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Action

Executive Committee

Review and Recommendation of Proposed Changes to Chapters 1, 2, 4, 5 and 6 of the Commission's Policy Manual

Executive Summary: The Committee will review the proposed revisions to Chapters 1,2,4,5 and 6 of the Commission's Policy Manual and recommend revisions for adoption by the Commission.

Recommended Action: After discussion and any revisions the Committee determines appropriate, staff recommends the Commission adopt the proposed changes to the Policy Manual.

Presenter: Nanette Rufo, General Counsel

Strategic Plan Goal

III. Communication and Engagement

- b) Maintain effective communication and coordination between Commissioners and staff in carrying out the Commission's duties, roles and responsibilities.

Review and Recommendation of Proposed Changes to Chapters 1, 2, 4, 5 and 6 of the Commission’s Policy Manual

Introduction

At the October 2014 meeting of the Commission on Teacher Credentialing, the Commission engaged in a retreat to review the Commission’s Strategic Plan and Policy Manual. Numerous suggestions were made about how the Policy Manual could be improved and updated.

The Chair of the Commission appointed an Ad Hoc Committee to work on integrating the suggestions into a draft Policy Manual for consideration by the Commission at its December 2014 meeting. On November 11, 2014 the Ad Hoc Committee, consisting of Commissioners Michael Cooney, Constance Blackburn and Juliet Tiffany-Morales, met to discuss proposed revisions to the Manual.

A number of themes were revealed during the review process. For example, the Committee recommended many changes for clarity and necessity. Numerous references to “mailing” were changed to “posting” to reflect the web-based nature of much of the Commission’s business. Increasing flexibility for the Commission also was a source for many suggested revisions. For example, the previous distinctions between panels, workgroups and design teams seemed unnecessarily restrictive. The Ad Hoc Committee recommends use of the more generic term “Advisory Committee.”

Changing the titles of two of the Commission’s Standing Committees of the Commission was also proposed. To provide the public with a better description of the work done by each committee, the name of the “Professional Services Committee” is proposed to be changed to the “Educator Preparation Committee”, and the “Credentialing and Certificated Assignments Committee” to the “Certification Committee”.

When the item was considered by the Commission at its December 2014 meeting, several stakeholder organizations expressed interest in, and concern about, some of the proposed changes. After robust discussion, the Commission adopted Chapter 3 of the Commission’s Policy Manual and referred the remaining chapters back to the Ad Hoc Committee for review and consideration at the February 2015 Commission meeting. All of the written responses and recommendations received in January, 2015 are included in Attachment A, which lists the original recommended changes in the Policy Manual in column 1, comments from stakeholders on the proposed changes in column 2, and the current recommendations of the ad hoc committee in column 3. Given the questions raised by section 490, related to the appointment of advisory panels, current education code provisions concerning such appointments are included below.

Section 490: Selection of Advisory Panels

Current law gives the Commission broad authority to establish advisory panels. The Policy Manual represents the Commission’s implementation of that authority. Current panel policy allows “affected stakeholder groups” to designate representatives to serve on CTC advisory panels. The policy does not define this term, however, which raises the question of which stakeholder organizations are considered to be “affected”, and how this determination is made. To ensure balance and adequate representation across a variety of factors (job type, geographic location, urban/suburban/rural settings, cultural and

ethnic diversity, public/private entities, the public, etc.), the Commission has historically covered expenses for its advisory panel members to participate in meetings. Without clarity in this definition, a potentially unlimited number of groups could seek the opportunity to be represented in the Commission's panel work, at what could amount to considerable cost.

Section 490 of the Policy Manual needs to be clarified and updated to enable the Commission to put panels in place that are manageable, affordable, balanced in their representation, and inclusive of stakeholder representatives.

Education Code Sections Pertaining to Advisory Panels

The Commission works with a wide variety of advisory bodies, some of which are governed by specific statutory provisions. For example, both the Committee of Credentials (COC) and the Committee on Accreditation (COA) have explicit statutory authority concerning the selection of members, the work done by the body, and for payment of a member's expenses. Because the COC and the COA have their own provisions in the Education Code, Title 5 regulations, and in the Policy Manual, section 490 does not apply to them.

For other advisory bodies, several code sections may apply, including Education Code sections 44225(i), 44225(j), 44228, 44229, and 44288.

Section 44225(i): Panels focused on standards. The Commission may create groups to provide advice on standards pursuant to Education Code section 44225(i). It allows the Commission to *"Appoint classroom teachers, school administrators, other school services personnel, representatives of the public, and public or private higher education representatives to one or more standing committees, which shall be given authority to recommend to the commission standards relating to examinations, performance assessments, program accreditation, and licensing. The commission shall establish criteria for membership on those committees, and shall determine the terms of committee members. Appointments to standing committees by the commission shall reflect, to the extent feasible, the ethnic and cultural diversity of the California public schools."* This statute appears to be the basis for most of the advisory panels CTC establishes. The statute does not require participation from interested groups, but rather for individuals representing types of employment within the field of education. In addition, the statute requires ethnic and cultural diversity, a topic not covered under the current Policy Manual. The code is silent concerning the selection of members or the payment of expenses.

Section 44225(j): Panels focused on examinations. Panels selected to consider examination development and the impact on teachers fall under another section of the Education Code, section 44225(j). That subdivision states the Commission shall *"Consult with classroom teachers, faculty members from institutions of higher education that maintain accredited programs of professional preparation for teachers, administrators or other school services personnel, and other experts to aid in the development of examinations and assessments, and to study the impact of examinations and assessments on the teaching profession."* This code section is also silent concerning the selection of members or the payment of expenses.

Section 44228: Panels focused on accreditation. Accreditation teams and program reviewers also advise the Commission. They are subject to another section of the Education Code, section 44228. It states *"To assist in approving teacher education programs, the commission may appoint panels of educators, including public school classroom teachers, and lay persons to serve as members of visiting teams to*

institutions and school districts having such programs. The provisions of Sections 44215, 44216, and 44217 shall be applicable to such panels of educators.”

Section 44215, 44216, and 44217: Costs and compensation. For a member of an accreditation team, Section 44215 requires that the CTC pay for travel expenses. Section 44216 states that *“Whenever an employee of any public school district, state college, or other public agency is appointed to membership on the commission, his employer shall grant him sufficient time away from his regular duties, without loss of income or other benefits to which he is entitled by reason of his employment, to attend meetings of the commission and to attend to the duties imposed upon him by reason of his membership on the commission.”* So when a public school employee or public higher education employee is appointed to an accreditation panel, the employing public entity must pay the employee. Section 44217 provides that *“The compensation of the members of the commission who are public employees shall not be reduced by the agency or body by which they are regularly employed for any absence from service occasioned by attendance upon the business of the commission, its committees or subcommittees. Each school district which employs a member of the commission and which is required to employ a person to replace such member during his attendance at meetings of the commission or any committee or subcommittee thereof, shall be reimbursed from the Teacher Credentials Fund for the cost incurred by employing a replacement. A private citizen member may be provided from the Teacher Credentials Fund a stipend of up to fifty dollars (\$50) per day, exclusive of per diem, for attendance at a meeting of the commission or any committee or subcommittee thereof, if such attendance results in loss of income.”*¹ The Commission recently enacted regulations (Title 5, CCR sections 80693 and 80694) requiring programs to pay a fee sufficient to cover the cost of accreditation activities. Fees were set in an amount sufficient to pay for accreditation team visits and program reviews.

Section 44288: Examination Subject Matter Panels. Subject matter advisory panels also have specific statutory authorization. These panels are subject to Education Code section 44288, that provides *“The commission shall create subject matter advisory panels to advise in the selection, administration, and interpretation of examinations. The subject matter advisory panels shall consist of recognized leaders in the subject matter fields to be examined and shall be composed primarily of full-time public school classroom teachers, and full-time college or university classroom teachers. Experts and authorities in the field of examination design, interpretation, and analysis may be included in the subject matter panels or may be separately employed by the commission. Members of the examination panels shall serve without compensation, but may be reimbursed for actual and necessary expenses.”* While these panels provide advice to the Commission, their work is not done in public because the work involves the security of licensing examinations and the use of proprietary information from test companies. The Commission is expressly allowed, but not required, to reimburse members of a subject matter advisory group for expenses.

Section 44229: Involvement of Professional Organizations. Professional organizations are mentioned in the Education Code is section 44229. It states *“The commission shall invite the public, the teaching profession, and interested professional groups and associations to appear before it and submit proposals for commission consideration and action.”*

¹ The \$50 per day reimbursement for loss of income was revised to \$100 in Government Code section 11564.5.

Staff Recommendation

Attached is a draft of the proposed updated Policy Manual for consideration by the Executive Committee. After discussion and any revisions the Committee determines appropriate, staff recommends the Commission adopt the Policy Manual.

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
CHAPTER 1: POLICY		
<p>§ 100. CITATION OF POLICY MANUAL This manual shall be known as the Policy Manual of the Commission on Teacher Credentialing. This section would be appropriately cited as "CTC Policy Manual, § 100."</p>		
<p>§ 101. PURPOSE OF POLICY MANUAL; LIMITATIONS This Policy Manual is intended to set forth every rule of general application governing the conduct of the business of the Commission on Teacher Credentialing excepting that which, pursuant to law, must be enacted in accordance with except where a regulation is required under the Administrative Procedures Act. Nothing included herein in this Manual is intended to, or does, affect the rights, benefits, or duties of applicants for, or holders of credentials or of any person or entity whose rights, benefits, or duties are regulated by statutes enacted by the Legislature or administrative regulations otherwise administered by the Commission on Teacher Credentialing.</p>	<p>(CTA) 101-It is unclear as to the impact and status of the policy manual since it is not adopted under the Administrative Procedures Act.</p>	<p>Recommend approve as proposed. Not required to be adopted under the APA.</p>
<p>§ 102. DEFINITION OF POLICY For purpose of inclusion in the Policy Manual, a policy is defined as a rule of general application to govern the conduct of the Commission, its individual members, or staff under recurring circumstances which do not necessitate the promulgation of regulations.</p>		

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<p>§ 103. POLICY ENACTMENT, DURATION AND AMENDMENT Adoption, amendment, or repeal of a policy is accomplished only by action of the Commission and is evidenced by its entry in the official minutes of the Commission with designation as policy. A policy regularly enacted by the Commission remains in full force and effect until repealed, amended, or accomplished. Policy is set by action of the Commission. A policy remains in force until repealed, or amended, or accomplished. A policy may be repealed by its own terms on a date certain or upon the happening of a specified event. If any provisions of this manual, or the application thereof to any person or circumstances are held invalid, the remainder of this manual and the application of such provision to other persons or circumstances shall not be affected thereby. Policies of the Commission may be enacted, amended, or repealed at any regular meeting of the Commission by the affirmative vote of a majority of the voting members of the Commission. The Policy Manual will be reviewed by the Commission no less often than bi-annually.</p>	<p>(CSU) 103-First remaining sentence—believe “accomplished” should be replaced or omitted. A policy cannot be “accomplished”.</p> <p>(CTA) 103-Policy is set by action of the Commission. A policy remains in force <u>until repealed, amended or accomplished. A policy may be repealed by its own terms on a date certain or upon the happening of a specified event. The process for policy change (i.e. repeal or amendment) shall be to first introduce such proposed changes(s) at a regularly scheduled meeting of the Commission for information only. Should the Commissioners wish to proceed further on such change(s), then such change(s) may be voted upon for action not earlier than the next regularly scheduled meeting thereafter.</u></p>	<p>Agree. Remove “accomplished”.</p> <p>Recommend approve as proposed with additional language for periodic review of the Policy Manual. Comment would limit flexibility of the Commission to modify or suspend policy.</p>
<p>§ 104. FORM OF AMENDMENTS Actions which enact, amend, or repeal policy shall be prepared in a form which clearly indicates proposed deletions to existing policy manual provisions in strike-out type and proposed amendments or additions in underline type.</p>		

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CHAPTER 2: MEETINGS OF THE COMMISSION		
<p>§ 200. REGULAR MEETINGS</p> <p>(a) All meetings of the Commission on Teacher Credentialing shall be held in accordance with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code § 11120 et seq.).</p> <p>(b) The schedule of regular meetings for<u>of</u> the Commission for each calendar year shall be prepared by the Executive Director and shall be adopted by resolution in June of each year <u>the Commission</u>. The regular meetings <u>meetings of the Commission</u> shall be held primarily in Sacramento, but may be held any place in California unless otherwise designated by the Commission.</p>	<p>(CTA)</p> <p>200-The current suggested amendment is confusing as proposed, instead the following amendment is suggested: (b) <u>The schedule of regular meetings for the Commission for each calendar year shall be prepared by the Executive Director and shall be adopted by resolution in June of each year by the Commission. The regular meetings of the Commission shall be held primarily in Sacramento, but may be held any place in California is designated by the Commission.</u></p>	<p>Recommend approve as proposed because this version is more succinct.</p>
<p>§201. EDUCATOR PREPARATION STUDENT LIAISON</p> <p>The Executive Committee shall appoint a non-voting student liaison to advise the Commission concerning student issues. The educator preparation student liaison shall serve for 1-year beginning on October 1 of the year of appointment. The educator preparation student liaison shall not attend any closed session meeting of the Commission. The term of the liaison shall terminate if the person is not currently a student in good standing with an educator preparation program. The Commission shall pay for any necessary costs for travel, at state rates, for attendance at a Commission meeting.</p>	<p>(CTA)</p> <p>201-Consideration should be given to pursuing legislation that would codify a liaison with terms set by statute for at least one year.</p>	<p>Not an issue for the Policy Manual.</p>

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<p>§ 210. AGENDA FOR COMMISSION MEETINGS</p> <p>(a) The agenda for each meeting shall be prepared by the Executive Director at the direction of the Chair.</p> <p>(b) An agenda for each regular meeting shall be mailed posted to the public website and made available to each member of the Commission not later than ten calendar days before the regular meeting. The agenda notice will be posted in the reception area of the Commission’s office and agenda materials will be available electronically to members of the public.</p>	<p>(CTA) 210-Should further be clarified (b) An agenda for each regular meeting shall be posted to the public website including all agenda materials and made available to each member of the Commission and Public not later than ten calendar days before the regular meeting.</p>	<p>Recommend adopt as proposed. The comment extends the requirements of the Bagley-Keene Act and limits ability to bring the most current information to the Commission.</p>
<p>§ 211. DEFINITION OF AGENDA ITEMS</p> <p>An agenda item is a written proposal for consideration and action by the Commission, intended to result in the enactment of an Administrative Regulation, a decision to discipline a licensee, grant or deny a credential, sponsor or take positions on legislative proposals or the adoption of a policy for the guidance of the Executive Director and the Commission in the execution of the powers and duties appropriate to the agency.</p>		
<p>§ 212. FORM OF AGENDA ITEMS</p> <p>Agenda items will take the following forms:</p> <p>(a) Items calling for immediate action of the Commission.</p> <p>(b) Items providing information for consideration and discussion by the Commission for possible future action. Separate from the agenda, the Executive Director may also circulate reports, documents, and</p>	<p>(CTA) 212-Add to suggested new c (c) Items providing information and allowing for Commission consideration, discussion and/or action consistent with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code §11120 et seq.).</p>	<p>Recommend adopt as proposed. The Policy Manual states in section 200 that meetings are governed by Bagley-Keene.</p>

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<p>other informational materials on topics of interest, but not relating directly to issues and items appearing on the Commission's agenda.</p> <p><u>(c) Items providing information and allowing for Commission consideration, discussion and/or action.</u></p>		

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<p>§ 213. FORMAT OF AGENDA ITEMS</p> <p>Every item for the printed-Commission agenda, whether addressed to the full Commission or a committee thereof, shall be submitted in writing-person or electronically to the Executive Director no less than 15 calendar days prior to the meeting at which the item is to be considered. The submission shall include, when appropriate, a summary page with the following:</p> <p>(a) A statement of the issue, setting forth the issue and the action, if any, proposed.</p> <p>(b) A justification for such action, indicating the source of the proposal and reasons for positive action.</p> <p>(c) Implications of the proposed action, including, when as appropriate, cost, legal, legislative, licensing, and program implications.</p>		
<p>§ 214. SUBMISSION OF AGENDA ITEMS</p> <p>Items for <u>inclusion on</u> the Commission agenda may be submitted only by members and ex-officio members of the Commission, committees of the Commission, and the Executive Director, except that a petition for adoption of an Administrative Regulation may also be submitted by any member of the public pursuant to Section 11427 of the Government Code.</p> <p>In addition, the California Commission on Teacher Credentialing, in accordance with Education Code Section 44229, the Commission, invites the public, the teaching profession, and interested professional groups to appear before it and submit proposals for Commission</p>	<p>(CTA)</p> <p>214-Eliminate the first paragraph. This is confusing, and the public is unable to submit written materials on the agenda items, until such agenda is posted, and a reasonable time to respond thereto.</p>	<p>The Ad Hoc Committee recognizes that Commission business can at times be best served by flexibility, and recommends that issues of control over the public comment during committee meetings be resolved by discussion with the Chair.</p>

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<p>consideration and action.</p> <p>All items submitted by members of the public <u>under Education Code section 44229 for inclusion</u> for consideration on the Commission agenda should be in writing, signed by the sponsor, stating in ordinary and concise language:</p> <p>(a) The substance or nature of the proposed action or resolution.</p> <p>(b) The reason for the request. and when possible;</p> <p>(c) <u>When possible,</u> the substantive facts or other information and the technical, theoretical and empirical studies, if any, upon which the Commission may rely in taking the proposed action.</p> <p>(d) The authority under which the Commission may take the proposed action.</p>	<p>(CTA)</p> <p><u>(c) Time shall be allotted to each subject matter and speaker, subject to limitation or extension by the Chair and appeal of such determination by the Chair to the entire Commission.</u></p>	<p>This comment considered in the public comment provision, section 219.</p>

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<p>§ 216. REFERRAL OR DEFERRAL OF AGENDA ITEMS Each Standing Committee shall have the authority, in consultation with the Chair, to defer consideration of agenda reports, and to defer action in response to agenda recommendations, until a subsequent meeting of the Committee.</p>		
<p>§ 217. QUARTERLY <u>BIMONTHLY</u> AGENDA In order to allow sufficient planning and scheduling of a variety of topics throughout the year, the Commission shall, whenever practicable, plan agenda items by scheduling the items on the <u>quarterly-Bimonthly agenda Agenda</u> however the Executive Director in consultation with the Chair may schedule items that have not been on the <u>Quarterly-Bimonthly</u> Agenda as necessary for the Commission to carry out its statutory duties and responsibilities.</p>		
<p>§ 218. NOTICE FOR REPORTS Agendas will <u>notice-include</u> an item space for reports from Commission members on matters they determine of interest to the full Commission.</p>		
<p>§ 219. PUBLIC COMMENT Prior to the Commission meeting, written statements to be submitted to the Commission, or one of its committees, for consideration at a meeting, shall be submitted to the Executive Director, at least twenty (20) calendar days prior to the Commission meeting at for which the materials will be considered are submitted.</p>	<p>(ACSA) ACSA would like to raise the difficulty of compliance with Section 219 of the Policy Manual regarding the written statement deadline. The twenty (20) day notification requirement requires us to respond to an item approximately one month prior to the Commission hearing. Currently, ACSA convenes a conference call with our</p>	<p>Agree that revision is needed to the first paragraph.</p>

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<p>The Commission welcomes public comment. If a person requests the Commission staff to distribute a written comment to the Commission, the written materials must be received by the Executive Director at least five days before the scheduled meeting. If a person wants to distribute written comment to Commissioners, the person is responsible for bringing 20 copies of the material to the meeting.</p> <p>At a Commission meeting, persons wishing to make an oral statement to the Commission, or one of its committees, shall abide by the following procedures:</p> <p>(a) The request shall include the name and address <u>affiliation/organization</u> of the person wishing to make a public comment and a statement of the subject to be presented.</p> <p>(b) The proposed speaker may speak only if and when recognized by the Chair.</p> <p>(c) Five minutes may <u>Time shall</u> be allotted to each subject matter <u>and speaker</u>, subject to limitation or extension by the Chair.</p> <p>1 The speaker shall provide twenty-one (21) <u>sufficient</u> copies of any written materials to be presented to the Commission.</p> <p>2 Pursuant to the provision of Government Code section 11125.1, any written materials distributed to Commission members during a meeting shall be</p>	<p>interested practitioners one week prior to the Commission meeting in order to review the agenda and receive input. We recommend you revise the wording for the twenty day notice for topics not already calendared on Commission agendas. Existing practice reconsider the strict twenty day requirement in order to provides stakeholders the opportunity to provide input through our representatives before the Commission for items on Commission agendas. In this way, we are able to keep the field apprised of the Commission’s upcoming work and the members of the Commission benefit from the most accurate information. We must be able to respond to items posted less than twenty days before the Commission meeting. We encourage you to clarify the reconsider the strict twenty day deadline for topics not on a Commission agenda. If the Commission is committed to maintaining the 20 day requirement, we request that this limitation also apply to distribution of materials from a speaker before the Commission and from audience members on the day of the hearing. It would be helpful for the Commission to clarify whether written statements are the same as written documents.</p>	

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<p>made available for public inspection as soon as practicable <u>reasonably possible</u> after the meeting.</p>	<p>(CSU) 219-If this is to remain in the policy manual, then it must be enforced. This means no more distribution of speaker/audience letters and materials at the meeting, right? Do we consider “written statements” to be different from “written materials” which are mentioned in the subsequent sections? Needs clarification.</p> <p>Also, we need a statement that states when members of the public are invited to comment, when cards are turned in, whether they are permitted multiple cards, and if the Commission will go back and forth between Commission discussion and speaker comment. I have absolutely no wish to restrict public comment, but we need a process for inviting and hearing this in a regular way, similar to SBE or other agencies.</p>	<p>The Ad Hoc Committee does not recommend changes about the control of the meeting, as Commission business may require some flexibility. Issues of control over the meeting may be resolved by discussion with the Chair.</p>

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<p>§ 230. RULES GOVERNING COMMISSION MEETINGS The rules contained in the latest edition of "Robert's Rules of Order" shall <u>govern</u> guide the Commission, except that they shall not take precedence over state laws or regulations (e.g. the Bagley-Keene Act (Government Code section 11120 et seq.)). The provisions of Bagley-Keene relating to the conduct of a public meeting are incorporated by reference.</p>		
<p>§ 231 DETERMINATION OF A QUORUM A quorum of the Commission shall be a majority of the total number of members established pursuant to Education Code section 44210.</p>		
<p>§ 240. UNOFFICIAL UNAPPROVED MINUTES OF COMMISSION MEETINGS Unofficial-Unapproved minutes shall be prepared by the Executive Director. The unofficial unapproved minutes of each regular meeting shall be sent to each member of the Commission ten calendar days before the next regular meeting placed on the agenda of the next subsequent regular meeting for consideration by the Commission.</p> <p>Approval of the minutes, after correction, shall be the next item after the Call of Order of the agenda of each regular meeting. <i>Any member may submit to the Commission a written statement on any item of the business of the Commission. With the consent of the Chair, such statement shall become a part of the records of the Commission and shall be filed with the approved minutes kept by the Executive Director.</i> The approval of</p>	<p>(CTA) 240-Add back and retain: <u>Any member may submit to the Commission a written statement on any items of the business of the Commission</u></p> <p>(CSU) Why is this being deleted? I know it never/rarely happens, but why are we deleting the ability of members to file a statement? Especially since our minutes do not reflect member comments, this is the only way for a member to have a position recorded.</p>	<p>Agree with comments, and propose retaining existing language</p>

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<p>minutes shall not be an item on the agenda of an emergency meeting, but the minutes of an emergency meeting shall be an item on the agenda of the succeeding regular meeting.</p>		

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<p>§ 241. CHALLENGE OF MINUTES Any member may challenge the accuracy of factual aspects of the minutes at the time the Chair solicits corrections, including additions or omissions, prior to approval as official minutes. Questions of accuracy will be resolved by reference to recordings of the meetings, if necessary.</p>		
<p>§ 242. CUSTODY AND INSPECTION OF OFFICIAL MINUTES Once approved by the Commission, the minutes shall become the Official minutes-Minutes of the Commission and shall be are a public record and shall be kept in the custody of the Executive Director at the office of the Commission. With the exception of closed-Closed session Session minutesMinutes, the official-Official minutes Minutes shall be available to the public on the Commission's website. for inspection and copying during business hours. Before official approval, all minutes will be marked "Unofficial<u>Unapproved</u> -Minutes."</p>		
<p>§ 243. OFFICIAL-UNAPPROVED MINUTES NOT INCLUDED IN AGENDA The Commission will not include the "Official<u>Unapproved</u> Minutes" as part of the agenda package. unless it is determined that corrections are so substantive that they must be included. In the preparation of the minutes, the question of substance shall be determined by the Executive Director. <u>If significant and substantive corrections are needed, they will be placed on the agenda for the next regular meeting for approval.</u></p>		

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<p>§ 245. INCLUSION OF REMARKS OR VOTING POSITIONS Any member may request the inclusion in the minutes of personal remarks or a voting position, provided such a request is made at the time statements are made during the Commission meeting, or when votes are recorded at the meeting, and such remarks or votes are germane to the issue at hand. The Commission Chair shall give approval for inclusion of the specific item requested.</p>		
<p>§ 246. INCLUSION OF MATERIALS PRESENTED OR DISCUSSED A member may request approval from the Commission Chair to include materials presented or discussed at the Commission meeting in the minutes. Such materials are to be submitted <u>electronically or</u> in writing and will be entered as addenda to the minutes.</p>		
CHAPTER 3: MEMBERS OF THE COMMISSION		
<p>§ 300. OFFICERS The officers of the Commission shall be the Chair and the Vice Chair.</p>		
<p>§ 301. PROCEDURE FOR THE ELECTION OF OFFICERS</p> <p>(a) The nomination and election for Chair and Vice Chair shall be at the last meeting of the calendar year of the Commission. Notice of the pending election will be given at the meeting immediately preceding the last meeting of the calendar year of the Commission. All commissioners <u>Commissioners</u> will be appropriately advised <u>notified</u> concerning pending elections.</p>		

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<p>(b) Nominations shall be in open session. If an individual plans to nominate, it is his/her responsibility to procure the consent of the individual to be nominated.</p> <p>(c) Nominations may be made orally in open session at the last meeting of the calendar year. Following the nominations, each nominee shall <u>may</u> make a presentation, not to exceed five (5) minutes in duration, concerning his or her vision for the Commission's future and how his or her attributes will contribute to that vision.</p> <p>(d) The Chair and Vice Chair shall be selected by roll call voice vote, and both elections shall be conducted by the Executive Director. Commissioners shall be called upon alphabetically and each shall announce his or her choice. If there are more than two (2) nominees for either Chair or Vice Chair and no nominee receives a majority of the votes of those present, then the two (2) nominees receiving the greatest number of the votes of those present will be selected for runoff election which shall be conducted immediately thereafter by roll call voice vote. Commissioners' votes shall be duly recorded in the official record of the proceedings <u>recorded in the minutes</u>.</p> <p>(e) In the event a nominee receives a majority of the votes of the current eligible voting members (i.e., 1 more than 50%) at the election, then the election shall become final, and he or she shall</p>		

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<p>assume office immediately upon the conclusion of the Commission meeting. No proxy votes are permitted. In the event a nominee does not receive a majority vote, then the election will not be officially concluded until any absent members are given the opportunity to cast a vote as the first order of business at the next scheduled-regular Commission meeting.</p> <p>(f) The newly elected Chair and Vice Chair shall assume office at the next meeting of the Commission following their elections<u>after conclusion of the Commission meeting at which they were elected.</u></p>		

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<p>§ 302. OFFICER VACANCY In the event of vacancy in the office of Chair or the Vice Chair, a successor may be elected by the Commission to hold office for the unexpired term.</p>		
<p>§ 303. TERM LIMITS FOR OFFICERS No member of the Commission shall be elected to the office of Chair or Vice Chair of the Commission for more than two consecutive one-year terms.</p>	<p>(CTA) 303-Reinstate: <u>No member of the Commission shall be elected to the office of Chair or Vice Chair of the Commission for more than two consecutive one-year term.</u> A full and complete discussion needs to occur concerning the policy reasons for a limitation on terms of officers.</p>	<p>The Commission already adopted Chapter 3.</p>
<p>§ 310. GENERAL DUTIES OF OFFICERS The officers of the Commission shall have such powers and shall perform such duties in addition to those set forth in this chapter as may be delegated to them by the Commission.</p> <p>(a) The Chair shall be the presiding officer at meetings of the Commission and shall be an ex-officio member of all committees.</p> <p>(b) The Chair shall consistently and regularly communicate and collaborate with the Vice Chair on all matters concerning the Commission.</p> <p>(c) The Chair will annually report the State of the Commission detailing the Commission's accomplishments during the prior year.</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 311. CHAIR PRO TEMPORE In case of the absence or inability to act of both the Chair and Vice Chair at a meeting, the Commission shall elect a Chair Pro Tempore for the meeting.</p>		
<p>§ 312. ATTENDANCE OF MEMBERS OF THE COMMISSION A member of the Commission is absent from a Commission meeting if he or she fails to attend at least 50 percent of the meeting without sufficient cause. Sufficient cause means, but is not limited to, an illness or injury to a Commissioner or a member of his or her immediate family, or an act of God, which prevents his or her attendance at the meeting, absences due to a religious observance or an absence because of a contractually mandated employment responsibility, as determined by the Chair of the Commission. Failure to attend due to a conflict with other scheduled meetings, or for social or personal reasons other than those listed above, will not be considered sufficient cause. <u>Pursuant to Education Code section 44214, if a Commissioner is absent from four meetings in a calendar year, his/her Commission seat shall be deemed vacant.</u></p>	<p>(CSU) 312-I believe deleting the definition of what constitutes an absence is a mistake. I can see this becoming a point of dissention, if a person is there for only 10 minutes, or only for roll call. The definition serves a purpose. And, it comes up again later in claiming the daily stipend. (333)</p>	<p>The Commission already adopted Chapter 3.</p>
<p>§ 320. EX OFFICIO MEMBERS OF THE COMMISSION ATTENDANCE AT CLOSED SESSION</p> <p>(a) <u>Subject to the exceptions established in Education Code section 44212, Ex Officio Members of the Commission serve,</u> with some exceptions outlined in (b), as non-voting members of the Commission. <u>Ex Officio Members</u> and may attend and participate in any and all closed sessions held by</p>		

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<p>the Commission pursuant to Government Code section 11126 and Education Code sections 44420 and 44245.</p> <p>(b) Ex Officio Members of the Commission shall be entitled to vote in separate standing Committees of the Commission as provided in §412 of the Policy Manual.</p>	<p>(CSU) Why is this voting right (320 b) being removed? By our review of the statute, it should remain.</p>	<p>This provision was moved to section 322, and has been adopted by the Commission.</p>

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<p>§ 321 ABSENCES BY EX OFFICIO MEMBERS OF THE COMMISSION</p> <p>If an ex-Ex officio <u>Officio</u> Member of the Commission is absent from any four regularly scheduled meetings in any a calendar year, the Chair of the Commission shall contact that ex-officiomember to ascertain the reason for such absences and to initiate steps to assure attendance at future meetings, including, but not limited to, notifying the organization sponsoring the ex-officiomember.</p>	<p>(CTA) 321-Add to this section: <u>Education Code Section 44214 shall apply to Ex-Officio Members.</u></p>	<p>Recommend adopt as proposed. The four absences provision of section 44214 applies only to the Governor’s appointments. This section has already been adopted by the Commission.</p>
<p><u>§322 VOTING BY EX OFFICIO MEMBERS OF THE COMMISSION</u></p> <p><u>(a) An Ex Officio Member shall be entitled to vote in any meeting of the Commission following a determination by the Chair that participation is necessary to establish a quorum. For purposes of this section, a quorum shall constitute the minimum number of members required to conduct business. The Executive Director shall use a random means to select only the minimum number of Ex Officio Members needed to establish the quorum.</u></p> <p><u>(b) An Ex Officio Member shall be entitled to vote in a committee making a non-binding recommendation to the Commission. In instances in which Ex Officio Members vote and constitute a majority of such committees, all actions (lost motions and motions not seconded, as well as motions seconded and passed) must be brought to the full Commission for its review and disposition.</u></p>	<p>(CSU) 322 (b)-Can you provide an example of this circumstance?</p>	<p>Example is serving on an Ad Hoc Committee.</p>

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<p>§ 330. AUTHORIZATION TO INCUR TRAVEL EXPENSE</p> <p>Expenses of members of the Commission involved in attendance at regular and special meetings of the Commission and its committees will be reimbursed in accordance with applicable Board of Control rates upon submission of appropriate claims. All other travel by members of the Commission must be approved in advance by the Chair to qualify for reimbursement.</p> <p>(a) Advance approval is not required for:</p> <p>(1) Regular Commission/Committee <u>committee</u> meetings.</p> <p>(2) Special committee meetings.</p> <p>(b) Advance approval is required for:</p> <p>(1) Special meetings (individual Commissioners) with organizational representatives.</p> <p>(2) Participation in external meetings as official Commission representative.</p> <p>(3) Special meetings with internal staff.</p> <p>(4) Legislative hearings and/or meetings with individual legislators.</p> <p>(5) Educational seminars.</p> <p>(6) Monitoring Committee of Credentials' and/or Committee of Accreditation's activities.</p>		

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<p>§ 331. ATTENDANCE AT EDUCATIONAL MEETINGS While all members of the Commission are encouraged to attend educational meetings throughout California, such plans should be communicated to the Chair prior to attending, in order for the Chair to designate individuals as official representatives of the Commission, to avoid unnecessary or inappropriate duplication of effort, and to obtain approval for reimbursement of expenses when appropriate.</p>		
<p>§ 332. OUT-OF-STATE TRAVEL All requests for Commissioners to travel out-of-state shall be approved <u>or denied</u> by the Chair, depending upon the necessity and appropriateness of such travel and subject to availability of funds budgeted for the purpose and other applicable budgetary restrictions. <u>If approved by the Chair, the request for out-of-state travel will be submitted for review and approval by the Governor's Office pursuant to section 760 of the California State Administrative Manual.</u></p>		
<p>§ 333. STIPEND CLAIMS BY PUBLIC REPRESENTATIVES (a) A claim for a stipend payment pursuant to Education Code 44217 submitted by a private citizen (i.e. public representative) member of the Commission, or Committee of Credentials shall be approved, if:</p> <p>(1) As to each day for which the stipend is claimed, the approved-Official mMinutes of the meeting shows that the claimant was present; or if absent, was absent on</p>		

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<p>authorized Commission or Committee business.</p> <p>(2) The claimant includes a written statement on his or her travel expense claim for the meeting attesting that his or her attendance at the meeting for which a stipend is claimed resulted in a loss of income to the claimant for each day on which the stipend is claimed.</p> <p>(b) Pursuant to California Government Code Section 11564.5, stipends paid to private citizen members of the Commission and the Committee of Credentials shall be paid at the rate of one hundred dollars (\$100) per day.</p> <p>(c) Stipend claims and supporting evidence shall be submitted on the form required by the State Controller.</p>		

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CHAPTER 4: COMMITTEES <u>AND ADVISORY PANELS</u> CREATED BY THE COMMISSION		
<p>§ 400. CREATION OF STANDING AND AD HOC COMMITTEES The Commission may create standing committees, which shall be either standing committees of the whole or separate standing committees. The Commission may also create ad hoc committees to examine specified subjects or interview prospective candidates for either the Committee of Credentials or the Committee on Accreditation, and these ad hoc committees shall be dissolved, as appropriate, after reporting and making recommendations, as needed, to the Commission. In selecting members to an ad hoc Interview Committee, the Chair shall strive to select members to achieve a balance of members' experience on the <u>Committeecommittee</u>.</p>		
<p>§ 401. APPOINTMENT OF COMMITTEE CHAIRS The Chair of the Commission shall designate a Commissioner to serve as a Chair for each standing committee.</p>		
<p>§ 402. TIME AND PLACE OF SEPARATE STANDING AND AD HOC COMMITTEE MEETINGS Each separate standing and ad hoc committee shall meet at such time and places as may be convenient and necessary, on call of the Chair of the committee.</p>		
<p>§ 404. REPORTS OF FULL COMMISSION The report of a separate standing or <u>Ad-ad-Hoc-hoc</u> committee shall be an item on the agenda of the earliest feasible regular meeting of the Commission.</p>		

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<p>§ 405. EFFECT OF COMMITTEE RECOMMENDATIONS All separate standing and ad hoc committee recommendations must be submitted and approved by action of the Commission.</p>		
<p>§ 406. MINUTES OF SEPARATE COMMITTEE MEETINGS All committees shall keep minutes of their respective meetings. A written record of the actions of every committee shall be prepared by the Executive Director and reported to the Commission.</p>		
<p>§ 407. SEPARATE STANDING AND AD HOC COMMITTEE PROCEDURES FOR PUBLIC COMMENT A person wishing to address a separate standing or ad hoc committee of the Commission shall be guided by procedures established by the committee.</p>		
<p>§ 408. QUORUM FOR SEPARATE STANDING AND AD HOC COMMITTEES When a quorum is not present at separate standing or ad hoc committee meetings, the Chair of the Commission may ask other members to serve as voting members on a temporary basis for the purpose of establishing a quorum.</p>		
<p>§ 410. SEPARATE STANDING AND AD HOC COMMITTEE MEMBERSHIP The Chair shall appoint the members to separate standing and ad hoc committees.</p>		

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<p>§ 411. RECORD OF SEPARATE STANDING AND AD HOC COMMITTEE ATTENDANCE</p> <p>The committee Chair <u>Commission</u> will keep a record of attendance at meetings of separate standing <u>and ad hoc</u> committees.</p>		
<p>§ 412. VOTING BY EX OFFICIO MEMBERS OF THE COMMISSION</p> <p>(a) Ex officio members shall be entitled to vote in any meeting of the Commission following a determination by the Chair that participation is necessary to establish a quorum. For purposes of this section, a quorum shall constitute the minimum number of members required to conduct business. The Executive Director shall use a random means of selection to select only the number of ex officio representatives needed to establish the quorum.</p> <p>(b) Ex officio representatives shall be entitled to vote in separate subcommittees of the Commission. In such instances in which ex officio representatives vote and constitute a majority of such subcommittees, all actions (lost motions and motions not seconded, as well as motions seconded and passed) must be brought to the full Commission for its review and disposition.</p>		
<p>§ 420. MEMBERSHIP OF THE EXECUTIVE COMMITTEE</p> <p>The membership of the Executive Committee shall consist of the Chair and Vice Chair of the Commission, as well as the chairs of the standing committees.</p>		

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<p>§ 421. MEETINGS OF THE EXECUTIVE COMMITTEE The Executive Committee shall meet at the call of the Chair.</p>		
<p>§ 422. ROLE AND RESPONSIBILITY OF THE EXECUTIVE COMMITTEE The Executive Committee shall meet as necessary whenever the Commission meets and perform the following functions and shall:</p> <p>(a) Take primary responsibility for planning and developing the major policy issues and initiatives the Commission needs to resolve and insuring <u>ensuring</u> that these policy issues are being addressed in a timely fashion; form the basis of future agenda items; and meet the goals set by the Commission’s strategic plan. The Executive Committee shall identify and discuss any appropriate and relevant issues in order to refer such items to a Committee-committee or bring them before the Commission for consideration.</p> <p>(b) Periodically review the roles and responsibilities of the standing committees, and recommend any proposed changes to the Commission as a whole.</p> <p>(c) Periodically review the Policy Manual and recommend any proposed changes to the Commission as a whole.</p> <p>(d) Conduct such other business as may come before the committee as determined by the Chair.</p>	<p>(CTA) 422-Do not approve new proposed paragraph (d) Conduct such other business as may come before the committee. This is too general, and potentially limits or modifies the current authority and jurisdiction of the various standing committee.</p> <p>(CSU) 422 (d)-Why is this being added?—seems too generic, allowing anything to be addressed here instead of the specific tasks listed.</p>	<p>Recommend that additional language concerning a determination by the Chair be included to limit discretion.</p>

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<p>§ 430. ROLE AND RESPONSIBILITY OF LEGISLATIVE COMMITTEE</p> <p>A standing Legislative Committee shall function as a standing committee of the whole. The Legislative Committee shall be responsible for:</p> <ul style="list-style-type: none"> (a) Determining specific issues to be developed as Commission-sponsored legislation. (b) Reviewing all legislation introduced in the Legislature which may impact the work or responsibilities of the Commission, and to determine appropriate actions for the Commission to take in relation to such legislation. (c) Reviewing and recommending on such other matters as may properly come before the Legislative Committee. 		
<p>§ 450. ROLE AND RESPONSIBILITY OF THE PROFESSIONAL SERVICES EDUCATOR PREPARATION COMMITTEE</p> <p>The Professional—ServicesEducator <u>Preparation</u> Committee shall function as a standing committee of the whole and shall be responsible for:</p> <ul style="list-style-type: none"> (a) Reviewing and adopting all standards, guidelines and regulations to govern the approval, accreditation and evaluation of programs or units of professional preparation and induction at California colleges, universities and local education agencies. 		

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<p>(b) Reviewing and approving all subject matter programs submitted for initial approval by post secondary institutions.</p> <p>(c) Overseeing the work of the Committee on Accreditation.</p> <p>(d) Reviewing and adopting plans and policies for the development and use of examinations and assessments for the certification of teachers and other educators in California;</p> <p>(e) Reviewing and authorizing the Executive Director to enter into contracts for the development and/or administration of certification examinations and assessments.</p> <p>(f) Reviewing and acting upon other issues that may properly come before the Committee<u>committee</u>.</p>		

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<p>§ 460. ROLE AND RESPONSIBILITY OF THE PROFESSIONAL PRACTICES COMMITTEE The Professional Practices Committee shall function as a standing committee of the whole and shall be responsible for:</p> <p>(a) Reviewing and recommending to the Commission any necessary changes in the policies, procedures, regulations or statutes that govern the review of disciplinary actions taken by the Commission and the Committee of Credentials.</p> <p>(b) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials and recommending to the Commission that a vacancy be declared.</p> <p><u>(c) Reviewing reports concerning the discipline workload of the Commission.</u></p> <p><u>(d) Reviewing and acting upon other issues that may come before the committee.</u></p>		
<p>§ 470. ROLE AND RESPONSIBILITY OF THE CREDENTIALING AND CERTIFICATED ASSIGNMENTCERTIFICATION COMMITTEE The Credentialing and Certificated AssignmentCertification Committee shall function as a standing committee of the whole and shall be responsible for:</p> <p><u>(a)- recommending</u> Recommending to the Commission any necessary changes in the policies, procedures,</p>		

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<p>regulations, or statutes that govern; the review of licensing appeals; credential waivers; and requirements for credentials, certificates, and permits.</p> <p>(b) the review <u>Reviewing</u> and reporting of the assignment of certificated individuals and the sanctions for misassignment.</p> <p>(c) Reviewing and reporting policies, and procedures concerning the supply and demand of certificated personnel.</p> <p>(d) to review all matters within the purview of the Committee. <u>Reviewing and acting upon other issues that may come before the committee.</u></p>		

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<p>§ 480. ROLE AND RESPONSIBILITY OF THE FISCAL POLICY AND PLANNING COMMITTEE The Fiscal Policy and Planning Committee shall function as a standing committee of the whole and shall be responsible for:</p> <p>(a) Considering and acting on budget change proposals.</p> <p>(b) monitoring <u>Monitoring</u> the status of the Commission's annual budget. and</p> <p>(c) reviewing <u>Reviewing</u> the Commission's quarterly revenues and expenditures.</p> <p>(d) <u>Reviewing and acting upon other issues that may come for the committee.</u></p>		
<p>§ 490. ROLE AND RESPONSIBILITY OF PANELS AND DESIGN TEAMS <u>APPOINTMENT OF ADVISORY PANELS</u> <u>The Commission or the Executive Director may appoint advisory panels as needed to acquire insights perspectives and technical expertise that support the formulation, consideration, and adoption of policies.</u></p> <p>(a) Definitions:</p> <p>(1) Panel — The term “panel” <u>The term “advisory panel”</u> as used here is a generic term referring to any group of individuals <u>appointed by the Commission or the Executive Director</u> that</p>	<p>(CTA) 490-Clarify current proposed amendment to the following: <u>Advisory Panels may take the form of work group, design teams and or other specialized task forces groups. Panels are open to the public, and shall be in accordance with the Bagley Keene Open Meeting Act.</u> In addition this section needs to be reworked to include: <u>The Commission shall ask the representatives of affected stakeholder</u></p>	<p>Following consideration of comments, the Ad Hoc Committee recommends the following language:</p> <p>§ 490. APPOINTMENT OF ADVISORY PANELS (a) The Commission or the Executive Director may appoint advisory panels as needed to acquire insights, perspectives and technical expertise that support the formulation, consideration, and adoption of policies.</p>

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<p>provides insight, advice and perspective on functions such as product development (i.e.e.g., examination, standards, and guideline development), implementation and accountability (i.e.e.g., program review, accreditation, and examination validation), and research and policy development (i.e.e.g., reading study and accreditation pilot project Accreditation Advisory Panel, Teacher Preparation Advisory Panel). The procedures for panels may also be applied to Advisory Panels may take the form of work group, design teams and/or other specialized task forces groups. and Panels are generally applicable to all such groups open to the public, and may be subject to the Bagley Keene Open Meeting Act, whenever legally required.</p> <p>(2) Examples of various kinds of panels include, but are not limited to the following:</p> <p>a. Advisory Panel — A group formed to provide policy recommendations for a particular topic.</p> <p>b. Work Group — A group formed to do background work leading to policy recommendations.</p> <p>c. Design Team — A group formed to do more specialized work in developing new structures, such as developing standards or examinations.</p> <p>d. Program Reviewers — Individuals selected to be</p>	<p><u>organizations to designate a representative to each panel whether appointed by the Commission, or Executive Director.</u></p> <p>(CSU) Why delete all definitions of various types of groups?</p>	<p>(b) The term “advisory panel” as used here is a generic term referring to any group of individuals appointed by the Commission or the Executive Director that provides insight, advice and perspective to develop Commission policy, including standards for educator preparation. An Advisory Panel may take the form of a work group, design team or other specialized task group. All Advisory Panel meetings shall be open to the public, and, when legally required, subject to the Bagley-Keene Open Meeting Act.</p> <p>Accreditation review teams and subject matter examination panels are not advisory panels as defined, and are subject to Education Code section 44288 or 44228.</p> <p>(c) Nomination and appointment of members:</p> <p>(1) Commission staff will engage in broad solicitation for potential appointments to an advisory panel in order to secure a wide range of qualified applications with expertise related to the issue or policy area under consideration. Each nominee</p>

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<p>members of visiting accreditation teams or to review program proposals.</p> <p>e. Standing Committee — A group appointed to perform an ongoing function.</p> <p>(b) — The Commission may direct the Executive Director to establish an advisory panel. The Commission may also specifically establish an advisory panel to accomplish a particular task. Each nominee shall submit an application regarding the nominee’s willingness to serve, background qualifications, and reasons for wishing to serve. A majority of the panel members shall have technical expertise. In addition the Commission shall ask the representatives of affected stakeholder organizations to designate a representative to each panel. Any panel appointed by the Commission is subject to the provisions of the Bagley Keene Open Meeting Act.</p> <p>(c) — The Executive Director may establish a task force, design team, working group when either staff or the Commission has determined that they require additional expertise, viewpoints or experiences to obtain further input in the formulation or resolution of a complex issue under consideration. Participants shall include members suggested by the Commission as well as members designated by affected stakeholder organizations. Staff will be responsible for summarizing the work and conclusions of any group, so appointed, in a report to the Commission and the Executive Director.</p> <p>(d) — Whenever the Commission determines it is necessary, a</p>	<p>(CSU) Why removing that the Commission may direct the ED to establish an advisory panel?</p>	<p>shall submit an application regarding the nominee’s willingness to serve, background, qualifications, and reasons for wishing to serve.</p> <p>(2) The Commission shall invite affected stakeholder organizations to designate a representative to each panel. The organizational representative’s costs for attending an advisory panel meeting shall be paid by the stakeholder organization. In the case of financial hardship, an organization may appeal to the Commission and provide factual information supporting the hardship request.</p> <p>(3) A majority of advisory panel members shall have technical expertise related to the issue or policy under consideration. Every reasonable effort will be made to ensure that advisory panels include classroom teachers, school administrators, other school services personnel, members of the public, and public and private higher education institutions, with expertise pertinent to the policy issues under consideration. Appointments shall reflect, to the extent feasible, the ethnic and cultural diversity of the</p>

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<p>Member of the Commission may be appointed to serve as a liaison on any advisory panel, task force, design team or working group.</p> <p><u>(b) Panel Selection Process:</u></p> <p>(1) <u>Commission staff shall solicit nominations from an appropriate cross-section of organizations, institutions, agencies, individuals, and members of the public. Each organization, institution, and agency shall be encouraged to submit more than one nominee.</u></p> <p>(2) <u>Commission staff shall invite each nominee to indicate his/her willingness to serve, background qualifications, and reasons for wishing to serve on an advisory panel.</u></p> <p>(3) <u>Commission staff shall compile and evaluate information regarding the qualifications of nominees who have expressed a willingness to serve.</u></p> <p>(4) <u>For advisory panels appointed by the Commission, the Executive Director will forward a list of the nominees to each Commissioner. Commissioners shall have two weeks in which to review the list and to inform the Executive Director of any suggestions regarding additional nominees to be considered, questions or concerns.</u></p>	<p>(CSU) (4) and (5)-So, how is it determined which panels are appointed by the Commission and which by the ED?</p> <p>(ACSA) The changes to Section 490, the Appointment of Advisory Panels, is</p>	<p>California public schools.</p> <p>(d) Whenever the Commission determines it is necessary, a Member of the Commission may be appointed by the Commission Chair to serve as a liaison on any advisory panel.</p>

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<p><u>(5) For advisory panels not appointed directly by the Commission, the Executive Director shall select panel members from the pool of nominees who are willing to serve, and shall appoint them to the panel.</u></p> <p><u>i. When an advisory panel is established to address an issue that potentially affects diverse constituencies, its membership shall, to the extent possible, reflect the diversity of the affected constituencies.</u></p> <p><u>ii. When a panel is convened to examine an issue that includes technical or specialized components, the Executive Director shall ensure that a sufficient number of panel members are appointed for their technical expertise.</u></p>	<p>another area of great concern to ACSA. As a statewide organization, we are regularly asked to recommend school administrators to numerous panels, committees, task forces, etc. We have established association bylaws, approved by our Board of Directors, regarding the selection and representation of ACSA. It is imperative that if an Administrator is speaking for ACSA, they must be a member of our association and also represent the position adopted by our members regarding each item. ACSA takes these requests for appointments very seriously and appreciates the opportunity to recommend our members to various positions. As a member driven association, we search for the best candidate who has the specific qualities for the task at hand.</p> <p>We are further concerned that the process outlined in the recommendation will increase confusion and flow of information between the association, our members and our representative. Not only is it important for the CTC to have the right people in the room, but the information to and from our entire membership is critical. Because ACSA has access to administrators statewide and can provide robust feedback that is not always reflected with the experience of</p>	

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	<p>one individual. ACSA recommends that the Policy Manual be amended to include by name the major employer and employee groups along with the key preparation providers for the various advisory panels. ACSA further recommends the Commission specify the knowledge and skill set required of association representative when establishing special task forces to address critical issues. In this way associations can use the criteria to identify representatives for the association that will best meet the needs of the Commission's panels and task forces. We recognize how difficult it must be to coordinate the various stakeholders and receive each response in a timely fashion in order to meet your deadlines. However, we believe ACSA has and continues to be very responsive to your requests. For these reasons, ACSA remains very concerned regarding the provisions outlined in this letter.</p> <p>(CCSESA)</p> <p>i. When an advisory panel is established to address an issue that potentially affects diverse constituencies, its membership shall, to the extent possible, reflect the diversity of the affected constituencies, <u>including representatives</u></p>	

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	<p><u>designated by affected stakeholder organizations.</u> Or</p> <p>i. When an advisory panel is established to address an issue that potentially affects diverse constituencies, its membership shall, to the extent possible, reflect the diversity of the affected constituencies, <u>including representatives designated by affected stakeholder organizations, i.e., (or even e.g.,) ACSA, AICCU, CCSESA, CSBA, CSU, CFT, CTA, and UC.</u></p> <p>(AICCU) AICCU would encourage CTC to amend the manual to include the specific 8 stakeholder groups as listed below (CCSESA’s second alternative), but provide you some flexibility to ensure the committee/panel is appropriately diverse and reflects the expertise and experience that is needed. One suggestion would be to have the stakeholder groups submit nominations to you, and provide you veto authority to give you the opportunity to go back to any of us and ask for additional nominations who may have certain backgrounds/experiences/expertise that better meets the panel’s needs. The 8 would still be represented and you would</p>	

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	<p>have some flexibility. I have found through experience with another agency that if the major stakeholders are not at the table when decisions are being discussed, etc., implementation of decisions become very difficult. At times there is no buy-in, or the decision reflects very individualized circumstances of a representative/institution... the ability to bring some consensus through a designee is, I think, helpful to both the stakeholder groups and the CTC.</p> <p>(CSU) I would not object to the ED communicating concerns about a representative, in hopes of resolving any issues. I do hold, however, that the representative continues to be appointed by the constituency, not merely nominated.</p>	

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CHAPTER 5: COMMITTEES CREATED BY STATUTE		
<p>§ 500. THE COMMITTEE OF CREDENTIALS<u>STATUTORY</u> COMMITTEES</p> <p>The Professional Practices Committee shall be responsible for:</p> <p>(a) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials. Prior to publicly announcing a vacancy, staff shall inquire in writing as to the availability of incumbents to serve an additional term. The letter of inquiry shall clearly state that the incumbent's availability to accept reappointment is one of a number of factors the Commission may consider in determining vacancies. Responses to the inquiry may be given orally, directly to the Executive Director, followed by a written communication postmarked no later than ten (10) days from the date of inquiry.</p> <p>(b) Directing staff to conduct year-round recruitment of interested applicants and provide appropriate public notice regarding impending vacancies and the qualifications required of applicants. Action shall be undertaken according to the following guidelines:</p> <p>(1) Timely printing, posting and distribution of applications.</p> <p>(2) Applications shall be posted on the</p>	<p>(CSU)</p> <p>Why is almost all of section 500 being omitted?</p>	<p>The language was moved to section 510.</p>

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<p>Commission's web site and shall be distributed statewide both electronically and by United States mail to both the general public and to interested parties, including but not limited to the PTA, ACSA, CSBA, CTA, CFTA, district and county superintendents, deans of education, and all persons listed in the vacancy pool for the Committee of Credentials.</p> <p>(3) The Committee shall set a final date for submission of applications; however, the Commission may extend the final filing date if an insufficient number of applications have been received by the original final filing date. The date of submission shall be considered to be the same as the postmark date on the envelope in which the application is received.</p> <p>(4) Whenever practicable, a letter from the Chair of the Commission requesting nominations of qualified applicants will be sent to appropriate parties and stakeholder groups.</p> <p><u>The Commission makes all appointments to two statutory bodies, the Committee of Credentials (see Education Code section 44240 et seq.) and the Committee on Accreditation (see Education Code section 44373 et seq.).</u></p>		

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<p>§ 501 SELECTION OF MEMBERS OF THE COMMITTEE ON CREDENTIALS REMOVAL OF MEMBER</p> <p>An ad hoc Interview Committee appointed by the Chair in accordance with the provisions of §§ 400 and 410 shall be responsible for receiving and evaluating applications and nominations for membership on the Committee of Credentials and for conducting interviews as appropriate; and</p> <p>(a) Placing in nomination the names of qualified persons for each position to be filled. An alternate may be selected if deemed qualified. Any alternate so selected will be placed in a pool of alternates and available to fill a vacancy in that position category should the need arise.</p> <p>(b) Identifying, scoring, ranking, discussing and recommending nominees for the Committee of Credentials to the Commission according to the following factors:</p> <p>(1) The total membership of the Committee of Credentials should be broadly representative of the community with respect to of sex, ethnic and cultural background, and geographical area of residence.</p> <p>(2) Persons nominated should be of balanced and judicious temperament with broad understanding of, and respect for, community values and attitudes.</p> <p>(3) Persons nominated must be willing and able</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p style="color: red;">to devote the time and effort necessary to carry out the work of the Committee.</p> <p style="color: red;"><u>Membership on a statutory committee may be terminated at the discretion of the Commission with or without cause. A request to terminate membership will be heard in closed session unless the statutory committee member asks for the matter to be heard in general session. A statutory committee member will be given notice not less than twenty (20) calendar days prior to the request being heard by the Commission.</u></p>	<p>(CSU) And in section 501—a membership can be “terminated. . . with or without cause”???</p> <p>(CTA) 501-The proposed amendment should be modified, to make removal for cause only: <u>Membership on a statutory committee may be terminated at the discretion of the Commission with cause. A request to terminated membership will be heard in Closed Session unless the statutory committee member asks for the matter to be heard in general session. A statutory committee member will be given notice not less than twenty (20) calendar days prior to the request being heard by the Commission.</u> Removal without cause threatens the independence of these appointment, and potentially the ability to be impartial, and freely carry out such duties.</p>	<p>Recommend deleting the phrase “with or without cause.”</p>

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 502. ABSENCE AS CAUSE FOR REMOVAL OF COMMITTEE OF CREDENTIALS MEMBER<u>OVERSIGHT BY THE COMMISSION</u></p> <p>Absence that causes undue hardship to the work of the Committee of Credentials may be cause for removal from the Committee by the Commission.</p> <p><u>Each Commissioner is encouraged to schedule attendance at each statutory committee meeting at least once during their term of office in order to observe the committee functions and to become familiar with committee procedures.</u></p>		
<p>§ 503. TERMS OF MEMBERS OF THE COMMITTEE OF CREDENTIALS<u>OFFICERS OF A STATUTORY COMMITTEE</u></p> <p>(a) The term for each initial appointment to the Committee of Credentials shall be two years, and no member shall serve more than four successive two-year terms.</p> <p>(b) At least one new member shall be appointed each year, but in the interest of continuity and stability, not more than three members should be replaced in one year.</p> <p>(c) Terms of appointment shall commence on July 1 and shall expire on June 30, except that an appointment to fill an unexpired term may be made effective upon the first day that a position becomes vacant.</p> <p><u>The officers of the Committee on Credentials shall be a</u></p>	<p>(CSU) Section 503—language about terms and appointments being replaced by officer language?</p>	<p>The language on terms is now in sections 505 and 506.</p>

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p><u>Chair, who shall preside at meetings of the committee; and a Vice Chair who shall preside in the absence of the Chair. The officers of the Committee on Accreditation shall include two co-chairs, one from the higher education sector and one from the K-12 sector.</u></p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 504. RELATIONS WITH THE COMMISSION ELECTIONS OF OFFICERS</p> <p>(a) The Commission fully recognizes the unique and valuable contribution of the Committee of Credentials to the work of the Commission; and wishes to maintain a fully effective, cooperative, and cordial working relationship between the two bodies.</p> <p>(b) Each Commissioner is encouraged to arrange his/her calendar so as to schedule attendance at a Committee of Credentials meeting each year in order to observe the Committee functions and to become familiar with Committee procedures.</p> <p>(c) The Committee Chair and/or Committee will be invited to meet with the Commission from time to time to exchange views on matters relating to disciplinary and corrective measures necessary and appropriate to the maintenance of professional standards.</p> <p><u>Officers of a statutory committee shall be elected by a majority of the votes of the committee. The names of the officers shall be reported to the Chair of the Commission.</u></p>	<p>(CSU) And 504—connection with the commission replaced by elections?</p>	<p>Recommend adopt as proposed.</p>
<p>§ 505. TERMS OF APPOINTMENT</p> <p><u>Terms of appointment of statutory committee member shall commence on July 1, or the date of the appointment, whichever is later, and shall expire on June 30.</u></p>	<p>(CSU) 505—shouldn't the number of years be included here instead of in 512?</p>	

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p><u>§ 506. FILLING A MID-TERM VACANCY</u> <u>When a seat on a statutory committee becomes vacant prior to the conclusion of the member's term, the Executive Director shall fill the seat for the remainder of the term by appointing a replacement from the list of alternate members previously selected by the Commission.</u></p>		
<p><u>§ 510. OFFICERS OF RECRUITMENT FOR THE COMMITTEE OF CREDENTIALS</u> The officers of the Committee of Credentials shall be a Chair, who shall preside at meetings of the Committee; and a Vice Chair who shall preside in the absence of the Chair. <u>The Commission staff shall be responsible for:</u></p> <p><u>(a) Advising the Commission when vacancies occur or may be expected to occur on the Committee of Credentials. Prior to publicly announcing a vacancy, staff shall inquire in writing as to the availability of incumbents to serve an additional term. The letter of inquiry shall clearly state that the incumbent's availability to accept reappointment is one of a number of factors the Commission may consider in determining vacancies. Responses to the inquiry may be given orally, directly to the Executive Director, followed by a written communication.</u></p> <p><u>(b) Staff shall conduct year-round recruitment of interested applicants and provide appropriate public notice regarding impending vacancies and</u></p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p><u>the qualifications required of applicants. Action shall be undertaken according to the following guidelines:</u></p> <p><u>(1) Timely posting and distribution of applications.</u></p> <p><u>(2) Applications shall be posted on the Commission's web site and shall be circulated statewide to both the general public and to interested parties, including but not limited to the PTA, ACSA, CSBA, CTA, CFTA, district and county superintendents, deans of education, and all persons listed in the vacancy pool for the Committee of Credentials.</u></p> <p><u>(3) The Executive Director shall set a final date for submission of applications; however, the Executive Director may extend the final filing date if an insufficient number of applications have been received by the original final filing date.</u></p> <p><u>(4) Whenever possible, a letter from the Chair of the Commission requesting nominations of qualified applicants will be sent to appropriate parties and stakeholder groups.</u></p>		

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<p>§ 511. <u>ELECTIONS OF OFFICERS SELECTION OF MEMBERS OF THE COMMITTEE OF CREDENTIALS</u> Officers of the Committee of Credentials shall be elected by a majority of the votes of the Committee. The names of the officers shall be reported to the Chair of the Commission. <u>An Ad Hoc Interview Committee appointed by the Chair, in accordance with the provisions of §§400 and 410, shall be responsible for receiving and evaluating applications and nominations for membership on the Committee of Credentials and for conducting interviews as appropriate; and</u></p> <p><u>(a) Placing in nomination the names of qualified persons for each position to be filled. Alternates may be selected if deemed qualified. Any alternate so selected will be placed in a pool of alternates and available to fill a vacancy in that position category should the need arise.</u></p> <p><u>(b) Identifying, scoring, ranking, discussing and recommending nominees for the Committee of Credentials to the Commission according to the following factors:</u></p> <p><u>(1) The total membership of the Committee of Credentials should be broadly representative of the community with respect to gender, diverse ethnic and cultural backgrounds, and geographical area of residence.</u></p> <p><u>(2) Persons nominated should be of balanced</u></p>	<p>(CSU) 511—I don't see where it says who actually appoints/selects the new members</p>	<p>See (b).</p>

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p data-bbox="401 269 940 370"><u>and judicious temperament with broad understanding of, and respect for, community values and attitudes.</u></p> <p data-bbox="331 412 940 513">(3) <u>Persons nominated must be willing and able to devote the time and effort necessary to carry out the work of the Committee.</u></p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 512. MEETINGS OF THE COMMITTEE OF CREDENTIALS <u>TERMS OF MEMBERS OF THE COMMITTEE OF CREDENTIALS</u></p> <p>(a) The Committee shall meet in Sacramento at such times as it considers necessary to perform its duties.</p> <p>(b) The Committee shall, no later than the last meeting of the calendar year, adopt a calendar indicating the dates, times, and places of meetings for the following year, subject to the approval of the Commission.</p> <p>(c) For good cause and with the Commission's approval, the Chair of the Commission may schedule Committee meetings at some other date, time, or place than that adopted in (b).</p> <p><u>(a) The term for each initial appointment to the Committee of Credentials shall be two years. No member shall serve more than four successive two-year terms.</u></p> <p><u>(b) At least one new member shall be appointed each year, but in the interest of continuity and stability, not more than three members should be replaced in one year.</u></p>	<p>(CTA) 512-Provide in paragraph a, and substitute for proposed (a) <u>The term for each initial appointment to the Committee of Credentials shall be two-years, and no member shall serve more than four successive two-year terms.</u></p> <p>The term limitations make strong public policy sense. The Committee on Credentials is set up to insure access to an impartial group of the credential holders peers. Where a member of the committee can serve indefinitely this potentially limits the access to a fair pool. Clearly the commission goes through a periodic selection procedure which allows access to a broad pool over time. The serving without term limitation limits this periodic vetting. There is also a potential that members who perform more acceptably for CTC legal staff will be encouraged to continue. This potentially threatens the independence of the Committee on Credentials.</p>	<p>Recommend approve with additional language in (a).</p>
<p>§ 530. MEMBERSHIP ON THE COMMITTEE ON ACCREDITATION</p> <p>(a) The Committee on Accreditation <u>The Education Code section 44373 sets forth the requirements for the Committee on Accreditation (COA).</u> which <u>The COA consists of twelve members.</u> Six <u>ssix</u></p>	<p>(CSU) 530-I think this says that the "requirements. . . consists of twelve members. . ." " Ungrammatical/inaccurate</p>	<p>Recommend adopt with the additional language for clarity.</p>

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<p>members are from postsecondary education institutions, and six are serving as <u>who are</u> certificated professionals in public schools, school districts, or county offices of education in California. Selection of members is based on the breadth of their experience, the diversity of their perspectives, and "their distinguished records of accomplishment in education" (Education Code Section 44373(-a)). All members serve as members-at-large. No member serves on the Committee committee as a representative of any organization, institution, or constituency. To the maximum extent possible, Committee committee membership is balanced according to ethnicity, gender, and geographic regions. The Committee includes members from elementary and secondary schools, and from public and private postsecondary institutions. The elementary and secondary school members include certificated administrators, teachers, and at least one member involved in a professional educator preparation program. The postsecondary members include administrators and faculty members, both of whom must be involved in professional educator programs.</p> <p>(b) Criteria for Membership <u>Consistent with the provisions of Education Code section 44373,</u> the criteria for membership on the Committee committee are:</p> <p>(1) evidence <u>Evidence</u> of achievement in the</p>	<p>(CSU) Why delete this?</p>	<p>The statute contains requirements for appointment. This is proposed for deletion to retain the Commission's discretionary authority.</p>

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>education profession.</p> <p> (2) recognized—<u>Recognized</u> professional or scholarly contributions in the field of education.</p> <p> (3) recognition—<u>Recognition</u> of excellence by peers; experience with and sensitivity to issues of human diversity.</p> <p> (4) distinguished—<u>Distinguished</u> service in the field of educator preparation; knowledge of issues related to the preparation and licensing of education professionals; length of professional service; <u>and</u></p> <p> (5) and p<u>P</u>ossession of appropriate educational degrees and professional credentials.</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 531. SELECTION OF MEMBERS OF THE COMMITTEE ON ACCREDITATION</p> <p>(a) A<u>In accordance with Education Code section 44373(b), a</u> Nominating Panel of four distinguished members of the education profession in California shall identify and nominates individuals to serve on the Committee on Accreditation. The Nominating Panel is<u>shall be</u> comprised of two college and university members and two elementary and secondary school members. The Nominating Panel is<u>shall be</u> comprised of two educators appointed by the Committee on Accreditation and two educators appointed by the Commission. Each entity will<u>shall</u> appoint one college or university member and one elementary or secondary school member to the Nominating Panel. The terms of <u>a</u> Nominating Panel members are<u>is</u> four years and they may not serve more than one<u>two</u> terms.</p> <p>(b) To select members for the Committee on Accreditation, a vacancy notice is<u>shall be</u> posted on the Commission website and nominations are solicited, in writing, from a broad base of professional organizations, agencies, institutions, and individuals in education. Each nomination must be submitted with the consent of the individual. A written endorsement from the nominee confirming understanding of and agreement to the nominee’s participation on the Committee<u>committee</u> must be submitted (Commission provides travel, per diem, and</p>	<p>(CSU) 531-Not sure I like existing language on how COA members chosen. The “Nominating Panel”—2 chosen by commission, 2 chosen by COA, with no term limit, then screens the COA nominations and picks two to forward to commission. Commission then has to appoint from only the two forwarded. I don’t think the one panel should have that much authority. . . .</p> <p>(CTA) Here again elimination of terms limitations leads to the potential of abuse, and lack a variety of differing point of view over time.</p>	<p>Recommend that language be modified to include the citation to the Education Code and include term limits.</p>

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<p>substitute reimbursement, if needed). The nominee's professional resume must be submitted. Self-nominations are <u>shall</u> not <u>be</u> accepted.</p> <p>(c) Based on the membership criteria and the principles of balanced composition set forth in section 530, the Nominating Panel <u>shall</u> screens the professional qualifications of each nominee and recommends at least two highly qualified nominees for each vacant seat on the Committee <u>committee</u>. The Commission <u>shall</u> fills each Committee <u>committee</u> seat and alternate position by selecting from the those nominations nominated following interviews and recommendations of an ad <u>Ad hoc</u> Interview Committee established in accordance with the provisions of §§-400 and 410.</p> <p>(d)—The Commission <u>shall</u> appoints members of the Committee on Accreditation to four-year terms. A member may be re-nominated and re-appointed to a second term of four years. A member may serve a maximum of two terms on the Committee. Interviews shall be conducted by an ad hoc interview committee in accordance with the provisions of §§ 400 and 410.</p> <p>(e)—Terms of appointment shall commence on July 1, or the date of the appointment, whichever is later, and shall expire on June 30.</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 532. — VACANCIES ON THE COMMITTEE ON ACCREDITATION</p> <p>(a) — A committee member's position shall be declared vacant by the Commission upon absence without sufficient cause from three consecutive Committee meetings or four Committee meetings in one calendar year. The co-chairs of the Committee shall inform the Committee member regarding concerns related to the attendance of that Committee member and are to notify the Chair of the Commission and the Executive Director of the Commission that a vacancy has been established by virtue of three consecutive absences.</p> <p>(b) — When a seat on the Committee becomes vacant prior to the conclusion of the member's term, the Executive Director fills the seat for the remainder of the term by appointing a replacement from the list of alternate members.</p>	<p>(CTA) 532-this section should be retained to provide for the condition of absence without sufficient cause. It is critical that members of the Committee on Accreditation regularly attend meeting.</p>	<p>Recommendation to adopt as proposed. Removal of a member is covered by section 501.</p>
CHAPTER 6: STAFF AND AGENCY OPERATIONS		
<p>§ 600. RESPONSIBILITIES OF THE EXECUTIVE DIRECTOR</p> <p>(a) The Executive Director shall perform and discharge, under the direction and control of the Commission, the powers, duties, purposes, functions, and jurisdiction vested in the Commission and delegated to the Executive Director by the Commission.</p> <p>(b) Any power, duty purpose, function, or jurisdiction which the Commission may lawfully delegate shall be conclusively presumed to have been delegated</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>to the Executive Director unless it is shown that the Commission has specifically reserved the same for its own action.</p> <p>(c) The Executive Director shall meet periodically with the Chair and Vice Chair for direction regarding the Commission’s goals as aligned to the Commission’s strategic plan. The Executive Director shall at least annually report to the Chair and Vice Chair regarding the accomplishments of the Commission.</p> <p>(d) The Executive Director shall employ, and, fix the compensation in accordance with law and within Commission policies <u>determine the compensation</u>, of such assisting staff as the Executive Director deems necessary to effectively conduct the work of the Commission.</p> <p>(e) The Executive Director may authorize such assisting staff to perform in the name of the Executive Director, any of the authorized duties of the Executive Director.</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 602. EVALUATION OF THE EXECUTIVE DIRECTOR The evaluation of the Executive Director’s performance will be based upon the annual goals established by the Executive Director in consultation with the members of the Commission. The Executive Director’s annual performance evaluation will occur prior to the last Commission meeting of each year.</p> <p>(a) In January the Executive Director will establish annual goals and submit them to the members of the Commission. The Chair and Vice Chair will meet periodically with the Executive Director to discuss goals and make adjustments as needed.</p> <p>(b) Prior to October 31 each year, the members of the Commission will be provided with a report of the Executive Director’s prior year’s accomplishments and an evaluation form revised each year to reflect the goals that were established in January or as revised throughout the year.</p> <p>(c) The members of the Commission must submit evaluations, postmarked no later than November 15th, of the Executive Director’s performance to the Personnel Officer at the Commission. Only timely submissions will be included in the Executive Director’s evaluation.</p> <p>(d) The Chair and Vice Chair will meet-review <u>meet-review</u> with the Executive Director to-review the evaluations submitted by the members of the Commission prior to the last Commission meeting of the year.</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>(e) At the last Commission meeting of the year, the Chair will report during the General session a summary of the evaluations. The report will be maintained in the Executive Director's Official official Personnel-personnel Filefile.</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<p>§ 605. PUBLICATIONS In addition to any reports required by statute, the Commission may issue an Annual Report and other publications as necessary.</p>	<p>(CSU) 605-Why the deletion?</p>	<p>Recommendation to adopt as proposed, language not necessary.</p>
<p>§ 610. CONTRACT AUTHORITY</p> <p>(a) The Commission reserves to itself the authority to authorize the Executive Director to approve contracts and agreements for goods or services with a value in excess of \$150,000 except that Commission approval is not required for the following notwithstanding the fact that the agreement or contract total may exceed \$150,000:</p> <p>(1) Contracts or agreements let under the auspices of a state master agreement, strategic sourcing or by regulation or pursuant to an interjurisdictional exchange of personnel under the visiting educator program.</p> <p>(2) Contracts or agreements to grant money to fund a state funded program, provided that the Executive Director report at least once each year on all grants provided pursuant to such programs.</p> <p>(b) Authority of the Executive Director. Contracts and agreements other than those specified in Subsection (a) may legally be entered into by the Executive Director or his or her designee. The Commission delegates authority to the Executive</p>		

Proposed Policy Manual	Stakeholder Comment	Recommendation of the Ad Hoc Committee
<u>Director or his or her designee authority to enter into contracts and agreements for under \$150,000.</u>		