at each meeting. In the case of virtual meetings, members of the public will have opportunity to be present through the online virtual platform.

The Commission sends a preliminary agenda of the open session approximately 45 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 open session agenda is also posted on the Commission web page in advance of the meeting.

Anyone may attend the open session of Commission meetings as space allows. Anyone wishing to make a public comment must give advance notice as outlined below and identify the agenda item(s) that they wish to address. No reference to specific individuals or institutions shall be made in Open Session.

Public participation is focused on the following:

- A. Brief comments on specific points in the Open 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.
- B. Public comment period. Open Session agendas will include a period for public comment, generally at the beginning of the meeting. Individuals wishing to make public comment will be asked to register and to cite the subject of their comments.

Participant statements shall be limited to five minutes or less, but may be extended at the discretion of the Chair or vote of the Commission.

Closed Session Agenda of the Commission Meeting

When deliberating or acting upon matters that concern the accredited status of institutions, the Commission meets in Closed Session to ensure the confidentiality of those matters. In accordance with ACCJC's *Policy on Rights, Responsibilities, and Good Practice in Relations with Member Institutions*, 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. Members of the public who wish to comment on an institution's accreditation status may inform the Commission by following the procedures detailed in the Commission's *Policy on Complaints Against an Institution* or providing a [Third-Party Comment](#).

*Adopted June 1978; Revised January 2000; Edited June 2005; Revised January 2006;
Edited August 2012, April 2013; Revised October 2013, January 2014, January 2015; Revised
January 2021; Edited January 2024.*

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