

Date: June 26, 2023

To: Chancellors, Superintendents, Presidents, and Accreditation Liaison Officers of ACCJC Member Institutions; Other Interested Parties

From: Gohar Momjian, Vice President

Subject: Invitation to Field for Comment on Policy Revisions (First Read)

The ACCJC Policy Committee oversees the development of new policies and changes to existing policies. Per the ACCJC [Policy on Commission Practices on Policy Review](#), Commission procedures generally provide that the Commission, in a two-meeting process, consider proposed policy changes and/or new policies. At the first meeting, new policies and/or policy changes are discussed, and modifications are made as appropriate, which is known as a First Reading. These policies are then circulated to ACCJC's member institutions and other interested parties for review and comment before presentation at the next scheduled Commission meeting for Second Reading and adoption.

Following its Bylaws, ACCJC invites comments from the field on the First-Read policy revisions. Therefore, we request that you publicize the information in this memo at your institution.

Comments must be received by Friday, September 15, 2023, in order to be considered. Written comments may be emailed to accjc@accjc.org or submitted through the online [Comment Now](#) form. The ACCJC Policy Committee will review all comments received by the due date prior to the Commission's second reading and action at the January 2024 meeting. Additionally, anyone interested may provide their comments on the policies and the proposed changes directly to the Commission during its public comment session of the January 2024 Open Session.

At its meeting June 7-8, 2023, the Commission considered the following policy changes for First Read and invites the field to make public comment on the following items:

i. Revision: *Policy on Institutional Appeals*

The proposed policy revision modifies what constitutes the Record for consideration in the appeals process, and makes clear that it includes the Institutional Self-Evaluation Report, the Peer Review Team Report, and minutes from the Commission's closed session where the Commission approved the adverse action. The Reader Report Forms are not included since they are considered individual Commissioners' working documents and do not represent the discussion or decision of the Commission as a whole when taking action. At the end of the policy, a timetable is included to highlight the sequence of communications and actions of responsible parties.

[Clean Version](#)

[Tracked Changes](#)

ii. **Revision: *Policy on Student and Public Complaints Against Institutions***

The proposed policy revisions clarify ACCJC’s criteria for considering complaints, as well as the types of individual concerns that the Commission does not review. The revisions streamline ACCJC procedures, clarify timelines for ACCJC review and response, as well as institutional response, and states the authority of the Commission to follow-up and take action if warranted. To generalize policy applicability, the revision also includes changing the current title to *Policy on Complaints Against Member Institutions*. At the end of the policy, a timetable is included to highlight the sequence of communications and actions of responsible parties.

[Clean Version](#)

[Tracked Changes](#)

iii. **Revision: *Policy on Complaints Against the Accrediting Commission for Community and Junior Colleges***

The proposed policy revisions clarify ACCJC’s criteria for considering complaints against itself. The policy revision includes specifying that if the complaint relates to the President, that the Commission Chair will handle the review of such complaint. Because ACCJC is a private nonprofit, public benefit corporation, the Commission is not required to provide a copy of all complaints to the public and accordingly proposes deleting language to reflect that. Further, the policy adds the requirement for anyone involved in a review of complaints to abide by the policy on *Conflict of Interest for Commissioners, Evaluation Team Members, Consultants, Administrative Staff, and Other Commission Representatives*. At the end of the policy, a timetable is included to highlight the sequence of communications and actions of responsible parties.

[Clean Version](#)

[Tracked Changes](#)