Public Access to the Commission Policy

The Commission typically meets at each Commission meeting, in both executive and public session.

Executive sessions are held for the following purposes:

1. To take institutional accrediting actions.
2. To review financial and personnel issues.
3. To review legal issues.
4. To assess consistency of Commission actions and the application of Commission standards and policies to individual institutions or types of institutions.
5. To discuss the need for standards or policies arising from specific institutional accrediting actions.
6. To assess Commission and staff functioning, workload and priorities.

Public sessions are two types:

1. Public hearings are occasionally conducted where formal comments and presentations from institutional representatives are solicited on policy issues or proposals for new standards, policies or procedures.
2. Public meetings, where Commission conducts its business in public, are open to institutional representatives, and other interested parties.

All Commission standards and policies related to institutions are adopted in public session. Prior to adoption, any Commission standard or policy relating to institutions will be circulated to institutions for comment. Notice of regular Commission meetings will be provided to institutions at least 30 days before each regular meeting of the Commission, indicating the agenda of the meeting.

Individuals who wish to bring items that are not on the agenda to the attention of the Commission shall request, no less than 14 days before the Commission meeting, by written statement to the president with a request that one or more items be placed on the agenda. Additions to the agenda, and time allocations for their discussion, are made at the discretion of the Commission. Special meetings of the Commission may be called because of extraordinary circumstances. In such cases, notice of these time requirements may be waived.

If individuals wish to meet with members of the Commission, they must so advise the president no less than 14 days before the Commission meeting. If such a request is approved, the president will make arrangements for how many Commissioners will meet, when, and for how long, with the requesting individual(s).

At Commission meetings observers are seated as space allows. If the meeting, or a portion thereof, is conducted as a public hearing, the Commission shall establish procedures and time limits for comments by institutional representatives to the Commission. If the meeting, or a portion thereof, is conducted as a public meeting, the Commission shall conduct its regular business. If time permits, at the end of the meeting, or at the end of the discussion of an individual item, a limited amount of time may be set aside for comments from observers.
Minutes of actions taken at all public sessions shall be maintained and made available to any interested party following their approval by the Commission at the next succeeding meeting. Accreditation actions taken at each meeting shall be distributed to institutions within a reasonable time following that meeting. Additionally, a report of matters discussed and any actions taken in executive session, other than institutional accrediting actions, shall be prepared and made available to institutions.

Revised by the Commission, February 2016