

Proposed Bylaws language for the NACEP Accreditation Commission
Revisions to Article VIII.A.1-4

The proposed amendments to the bylaws only impact Article VIII.A.1-4 which describes the structure, function, composition, qualifications, and roles of the various members of NACEP's accreditation commission.

Summary of changes: The changes add new members, adjust terms of members, establishes an executive committee and defines positions and roles within, and creates the option of increasing the number of commissioners to meet demand.

Note: **Red text is new or revised, strikethrough text** is the existing text being revised/removed
Updated: 4/22/22

A. Accreditation Commission

The Accreditation Commission is responsible for the review and documentation of a post-secondary institution's application for NACEP accreditation. The Commission will determine by vote, after a thorough analysis by a review team whether applications are denied or approved. ~~Commissioners also commit to promoting a thorough understanding of NACEP standards and assisting institutions with the application process.~~ Additionally, the Commission is responsible for:

- Assisting institutions with the application process
- Promoting a thorough understanding of the NACEP standards
- Establishing and manages a process for systematic review of the standards
- Establishing accreditation process policies
- Seeking and training qualified review team members
- Making recommendations and voting on changes in standards (changes in standards must be approved by the NACEP-accredited membership)

1. Accreditation Commission Members

~~The Commission is composed of twelve (12) elected and appointed members, and the Executive Director or her/his designee as a non-voting, ex-officio member.~~

The Commission is composed of seventeen (17) members, five (5) of which comprise the Executive Committee (makeup and duties of Executive Committee articulated below), and the Executive Director or their designee as a non-voting, ex-officio member. Upon request of the commission chair the board may temporarily expand the number of appointed commissioners, through the completion of a predetermined accreditation cycle, as necessary to meet increased applicant demand.

i. Qualifications. To be eligible to serve on the Commission, Commissioners must:

- Represent an institution that operates a NACEP-accredited program (with the exception of the External Member),
- Have prior service as a NACEP peer reviewer, or demonstrated knowledge of NACEP's standards and equivalent experience with other accrediting organizations, and
- Not serve simultaneously on the Board of Directors (with the exception of the Commission Chair).

ii. **Board** Appointments. The following five (5) positions will be appointed by the President, with the approval of the Board of Directors:

- Chairperson, for a **three-year term**. The Chair may serve no more than two consecutive terms as Chair.
- ~~Vice Chair~~ **Associate Chair**, for a ~~two~~ **three-year term**.
- Two at-large members, ~~one for a two year term and the other for a three year term~~ **each for a three-year term**
- External member, **for a three-year term**.

In making appointments, the Board should consider geographical regions and types of institutions represented.

iii. **Vice-Chair and Secretary Appointments**. The following three (3) positions will be appointed by the Chair, with the approval of the Commission:

- **Vice-Chair for Policy & Process, for a three-year term**
- **Vice-Chair for Training and Commission Development, for a three-year term**
- **Secretary, for a three-year term**

iv. Elections. The following ~~seven (7)~~ **nine (9) positions** will be elected to the Commission by Post-secondary Institutions with NACEP-accredited programs:

- ~~Three (3)~~ **Four (4)** representatives from two-year institutions, for a **three-year term**.
- ~~Three (3)~~ **Four (4)** representatives from four-year institutions, for a **three-year term**.
- One (1) representative from a private institution, for a **three-year term**

v. **Commissioner Roles**
Chair:

- Preside at all meetings of the Commission, performing the responsibilities usually conferred upon the presiding officer
- Serve as member of the Board of Directors
- Appoint individuals, with the Board and Commission approval (as outlined in Bylaws), to serve in appointed positions on the Commission
- Lead strategic planning for Commission, ensuring that NACEP Accreditation, Standards, and the Commission's policies and practices align with Board, organization, and member objectives that support effective, equitable, and standards-based CEP and CFP practices
- Appoint ad hoc committees as necessary for the operation of the Commission
- Represent the Commission at NACEP, regional and national functions which promote Concurrent Enrollment Partnerships Accreditation
- Prepare and present an Annual Report to the general membership at the Annual Business Meeting
- Vote on applications presented to the commission for action

Associate Chair:

- Preside in the absence of the Chair and perform such duties as shall be prescribed by the Commission
- Participate in strategic planning for Commission, ensuring that NACEP Accreditation, Standards, and the Commission's policies and practices align with Board, organization, and member objectives that support effective, equitable, and standards-based CEP and CFP practices
- With the Chair and NACEP staff, plan the agenda for semi-annual retreats
- Assist the Chair in fulfilling the obligations of the Commission
- Vote on applications presented to the commission for action

Secretary:

- Maintain a full and accurate record of the proceedings of all meetings of the Commission
- Distribute the minutes of meetings no later than thirty (30) days after the close of each meeting
- With the Vice-Chair for Policy and Procedures, maintain up to date tracking and reporting of policy and procedure discussions, proposals, and development – for internal Commission use
- Vote on applications presented to the commission for action

Vice-Chair for Policy and Procedures:

- With NACEP staff and Chair, identify and execute an annual timeline for review of policies and procedures, inclusive of outlining timeline and manner of proposal and adoption of changes

- With the Secretary, maintain up to date tracking and reporting of policy and procedure discussions, proposals, and development – for internal Commission use
- With the NACEP Staff, provide resources as needed for onboarding around policies and procedures to new Commissioners
- With Vice-Chair for Training and Commission Development, ensure that policy and procedures are reliably and accurately reflected in commissioner, applicant, and review team training, orientations, and presentations
- Vote on applications presented to the commission for action

Vice-Chair for Training and Commission Development

- With NACEP staff, develop and oversee annual events for applicants, events as AI's, webinars, etc.
- With NACEP staff, help recruit presenters for applicant and reviewer events, webinars, etc.
- With NACEP staff, provide onboarding around policies and procedures to new Commissioners
- With Vice-Chair for Policy and Procedures, ensure that commissioner, applicant, and review team training, orientations, and presentations accurately reflect updated and timely policy and procedures
- Vote on applications presented to the commission for action

Institutional, At-Large, and External Members:

- Provide direct support and monitoring for the accreditation application review teams
- Recommend assigned applications for accreditation, denial, deferral, or extension
- Vote on applications presented to the commission for action

2. Terms

Accreditation Commissioners' terms shall have no term limits except for the position of Chair who may serve no more than two consecutive terms as Chair. Terms will be staggered.

In the event of a vacancy in the Chair, the President shall appoint an individual to serve out the remainder of the term with the approval of the Board of Directors. In the event of a newly-created position or vacancy for any other position, the Commission Chair, with the

approval of the Commission, shall appoint an individual to serve out the remainder of the term.

3. Budget

On an annual basis, the Commission shall propose a budget and any accreditation fees for consideration by the Board of Directors.

4. Duties of the Executive Committee of the Accreditation Commission

Five members of the Commission serve on the Executive Committee of the Accreditation Commission. This body is responsible for periodic reviews of NACEP standards, the establishment of accreditation process policies; seeking, training, and supporting qualified review team members; making recommendations for changes to or modification of the standards, environmental monitoring and development of strategic initiatives, and other functional elements of the Commission's work.

The Executive Committee proposes changes to the processes, structure and/or function of the Commission and/or the accreditation process. Any proposed changes to standards or Commission structure are presented to the whole commission for discussion and must be approved by majority vote prior to advancing to the Board and then the voting membership.