



**Committee on Accreditation
Procedures Manual**

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Table of Contents

Procedures Manual.....	1
CHAPTER 1.....	1
100 PURPOSE OF THE PROCEDURES MANUAL; LIMITATIONS	2
101 HOW PROCEDURES ARE ENACTED, AMENDED, OR REPEALED.....	2
102 DURATION OF PROCEDURES	2
103 DISTRIBUTION AND AVAILABILITY OF THE PROCEDURES MANUAL.....	2
CHAPTER 2.....	3
200 OFFICERS OF THE COMMITTEE, DUTIES	4
201 PROCEDURE FOR THE ELECTION OF OFFICERS.....	4
202 TERMS, TERM LIMITS.....	4
203 OFFICER VACANCY	4
204 CHAIR PRO-TEMPORE	4
CHAPTER 3.....	5
300 ROLES AND RESPONSIBILITIES OF THE COMMITTEE ON ACCREDITATION	6
301 COMPARABILITY OF STANDARDS	6
302 INITIAL APPROVAL OF PROGRAMS.....	6
303 CONTINUING ACCREDITATION DECISIONS.....	6
304 ACCREDITATION PROCEDURES.....	7
305 MONITOR THE ACCREDITATION SYSTEM	7
306 COMMUNICATION WITH AND REPORTING TO THE COMMISSION	7
307 EVALUATION OF ACCREDITATION POLICIES AND PRACTICES	8
308 CONDUCT BUSINESS IN AN OPEN TRANSPARENT MANNER.....	8
CHAPTER 4.....	9
400 COMMITTEE TO ACT AS A WHOLE	10
401 PUBLIC MEETINGS	10
402 DETERMINATION OF A QUORUM.....	10
403 SCHEDULE OF MEETINGS.....	10
404 ATTENDANCE, ABSENCES; DECLARATION OF VACANCY	10
405 FILLING A VACANCY	11
CHAPTER 5.....	12
500 RULES GOVERNING COMMITTEE MEETINGS	13
501 ADOPTION OF SPECIAL RULES OF ORDER	13
502 VOTES OF COMMITTEE MEMBERS.....	13
503 RULES FOR MAKING MOTIONS.....	13
CHAPTER 6.....	14
600 AGENDA FOR COMMITTEE MEETINGS.....	15
601 DEFINITIONS OF AGENDA ITEMS.....	15
602 FORM OF AGENDA ITEMS.....	15
603 SUBMISSION OF AGENDA ITEMS.....	15
604 Accessibility of the AGENDA FOR PUBLIC.....	15
605 AGENDA COVER PAGE	15
CHAPTER 7.....	16

700	PRESENTATIONS TO THE COMMITTEE	17
701	PRESENTATION OF REGULAR AGENDA ITEMS	17
702	PRESENTATION OF ACCREDITATION TEAM REPORTS	17
703	INVITED PRESENTATIONS	18
704	ORAL PRESENTATIONS TO THE COMMITTEE	18
705	WRITTEN PRESENTATIONS	19
706	TIME FOR OPEN DISCUSSION FROM THE AUDIENCE	19
CHAPTER 8	20
800	APPROVAL OF MINUTES AT EACH COMMITTEE MEETING	21
801	PUBLIC RECORD AND CUSTODY OF OFFICIAL MINUTES	21
802	MEMBER’S CHALLENGE OF MINUTES	21
803	INCLUSION OF MATERIALS PRESENTED OR DISCUSSED.....	21
804	INCLUSION OF REMARKS ON VOTING POSITION	21
CHAPTER 9	22
900	AUTHORIZATION TO INCUR TRAVEL EXPENSES BY COMMITTEE MEMBERS	23
901	ADVANCE APPROVAL FOR TRAVEL AND PER DIEM.....	23
902	AUTHORIZATION CONTINGENT UPON FOLLOWING COMMISSION ESTABLISHED PROCEDURES.....	23
CHAPTER 10	24
1000	CREATION OF SUBCOMMITTEES.....	25
1001	APPOINTMENT OF MEMBERS AND CHAIRS OF SUBCOMMITTEES AND AD HOC COMMITTEES	25
1002	TIME AND PLACE OF SUBCOMMITTEE AND AD HOC COMMITTEE MEETINGS	25
1003	EFFECT OF SUBCOMMITTEE OR AD HOC COMMITTEE RECOMMENDATIONS.....	25
CHAPTER 11	26
1100	ACTIVE RELATIONSHIPS	27
1101	RELATIONS AND COMMUNICATION WITH THE MEDIA.....	27
1102	GENERATION OF POSITIVE PUBLICTY THROUGH DISSEMINATION PRACTICES.....	27
CHAPTER 12	28
1200	CONFLICTS OF INTEREST/ETHICS	29
1201	RECUSAL FOR CONFLICT OF INTEREST.....	30
1202	OTHER ETHICAL CONSIDERATIONS.....	30

**CHAPTER 1
PURPOSE OF THE PROCEDURES MANUAL**

Section	Title	Page
100	Purpose of the Procedures Manual; Limitations	2
101	How Procedures are Enacted, Amended, or Repealed	2
102	Duration of Procedures	2
103	Distribution and Availability of the Procedures Manual	2

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**

Section	Title	Page
200	Officers of the Committee, Duties	4
201	Procedures for the Election of Officers	4
202	Terms, Term Limits	4
203	Officer Vacancy	4
204	Chair Pro-Tempore	4

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 Accreditation in 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

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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**

Section	Title	Page
300	Roles and Responsibilities of the Committee on Accreditation	6
301	Comparability of Standards	6
302	Initial Approval of Programs	6
303	Continuing Accreditation Decisions	6
304	Accreditation Procedures	7
305	Monitor the Accreditation System	7
306	Communication with and Reporting to the Commission	7
307	Evaluation of Accreditation Policies and Practices	8
308	Conduct Business in an Open, Transparent Manner	8

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 ACCREDITATION 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 COMMISSION

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**

Section	Title	Page
400	Committee to Act as a Whole	10
401	Public Meetings	10
402	Determination of a Quorum	10
403	Schedule of Meetings	10
404	Attendance, Absences; Declaration of Vacancy	10
405	Filling a Vacancy	11

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**

Section	Title	Page
500	Rules Governing Committee Meetings	13
501	Adoption of Special Rules of Order	13
502	Votes of Committee Members	13
503	Rules for Making Motions	13

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**

Section	Title	Page
600	Agenda for Committee Meetings	15
601	Definitions of Agenda Items	15
602	Form of Agenda Items	15
603	Submission of Agenda Items	15
604	Accessibility of the Agenda for Public	15
605	Agenda Cover Page	15

CHAPTER 6
AGENDA OF THE COMMITTEE

600 AGENDA FOR COMMITTEE MEETINGS

- (a) 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.
- (b) 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:

- (a) items calling for immediate action of the Committee; and
- (b) 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**

Section	Title	Page
700	Presentations to the Committee	17
701	Presentation of Regular Agenda Items	17
702	Presentation of Accreditation Team Reports	17
703	Invited Presentations	18
704	Oral Presentations to the Committee	18
705	Written Presentations	19
706	Time for Open Discussion from the Audience	19

CHAPTER 7 PRESENTATIONS 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 themselves, they should note this for the record and, if the meeting is in person, sit away from the meeting table, and if electronic, turn off 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.

- (a) 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.
- (b) 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.
- (c) The proposed speaker may speak only when recognized by the presiding co-chair.
- (d) 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**

Section	Title	Page
800	Approval of Minutes at Each Committee Meeting	21
801	Public Record and Custody of Official Minutes	21
802	Member's Challenge of Minutes	21
803	Inclusion of Materials Presented or Discussed	21
804	Inclusion of Remarks on Voting Position	21

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**

Section	Title	Page
900	Authorization to Incur Travel Expenses by Committee Members	23
901	Advance Approval for Travel and Per Diem	23
902	Authorization Contingent Upon Following Commission Established Procedures	23

**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**

Section	Title	Page
1000	Creation of Subcommittees	25
1001	Appointment of Members and Chairs of Subcommittees and Ad Hoc Committees	25
1002	Time and Place of Subcommittee and Ad Hoc Committee Meetings	25
1003	Effect of Subcommittee or Ad Hoc Committee Recommendations	25

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**

Section	Title	Page
1100	Active Relationships	27
1101	Relations and Communication with the Media	27
1102	Generation of Positive Publicity Through Dissemination Practices	27

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 consult with the Administrator of Accreditation, in advance, of the request. When speaking with the media, the Committee member must distinguish between official views or actions of the COA and members' personal views.

1102 GENERATION OF POSITIVE PUBLICITY 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

Section	Title	Page
1200	Conflict of Interest/Ethics	29
1201	Recusal for Conflict of Interest	30
1202	Other Ethical Considerations	30

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 himself 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 themselves 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 themselves 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 themselves 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 themselves 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.