# Discussion of Review of COA Procedures Manual

**March 2021**

## Overview of the Report

This agenda item is continuation of the discussion begun at the January 2021 COA meeting 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.

## 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 and potential adoption.

## Background

The Committee on Accreditation (COA) has three approved or adopted documents that guide and/or govern its work. *The Accreditation Framework*, the *Accreditation Handbook*, and the *COA Procedures Manual*. Each of these serves a different purpose and taken together provide the public, educator preparation institutions, and the members of the COA with clear guidelines as to the nature of its work and how it is to be carried out.

*The Accreditation Framework* (Framework) is adopted by the Commission and documents the policies of the Commission around accrediting institutions of higher education and local education agencies that wish to sponsor educator preparation programs leading to California credentials. The *Framework* includes sections on the authority and responsibilities of the Commission and the COA as they are defined in statute or regulations. It defines the purpose and application of the Commission’s adopted preconditions and standards. It details the Commission’s policies with regard to accreditation of new institutions and new programs, and with the ongoing accreditation of already-approved institutions, including training of the members of the Board of Institutional Review.

The *Accreditation Handbook* (Handbook) is adopted by the COA and provides guidance and instructions for programs and individuals participating in accreditation activities. The *Handbook* puts the policies of the framework into action; the *Handbook* is the “How” to the *Framework’s* “What”. The chapters in the *Handbook* address the activities associated with accreditation leading up to and beyond the site visit such as annual data submission, program review, activities during the seventh year of the accreditation cycle, and revisits. The *Handbook* also includes guidance for site visit team members and team leads including expectations around member skills and competencies, team leadership, and the options for accreditation decisions and their implications. Finally, the *Handbook* includes a chapter on evaluation of the accreditation system.

The COA has developed a procedures manual to govern its activities. The *COA Procedures Manual* is specifically focused on the guidelines within which the members of the COA operate. The *Manual* lets the COA and the public know how members are selected, how meetings are conducted, the roles and responsibilities of the COA, the rules that govern the COA and its meetings, and expectations around ethics and professional conduct.

The *Manual* was last revised in April 2010 and may be found here: [COA Procedures Manual](https://www.ctc.ca.gov/docs/default-source/educator-prep/coa-files/coa-procedures-manual.pdf?sfvrsn=dfe8c4df_2). It 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.

At the January 2021 COA meeting, the *COA Procedures Manual* was provided without any suggested changes to give the COA an opportunity to discuss the document more generally. It was determined that a small subset of the Committee would read the document thoroughly and provide staff with some possible updates to present to the full COA for further discussion. These suggestions, as well as some from staff, are presented here in a tracked changed version of the *Manual.* Staff also provides a summary of the proposed changes below as well as some areas where discussion is recommended.

## Summary of Proposed Changes and/or Areas Seeking Further Discussion

The proposed revisions are included in full in this agenda item. General revisions include updating gender specific pronouns to be gender neutral, addressing some continuity issues with language and titles, and updating the titles of some sections in Chapter 7 that were overlooked in the 2010 update. Below is a summary of the proposed changes, some staff or Committee member comments, and some questions to the COA for changes and some areas for further discussion.

**Chapter 1 – Purpose of the Procedures Manual**

Removed the language related to how the manual needs to be provided in a specific form to the new members. New language would allow it to be electronic or hard copy.

**Chapter 2 – Organization of the Committee**

*201: Procedures for the Election of Officers.* The COA may wish to discuss whether it would like to change when it holds elections of new officers. Currently, the COA schedule for electing new co-chairs was to provide new members a voice in this process. Does the COA wish to make any changes to this timing? None are proposed in this version of the item.

*202: Term Limits for Chairs.* Currently Co-Chairs may serve two one-year terms. The membership of COA can override this limit with a vote to waive its Procedures Manual followed by a vote on the election itself. The COA has availed itself of this option in recent years. Does the COA wish to extend the term limits for Co-Chairs or is the current process sufficient?

*203: Officer Vacancy.*

For Committee Discussion: If both chairs cannot attend a given meeting or if one chair cannot make a meeting, a co-chair may appoint another member of the Committee to serve as Co-Chair temporarily. This is not reflected in the *Procedures Manual*. Does the COA want to include such language?

**Chapter 3 – Roles and Responsibilities of the Committee**

*300: Continuing Accreditation Decisions.* A question raised is whether this section clearly encompasses the role of monitoring progress on programs that have standards met with stipulations and following up with required reports. Staff suggests that the language as proposed is what is in the *Accreditation Framework* only. The specific role in monitoring progress falls under “continuing accreditation decisions” and the monitoring function is further explicated in the *Accreditation Handbook*.

*302: Initial Approval of Program.*

For Committee Discussion: It was suggested that the Committee may want to review this section due to the changes to Initial Program Review and questions about this process. It will be important to note that much of this information is explicated in the Accreditation Handbook.

*303: Continuing Accreditation Decisions.*

For Committee Discussion: Might the Committee want to specify a timeframe to review the Accreditation Handbook? Currently this document does not. The COA should consider any language that would limit the ability of the Committee to make changes as it sees fit and in a timely manner.

Additionally, the proposed language adds reference to other materials that may be produced and used by BIR members.

*305: Monitor the Accreditation System.* A committee member asked about how the Committee monitors the accreditation system. This is addressed broadly in the second paragraph of this section. Staff suggests that this is one area in which the Committee might consider using broad language to allow such monitoring to be flexible and responsive. However, discussion would be welcome on this point.

*305: Debrief.* The item includes proposed language making a debrief at the end of Committee meetings permissive. Such an item is not needed at every meeting and difficult to do in electronic form.

*307: Evaluation of Accreditation Policies and Practices.* This section is proposed to be updated to reflect the current accreditation system.

*308: Conduct Business in an Open, Transparent Manner.* This section is proposed to be updated to include information about technology assisted meetings.

**Chapter 4 – Exercise of Committee Powers**

*403: Schedule of Meetings.* This section is proposed to add specification that meetings may be held via technology as needed.

**Chapter 5 – Rules of Order**

No changes proposed to this chapter.

**Chapter 6 – Agenda of the Committee**

*600: Agenda for Committee Meetings.* Proposed change to reflect that hard copies of the agenda are no longer mailed and that the agenda is entirely available in electronic form.

*600 (c ):* Language is propose to be eliminated as it is too limiting for staff. The agenda itself must be posted 10 days in advance but having the flexibility to put up the materials close to the meeting allows for greater responsiveness to the field. No agenda items will be added after the 10-day requirement, but additional materials for agendized items may be provided.

*604: Accessibility of the Agenda for Public.* Includes proposed changes to the language to reflect that hard copies are no longer used and electronic versions are accessible for members of the public.

**Chapter 7 – Presentation to the COA**

*702(2): Presentation of Accreditation Team Reports.* Updated to include recusals for online meetings. Language added to note that the COA member should turn off his or her camera.

*702(11):* Indicates the need for a roll call vote for technology meetings.

*704(b): Oral presentations to the Committee (Public Comment).* Proposes additional language to reflect that comments can be submitted in either a written or electronic form. Added language in (a) about following procedures for electronic meetings.

*705: Written Presentations*. New language addresses how comments may be submitted. This language is intentionally non-specific to allow for various means to be used as technology changes as long as they are specified and in accordance with Commission procedures.

*706: Time for Open Discussion from the Audience*. Additional language is proposed regarding the fact that public comment time may be limited as determined by the co-chairs.

**Chapter 8 – Minutes**

*801: Public Record and Custody of Official Minutes.* Clarified where the official minutes will be accessible.

**Chapter 9 – Travel of Committee Members**

No changes proposed to this chapter.

**Chapter 10 – Subcommittees**

No changes proposed to this chapter.

**Chapter 11 – External Relationships**

*1101: Relations and Communication with the Media.*

For Committee Discussion: Second paragraph. This section might be worth reviewing and discussing in light of electronic communications and increased accessibility by a variety of media sources or other community groups.

*1102: Generation of Positive Publicity through Dissemination Practices.*

For Committee Discussion: Are these activities primarily undertaken by Commission staff? Could/should COA subcommittees be involved, within the limits of the previous section?

**Chapter 12 – Conflicts of Interest**

*1200: Conflicts of Interest.* In the second paragraph, it may be worth considering the term “legally defined” conflicts of interest and citing source for conflict of interest laws in California. This suggestion may or may not be feasible. Commission staff will consult with legal staff on this topic.

Proposed language is added to include past enrollment as a possible perceived conflict of interest consideration.

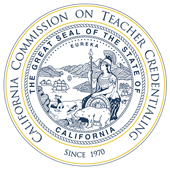
*1201: Recusal for Conflict of Interest.* Proposed language is added regarding turning off one’s camera if recusing during an electronic meeting.

For Committee Discussion: The Committee may want to consider the language added about speaking on an item in which one recused. Could it be perceived that a COA member speaking as a member of the public has greater weight than other member of the public?

*1202: Other Ethical Considerations.* Proposed additional language about the need for COA members to follow laws, regulations, or policies regardless of how much one may disagree with them.

## Next Steps

After COA discussion, staff will provide another iteration of the *COA Procedures Manual* for further discussion, and potential adoption, at a future COA meeting.



**Committee on Accreditation**

# Procedures Manual

**Adopted**

**April 2010**

***Revised***

***Month 2021***

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## CHAPTER 1

**PURPOSE OF THE PROCEDURES MANUAL**

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**CHAPTER 1**

**PURPOSE OF THE PROCEDURES MANUAL**

### 100 PURPOSE OF THE PROCEDURES MANUAL; LIMITATIONS

This Procedures Manual is intended to set forth all procedures considered internal to conduct the meetings and business of the Committee that have been adopted by the Committee on Accreditation (COA) for the implementation of *The Accreditation Framework*. The Manual also includes procedures established by the Committee for the management and operation of the work of the Committee. All procedures of the COA are adopted within the policies approved by the Commission on Teacher Credentialing and the Education Code.

### 101 HOW PROCEDURES ARE ENACTED, AMENDED, OR REPEALED

Adoption, amendment, or repeal of any procedure is accomplished by majority vote of the Committee. Procedures may be enacted at any public meeting of the Committee.

### 102 DURATION OF PROCEDURES

A Procedure enacted by the Committee remains in full force and effect until repealed, amended, or accomplished. A procedure may be repealed by its own terms or a date certain or upon happening of a special event.

### 103 DISTRIBUTION AND AVAILABILITY OF THE PROCEDURES MANUAL

The Committee’s adopted Procedures Manual shall be made available at all times to all interested parties on the Commission’s website. Each new member of the Committee shall be provided a copy of the Manual or its website address prior to their first official meeting. A copy shall be available to the Committee Co-Chairs and members upon request during Committee meetings.

## CHAPTER 2

**ORGANIZATION OF THE COMMITTEE**

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**CHAPTER 2**

**ORGANIZATION OF THE COMMITTEE**

### 200 OFFICERS OF THE COMMITTEE, DUTIES

The Committee shall have co-chairs. The co-chairs shall represent K-12 public education and higher education. The co-chairs are to direct meetings of the Committee, approve the draft agendas for the meetings, speak for and provide communication on behalf of the Committee, and work directly with the Administrator of Accreditationin between meetings of the Committee. The co-chairs are to represent the Committee at Commission meetings, as appropriate.

### 201 PROCEDURE FOR THE ELECTION OF OFFICERS

1. The nominations for co-chairs are to be made at the next to last regularly scheduled meeting of the COA and the election should occur at the last Committee meeting of the year. Nominations will remain open until the Administrator of Accreditation officially closes the nominations just before the election at the last meeting of the year.
2. Nominations shall be made in open session. If a member of the Committee plans to make a nomination, it is their responsibility to procure the consent of the individual being nominated.
3. The Administrator of Accreditation will conduct the session for nominations and the annual election of co-chairs. The election of the co-chairs will take place as the last item of business at the last Committee meeting of the year.
4. The newly elected co-chairs shall assume office at the next Committee meeting following their election.

### 202 TERMS, TERM LIMITS

No member of the Committee shall be elected to the office of co-chair of the Committee for more than two one-year terms.

### 203 OFFICER VACANCY

In the event of vacancy in the office of co-chair, a successor may be elected to hold office for the unexpired term.

### 204 CHAIR PRO-TEMPORE

In the case that both co-chairs will be absent from a meeting, the Committee co-chairs shall, in advance of the meeting, appoint a Chair Pro Tempore for the meeting.

## CHAPTER 3

**ROLES AND RESPONSIBILITIES OF THE COMMITTEE**

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**CHAPTER 3**

**ROLES AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

### 300 ROLES AND RESPONSIBILITIES OF THE COMMITTEE ON ACCREDITATION

Pursuant to Section 2 of the *Accreditation Framework*, the Committee has numerous functions for which it is responsible. They include the following: 1) Comparability of Standards; 2) Initial Approval of Programs; 3) Continuing Accreditation Decisions; 4) Accreditation Procedures; 5) Monitor the Accreditation System; 6) Communication with and Reporting to the Commission; 7) Evaluation of Accreditation Policies and Practices; and 8) Conduct Business in an Open, Transparent Manner.

### 301 COMPARABILITY OF STANDARDS

The Accreditation Framework delegates the determination of whether standards submitted by institutions/program sponsors under Option 2 (National or Professional Program Standards) or Option 3 (Experimental Program Standards) provide a level of program quality comparable to standards adopted by the Commission under Option 1 (California Program Standards).

In carrying out this provision of the *Accreditation Framework*, the Committee will work closely with the Administrator of Accreditation and Commission staff to determine the expertise necessary to establish comparability. To the extent possible, the Committee will use experts in the field to advise and determine the comparability of standards. The Committee will ensure that members of the public and interested parties are provided an opportunity to comment upon the comparability findings prior to action by the Committee.

### 302 INITIAL APPROVAL OF PROGRAMS

The *Accreditation Framework* specifies that the Committee on Accreditation is responsible for reviewing proposals for the initial accreditation of programs submitted by institutions/program sponsors that have been determined to be eligible by the Commission.

In carrying out this provision of the *Framework*, the Committee on Accreditation, working closely with the Administrator of Accreditation and members of review teams, will abide by all applicable Education Code sections as well as adopted procedures.

### 303 CONTINUING ACCREDITATION DECISIONS

The *Accreditation Framework* specifies that the Commission make decisions about the continuing accreditation of educator preparation institutions/program sponsors and programs, consistent with Section 6 of the *Framework*.

In carrying out this provision of the Framework, the Committee on Accreditation, working closely with the Administrator of Accreditation and members of review teams, will abide by all applicable Education Code sections as well as adopted procedures.

### 304 ACCREDITAITON PROCEDURES

The *Accreditation Framework* specifies that the Committee recommends appropriate guidelines for reports as well as other accreditation materials and exhibits to be prepared by institutions/program sponsors.

In carrying out this provision of the *Framework*, the Committee adopts and periodically updates the *Accreditation Handbook*. The Committee may delegate responsibility for developing and revising the *Accreditation Handbook* to the Administrator of Accreditation. The Committee periodically reviews the content of the *Handbook* to ensure it provides appropriate guidance to institutions. The Committee ensures that a current version of the *Handbook* is available to all interested parties via the Commission’s website. A review of appropriate sections of the *Handbook* should be reviewed after any major changes to accreditation policies or procedures to ensure appropriate and timely information to institutions. The Committee works closely with the Administrator of Accreditation to develop and implement any additional materials beyond the *Handbook* that may be used by programs sponsors in accreditation or the Board of Institutional Review (BIR) in their review of the institutions.

### 305 MONITOR THE ACCREDITATION SYSTEM

The *Accreditation Framework* specifies that the Committee monitor the performance of accreditation teams and oversees activities associated with the accreditation system.

In carrying out this provision of the *Accreditation Framework*, the Committee will work closely with the Administrator of Accreditation to ensure that the Committee is provided with a progress report on all major aspects of the accreditation system periodically at regularly scheduled Committee meetings.

In addition, regularly scheduled meetings at which accreditation decisions are made may include an agenda item that allows the Committee to debrief at the conclusion of the meeting. These discussion items will allow the Committee the opportunity to assess the efficacy of various policies and procedures. Follow up on these items can occur, as needed, at subsequent Committee meetings.

### 306 COMMUNICATION WITH AND REPORTING TO THE COMMISION

The *Accreditation Framework* specifies that the Committee provide updates on accreditation decisions, activities, implementation matters or other items on an “as needed” basis to ensure the Commission is kept well apprised of the effectiveness of its accreditation policies and procedures. In addition, Education Code requires the Committee to submit an annual report to the Commission on accreditation activities.

In carrying out this provision of the *Accreditation Framework*, at a minimum, the Committee Co-Chairs will present the Committee’s Annual Accreditation Report to the Commission at the appropriate Commission meeting. In addition, the Administrator of Accreditation may provide periodic updates to the Commission on matters related to the Committee and to accreditation, when appropriate. The Committee Co-Chairs can submit a request to the Executive Director of the Commission to address the Commission on matters related to accreditation when deemed appropriate.

### 307 EVALUATION OF ACCREDITATION POLICIES AND PRACTICES

The Committee shares responsibility with the Commission for the ongoing evaluation and monitoring of the effectiveness of the accreditation system. The Committee will complete these duties consistent with Section 8 of the *Accreditation Framework*.

In carrying out this provision of the *Accreditation Framework*, the Committee will work closely with the Administrator of Accreditation and the Commission staff to develop and implement a comprehensive evaluation process for the accreditation system. The Committee will ensure that the system takes into consideration the major components of the accreditation system: annual data submission, preconditions review, program review , Common Standards review, site visits, and monitoring of institutions with stipulations; as well as all the structure supporting the system such as BIR membership and training, technical assistance needs, and other activities. The Committee will include periodic discussions and reports on the evaluation of the system at its regularly scheduled meetings.

### 308 CONDUCT BUSINESS IN AN OPEN TRANSPARENT MANNER

All meetings of the Committee on Accreditation shall be held in accordance with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code 11120 et. Seq.). Further, the Committee strives to ensure that all activities of the accreditation system are conducted in the spirit of transparency. Meetings may be conducted via technology as needed. Extensive use of the Commission’s website, audio, and video broadcasts of the Committee meetings, when possible, and other means will be employed to ensure widespread access to the actions of the Committee.

## CHAPTER 4

**EXERCISE OF COMMITTEE POWERS**

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**CHAPTER 4**

**EXERCISE OF COMMITTEE POWERS**

### 400 COMMITTEE TO ACT AS A WHOLE

The Committee shall adopt and promulgate procedures related to the implementation of The Accreditation Framework. The Committee shall serve as the sole entity established by law to implement all accreditation activities related to public educator preparation, except those reserved for the Commission as stipulated in The Accreditation Framework.

### 401 PUBLIC MEETINGS

All meetings of the Committee on Accreditation shall be held in accordance with the provisions of the Bagley-Keene Open Meeting Act (Cal. Gov. Code 11120 et. Seq.).

### 402 DETERMINATION OF A QUORUM

A quorum of the Committee shall be a majority of the total number of members established pursuant to Education Code section 44373 (a).

### 403 SCHEDULE OF MEETINGS

The schedule of regular meetings for the Committee shall be established at the first Committee meeting following the Commission’s adoption of its meeting schedule for the subsequent calendar year. The Administrator of Accreditation shall make a recommendation to the Committee regarding the Committee schedule and after consideration of that recommendation, the Committee will act to adopt a regular meeting schedule. The regular meetings shall be held primarily in Sacramento, but may be held any place in California, when deemed appropriate by the Administrator of Accreditation and the co-chairs. Meetings may be held via technology as needed.

### 404 ATTENDANCE, ABSENCES; DECLARATION OF VACANCY

It is expected that Committee members will make every effort to attend all regular and special meetings.

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.

Sufficient cause is to be interpreted as an illness or injury to a Committee member or a member of their immediate family. An act of God (natural, state, or national disasters), which prevents a Committee member from attending a scheduled meeting may also be considered sufficient cause. Failure to attend due to a conflict with other scheduled meetings, or for social or personal reasons, will not be considered sufficient cause.

In the case of a two-day meeting, attendance at the meeting for one of the two days will be considered “in attendance” at the meeting for the purpose of determining whether an individual has missed three consecutive Committee meetings.

Upon the occasion of a Committee member accruing three consecutive absences or four absences in one calendar year without sufficient cause, the co-chairs of the Committee shall 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 or four absences in one calendar year. The Chair of the Commission and the Executive Director shall then formally inform the Committee member that they can no longer serve on the Committee.

### 405 FILLING A VACANCY

Upon the declaration of a vacancy, the Executive Director may appoint an individual from the alternate pool to serve on the Committee. Individuals may remain in the alternate pool for 4 years, after which time if they have not been appointed to the Committee, they are removed from the alternate pool, but may apply again to the Commission. The Executive Director will appoint the new member giving consideration to ensuring the balance between K-12 and higher education on the Committee.

In addition, to the extent possible, the Executive Director will also take into consideration the provisions of the *Accreditation Framework* designed to ensure that a variety of professional perspectives is considered in accreditation related decisions. These include consideration of:

* representation of private and public institutions of higher education;
* the inclusion of certificated administrators, teachers, and at least one member involved in a professional educator preparation program;
* the inclusion of administrators and faculty members in postsecondary who are involved in professional educator preparation programs; and
* balance according to ethnicity, gender, geographic regions, and across credentials awarded by the Commission.

The individual appointed from the alternate pool shall assume their role on the Committee at the next meeting of the Committee and will serve the remainder of the term of the individual they replaced. Public notice regarding the appointment of individuals to fill vacancies on the Committee will be done in accordance with regular Commission policies and procedures.

## CHAPTER 5

**RULES OF ORDER**

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**CHAPTER 5**

**RULES OF ORDER**

### 500 RULES GOVERNING COMMITTEE MEETINGS

The rules contained in the latest edition of “Robert’s Rules of Order” shall guide the Committee, except that they shall not take precedence over state laws and regulations (e.g. the Bagley-Keene Act (Government Code section 11120 et. seq.)), or any Special Rules of Order as adopted by the COA. The provisions of Bagley-Keene relating to the conduct of a public meeting are incorporated by reference.

### 501 ADOPTION OF SPECIAL RULES OF ORDER

Special Rules of Order may be proposed by any member of the Committee, by the staff, or as part of Committee action regarding an agenda item. Special Rules of Order on a procedure of the Committee shall become effective when, by affirmative vote of a majority of the voting members, the Committee shall adopt them. In adopting the special rule of order, the Committee’s motion and subsequent action shall apply only to the specific Committee agenda item for which it was adopted. All subsequent actions must be in accordance with the regular rules and procedures of the Committee.

### 502 VOTES OF COMMITTEE MEMBERS

Each member of the Committee shall be entitled to one vote, such vote to be cast only in person and only at a regular or specially called meeting of the Committee. Whenever a member of the Committee requests a roll-call vote, the names of the members present shall be called and their votes shall be recorded by the recording secretary.

### 503 RULES FOR MAKING MOTIONS

For general purposes, the Committee will conduct its meetings in an open and consensus building manner. The co-chairs will recognize members of the Committee for discussion and decision-making purposes. All members will be provided equal opportunity to express their thoughts and opinions.

## CHAPTER 6

**AGENDA OF THE COMMITTEE**

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**CHAPTER 6**

**AGENDA OF THE COMMITTEE**

### 600 AGENDA FOR COMMITTEE MEETINGS

1. The agenda for each meeting shall be prepared by the Administrator of Accreditation at the direction of the co-chairs, except that either of the co-chairs may prepare an agenda item for extraordinary circumstances.
2. The agenda for each meeting will be posted on the Commission’s webpage at least 10 days prior to the Committee meeting, pursuant to the Bagley-Keene Open Meeting Act.

### 601 DEFINITIONS OF AGENDA ITEMS

An agenda item is a written proposal for consideration and possible action by the Committee and is intended to enact procedures for the Committee or to formally execute the right and responsibilities of the Committee as provided in *The Accreditation Framework.*

### 602 FORM OF AGENDA ITEMS

Agenda items will take the following forms:

1. items calling for immediate action of the Committee; and
2. items providing information for consideration and discussion by the Committee for possible future action.

Separate from the agenda, members of the Committee or consultant staff may also circulate reports, documents, and other informative materials on topics of interest, but not relating directly to issues or items appearing in the Committee’s agenda.

### 603 SUBMISSION OF AGENDA ITEMS

Items for the Committee agenda may be submitted only by Commission staff and members of the Committee after consultation with the co-chairs and the Administrator of Accreditation. The organization and production of the agenda is a responsibility of the Administrator of Accreditation in consultation with the co-chairs.

### 604 Accessibility of the AGENDA FOR PUBLIC

The Committee agenda will be available to all members of the public on the Commission’s webpage 10 days prior to the Committee meeting.

### 605 AGENDA COVER PAGE

The cover page of the agenda shall include a recommendation of file designation and indicate if it is an “Action” or “Information” item.

## CHAPTER 7

**PRESENTATIONS TO THE COA**

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**CHAPTER 7**

**PRESENTATONS TO THE COA**

### 700 PRESENTATIONS TO THE COMMITTEE

Presentations to the Committee may take several forms. Unless specified by the Co-Chairs of the Committee, the procedures for presentations will differ according to the nature of the presentation as specified in this manual.

### 701 PRESENTATION OF REGULAR AGENDA ITEMS

All regular agenda items shall be presented in the following manner unless otherwise directed by the co-chair with the concurrence of the Committee.

* The agenda item will be announced by the co-chair, noting whether it is an information or action item, and the principal author will be invited to speak to the item.
* The principal author will first introduce any invited guests or co-presenters to the Committee.
* The principal author will present an overview of the agenda item, highlighting elements of the item for Committee consideration.
* Any guests or co-presenters will be invited to speak next.
* The co-chair will then open the floor for committee member questions and comments, calling upon staff or guests to respond as appropriate.
* At the end of committee member questions or comments, the co-chair will call members of the public who have filed comment forms to the table for their remarks.
* The co-chair will close the public comment period and open the floor to committee members for additional questions, comments, or motions.

Pursuant to state law, all votes of the COA must be public. Voice votes or roll call votes are standard procedure.

### 702 PRESENTATION OF ACCREDITATION TEAM REPORTS

1. The agenda item is announced by the Chair of the Committee.
2. If any COA member must recuse themself, they should note this for the record and, if the meeting is in person, sit away from the meeting table, and if electronic, turn of their camera.
3. The Chair then acknowledges the responsible consultant and invites them to present the item.
4. The responsible consultant introduces the team leader, who is seated next to the consultant at the meeting table and introduces the institutional representative(s) who is/are seated at the meeting table.
5. The responsible consultant presents an overview of the team visit for the Committee and highlights elements of it, as warranted.
6. The team leader then presents the team's recommendations and makes other relevant comments to support the team's written recommendation.
7. The Chair then invites the institutional representative(s) to make comments about the visit. The institutional representative(s) is reminded that this is not a time to re-argue the team report. These comments should be brief.
8. The Chair then opens the floor to committee member questions of the consultant, the team leader, or, if appropriate, the institutional representative(s).
9. Once committee members have asked their questions, the Chair will indicate if there are public member requests to speak. If there are, speakers will be allotted an amount of time to speak not to exceed ten minutes for all comments, based on the judgment of the Chair.
10. The Chair will close the public comment period and open the floor for motions or additional questions from Committee members.
11. If a motion is made and seconded, a voice vote will be held. Any member may call for a show of hands (division of the house) as a right of personal privilege. A roll call vote will be held for meetings that are conducted via technology.
12. The Chair will announce the outcome of the vote, for the record.

### 703 INVITED PRESENTATIONS

When appropriate, the COA co-chairs and/or Administrator of Accreditation may, in their development of the agenda, determine the need to invite presentations from particular individuals on topics related to the work of the Committee. Invited presentations must be included on the written agenda. Such invited presentations will normally be listed as time certain agenda items.

### 704 ORAL PRESENTATIONS TO THE COMMITTEE

Persons wishing to make an oral presentation to the Committee shall abide by the following procedures.

1. Individuals wishing to make oral comments on any specific item listed in the agenda may do so if they complete and submit an agenda comment form to the Administrator of Accreditation. A written or electronic agenda comment form may be submitted at any time before or during the meeting.
2. The written or electronic request shall include the name of the person requesting to speak, the name of the organization or group represented, and the relevant agenda item number or title.
3. The proposed speaker may speak only when recognized by the presiding co-chair.
4. When deemed necessary by the co-chairs, the co-chairs may choose to place time limitations on public comment.

### 705 WRITTEN PRESENTATIONS

A written or electronic statement to the Committee shall be submitted in accordance to procedures clearly identified on the Committee meeting website to the Administrator of Accreditation and presented initially by the Administrator or Accreditation, Commission staff, or one of the co-chairs. Copies of the statement shall be provided to all members of the Committee.

### 706 TIME FOR OPEN DISCUSSION FROM THE AUDIENCE

Time will be provided at each Committee meeting for formal presentation and general comments by members of the audience. Individuals wishing to make presentations during this public comment period must complete and submit an agenda comment form to the Administrator of Accreditation. A written or electronic agenda comment form may be submitted at any time prior to or during the meeting. Individuals must indicate their name, their affiliation if they are speaking on behalf of an organization or institution, the topic to be discussed, and provide copies of any materials they wish to distribute to the Committee. Time allotted to a member of the public for the purpose of making public comment may be limited as determined by the co-chairs depending on the number of speakers wishing to comment on a particular agenda item.

## CHAPTER 8

**MINUTES OF COMMITTEE ACTIONS**

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**CHAPTER 8**

**MINUTES OF COMMITTEE ACTIONS**

### 800 APPROVAL OF MINUTES AT EACH COMMITTEE MEETING

Unofficial minutes for each Committee meeting shall be prepared by the Administrator of Accreditation. The Committee minutes will remain unofficial until the Committee reviews, corrects where needed, and approves the minutes of the previous meeting. Approval of the minutes, after correction, shall be the next item of the agenda following the call to order and roll call of each regular meeting.

### 801 PUBLIC RECORD AND CUSTODY OF OFFICIAL MINUTES

Official minutes of the Committee are a public record and shall be maintained by the Administrator of Accreditation and the secretary to the Committee. Official minutes are posted on the Committee Meetings webpage and in each Committee meeting agenda.

### 802 MEMBER’S CHALLENGE OF MINUTES

Any member may challenge the accuracy of factual aspects of the Committee minutes at the time the presiding co-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.

### 803 INCLUSION OF MATERIALS PRESENTED OR DISCUSSED

A member may request inclusion in the minutes of materials presented and discussed at a Committee meeting. Such materials are to be submitted in writing and will be entered as addenda to the minutes.

### 804 INCLUSION OF REMARKS ON VOTING POSITION

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 of the statements or vote and such remarks or votes are germane to the issue at hand.

## CHAPTER 9

**TRAVEL OF COMMITTEE MEMBERS**

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**CHAPTER 9**

**TRAVEL OF COMMITTEE MEMBERS**

### 900 AUTHORIZATION TO INCUR TRAVEL EXPENSES BY COMMITTEE MEMBERS

Expenses of Committee members involved in attendance at regular or specially called meetings will be reimbursed in accordance with General Services Regulations and Provisions upon submission of appropriate, signed claims. All other travel by Committee members must be approved in advance by one of the co-chairs and the Administrator of Accreditation to qualify for reimbursement.

### 901 ADVANCE APPROVAL FOR TRAVEL AND PER DIEM

Advance approval is not required for regular or specially called meetings of the Committee. Advance approval is required for special meetings with professional organizations, participation in meetings as a representative of the Committee, special meetings with staff or attendance at legislative hearings, or meetings with the Commission.

### 902 AUTHORIZATION CONTINGENT UPON FOLLOWING COMMISSION ESTABLISHED PROCEDURES

Committee members must follow all Commission-established procedures for booking travel arrangements and for incurring travel expenses in association with carrying out Committee responsibilities. This includes use of Commission approved travel agencies or websites, limitations on meal and per diem expenses, and use of Commission approved hotels at the agreed upon lodging rates for Committee members. Approval of reimbursements will be contingent upon efforts made to comply with this provision.

## CHAPTER 10

**SUBCOMMITTEES OF THE COMMITTEE**

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**CHAPTER 10**

**SUBCOMMITTEES OF THE COMMITTEE**

### 1000 CREATION OF SUBCOMMITTEES

The Committee may create a standing Subcommittee to complete a specific and limited task or activity on behalf of the Committee. The Committee may also create an Ad Hoc Committee to examine specified subjects. The Ad Hoc Committee shall dissolve after reporting to the Committee.

### 1001 APPOINTMENT OF MEMBERS AND CHAIRS OF SUBCOMMITTEES AND AD HOC COMMITTEES

The appointment of Committee members to serve on a Subcommittee or Ad Hoc Committee will be by action of the co-chairs, who will also appoint a presiding chair for each Subcommittee or Ad Hoc Committee.

### 1002 TIME AND PLACE OF SUBCOMMITTEE AND AD HOC COMMITTEE MEETINGS

All meetings of Subcommittees or Ad Hoc Committees shall be open, public meetings with dates, times, and places of the meetings to be announced in the same manner as a regular Committee meeting. All such meetings shall be scheduled at such times and places as may be convenient and necessary.

### 1003 EFFECT OF SUBCOMMITTEE OR AD HOC COMMITTEE RECOMMENDATIONS

All separate standing and ad hoc committee recommendations must be submitted and approved by action of the Committee.

## CHAPTER 11

**EXTERNAL RELATIONSHIPS**

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**CHAPTER 11**

**EXTERNAL RELATIONSHIPS**

### 1100 ACTIVE RELATIONSHIPS

The Committee will maintain an active, open relationship with the Commission and other agencies and professional organizations which have an interest in the work of the Committee and that are impacted by decisions of the Committee. The co-chairs and Administrator of Accreditation shall represent the Committee to such organizations and groups except when other members or staff is designated to do so.

### 1101 RELATIONS AND COMMUNICATION WITH THE MEDIA

The work of the Committee and actions taken at meetings may be disseminated to the media, as appropriate. Press releases and press announcements may be generated in accordance with the Commission’s regular public relations procedures. The Administrator of Accreditation will work with those responsible for communications within the Commission to issue statements and summaries of actions taken by the Committee and to determine when those statements and summaries are appropriate.

In the event a co-chair or member of the Committee is requested by the media to speak on behalf of the Committee, that member will notify and receive approval from the Administrator of Accreditation, in advance, of the request. When speaking with the media, the Committee member must be careful to distinguish between official views or actions of the COA and members’ personal views.

### 1102 GENERATION OF POSITIVE PUBLICTY THROUGH DISSEMINATION PRACTICES

The Committee on Accreditation will take appropriate efforts to disseminate information about its work. Through the Administrator of Accreditation, the work of the Committee will be disseminated using a variety of strategies that include, but are not limited to the following:

* Extensive use of the Committee and accreditation pages on the Commission’s website;
* Presentations at and participation in conferences of key constituency groups;
* Public Forums and Technical Assistance meetings designed for constituencies directly impacted by the Committee’s work such as institutions of higher education, school districts, and county offices of education;
* Regular emails and correspondence to institutions directly impacted by the work of the Committee; and
* Submission of articles and papers for publications in newsletters, journals, and other education related media.

## CHAPTER 12

**CONFLICT OF INTEREST AND ETHICS**

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**CHAPTER 12**

**CONFLICT OF INTEREST AND ETHICS**

### 1200 CONFLICTS OF INTEREST/ETHICS

Members of the Committee are expected to operate in compliance with all state rules and regulations related to conflict of interest.

Beyond compliance with all state rules and regulations, the members of the Committee agree to the highest levels of ethical standards in carrying out their responsibilities on the Committee. In doing so, to the extent possible, the members of the Committee will act to not only avoid legally defined conflicts of interest but will also try to avoid the perception of conflict of interest.

*DETERMINING LEGAL CONFLICT OF INTEREST*

Members of the Committee shall recuse themselves from decisions related to institutions in which they have a relationship that constitutes a legal conflict of interest as defined in state laws and regulations.

Examples of conflicts of interest in which members shall recuse themselves include:

* a current employee of the institution
* a paid consultant or contractor for the institution.

OTHER CONFLICT OF INTEREST CONSIDERATIONS

In determining whether a Committee member should recuse themself based on a *perceived* conflict of interest, Committee members should consider whether the relationship prevents them from rendering a fair, impartial, and professional judgment about the institution. Examples of possible conflicts of interest include:

* Former/current employee
* Applicant for a position
* Enrolled in or past enrollment in one of the institution’s credential programs
* Applicant for admission
* Enrollment/Completion of Baccalaureate program
* Committee members/participation in consortiums/professional partnerships
* Having jointly authored research or literature with personnel at the institution
* Friendships
* Role of Spouse/Significant Other/Family member

There is no legal imperative to recuse oneself for a possible perception of conflict of interest. The decision to do so rests entirely with the individual Committee member.

### 1201 RECUSAL FOR CONFLICT OF INTEREST

Members of the Committee shall recuse themselves from participating in discussions, deliberations, and actions taken with respect to the accreditation of institutions when they determine that they have a conflict of interest with a particular institution.

In recusing oneself from the discussion and action, no reason must be stated.

If the recusal is for the accreditation of an institution, the Committee member will remove themselves from the table. The Committee member may remain in the room for the duration of the discussion and action. During a virtual meeting, the committee member will turn off their camera for the duration of the discussion and action.

If the recusal is for a program approval, the Committee member does not need to remove themself from the table. They may remain seated in their regular seat for the duration of the discussion and action.

*ADDRESSING THE COMMITTEE*

If the individual who has recused themself from the discussion wishes to address the Committee on the item from which they have recused, they must do so as a member of the public. The individual may not address the Committee on matters related to the institution until they have recused themself and are called upon as a member of the public by one of the Co-Chairs at the appropriate time. The co-chair may remind the Committee and the public that comments made by a member who has recused themself are not those of a member of the Committee but of a public speaker addressing the Committee.

### 1202 OTHER ETHICAL CONSIDERATIONS

*Bias in Accreditation*

Members of the Committee on Accreditation must be free from bias as it relates to types of institutions, delivery models, or mission of the institution. Members must agree to uphold the laws, regulations, and policies that govern the Commission’s areas of responsibility and in so doing must base their decisions in law, regulations, or Commission-adopted standards.

*Use of External information to make Accreditation Decisions*

Members of the Committee on Accreditation shall base their accreditation decisions on the information provided by the review team, team lead, and consultants. Information obtained from outside sources shall not be raised during the COA meeting in which deliberations are being conducted and decisions being made about the accreditation of the institution and should not be a factor in the decision making of Committee members.