

Discussion of Review of COA Procedures Manual January 2021

Overview of the Report

This agenda item begins the Committee's discussion to review and update the current *COA Procedures Manual*. The *COA Procedures Manual* was adopted in April 2010 and is need of review and revision to better reflect the revised accreditation system and the current Committee operations. A link to the *COA Procedures Manual* is here: [COA Procedures Manual](#).

Recommendation

This is an information item. Staff recommends that the Committee discuss and provide proposed revisions to the *COA Procedures Manual*. After discussion, the proposed suggestions for possible changes will be incorporated into the next draft of the procedures manual and brought before the COA for further discussion.

Background

The Committee on Accreditation (COA) has developed a procedures manual to govern its activities. The document was last revised in April 2010 and may be found here: [COA Procedures Manual](#). The *COA Procedures Manual* is provided to new COA members at or before their orientation on the COA and it guides the operations of the COA in all its proceedings. It has been over a decade since the *COA Procedures Manual* was adopted and, therefore, staff is suggesting that it is time for a thorough review to ensure that the manual reflects the revised accreditation system and the current COA operations. Members will note that some of the document reflects statute and cannot be revised, while some of the document reflects areas which are within the purview of the COA to revise as it deems appropriate.

The *COA Procedures Manual* is provided in this agenda item as adopted in 2010 and without any suggested changes to give the COA an opportunity to discuss the document more generally and for staff to then use these comments as it develops proposed changes that the COA will review and discuss in future meetings.

Next Steps

After COA discussion, staff will provide another iteration of the *COA Procedures Manual* for further discussion or action at the March 2021 COA meeting.