



**ACCREDITING
COMMISSION
for COMMUNITY and
JUNIOR COLLEGES**

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DATE: March 5, 2007

MEMO TO: Chief Executive Officers, Academic Senate Presidents,
Accreditation Liaison Officers, College Organizations,
Interested Others

FROM: Barbara A. Beno, President

SUBJECT: Commission Membership

Application Deadline: April 6, 2007

The ACCJC is soliciting nominations for individuals to be considered for membership on the Accrediting Commission for Community and Junior Colleges. Commissioners are appointed for a three-year term and may re-apply for a second three-year term.

The position for which the Commission is seeking applications are as follows:

One Commission member representing administration. The incumbent of this position will have completed a second three-year term and is not eligible for reappointment.

Two Commission members representing the faculty. The incumbents are eligible for a second three-year term.

Two Commission members representing the public. One incumbent is eligible for a second three-year term, and one incumbent of this position will have completed a second three-year term and is not eligible for reappointment.

A Commission member representing institutions in the Western Pacific. The Pacific Postsecondary Education Council will provide a nominee.

A Commission member representing the University of Hawaii Community Colleges. The incumbent is eligible for a second three-year term.

A Commission member representing the ACS. The incumbent is eligible for a second three-year term.

ACCJC Commissioner Application

A person who wishes to apply for consideration shall submit a letter of application, a completed background data form (enclosed), and a resume. Letters of recommendation are optional. An individual nominated by another person will be asked to submit the same information.

Applications or nominations should be submitted to the Commission office on or before **April 6, 2007**, to receive consideration. Candidates will be reviewed by a special Selection Committee consisting of college faculty, administrators, trustees and Commissioners.

Appointments will be effective July 1, 2007. The Selection Committee conclusions will be formally announced at the January 2008 meeting of the Commission. Commissioner appointments are for a three-year term. A Commissioner may serve a maximum of two three-year terms. It is the policy of the Commission to actively seek balanced membership on evaluation teams and on the Commission itself.

Definition of a Public Member:

A representative of the public means a person who is not (1) An employee, member of the governing board, owner, or shareholder of, or consultant to, an institution or program that either is accredited or pre-accredited by the agency or has applied for accreditation or pre-accreditation; (2) A member of any trade association or membership organization related to, affiliated with, or associated with the agency; or (3) A spouse, parent, child, or sibling of an individual identified in (1) or (2) of this definition.

Definition of a Faculty Member:

A faculty member of any institution accredited by the Accrediting Commission for Community and Junior Colleges.

Definition of an Administration Member:

An administrative member of any institution accredited by the Accrediting Commission for Community and Junior Colleges.

Duties of Commissioners:

Accreditation is the education community's system of self regulation. Commission members establish standards and procedures, oversee the system of periodic review, and determine accredited status of two-year public and private institutions in California, Hawaii, and the Pacific. Commissioners are required to do substantial reading of college self study reports, team reports and other written materials in preparation for all Commission meetings. They are expected to exercise wise judgment on institutional cases informed by Commission standards and policies. Attached is the ACCJC policy on Professional and Ethical Responsibilities of Commission Members which describes additional responsibilities of Commissioners.

ACCREDITING COMMISSION FOR COMMUNITY AND JUNIOR COLLEGES
Western Association of Schools and Colleges

PROFESSIONAL AND ETHICAL RESPONSIBILITIES OF COMMISSION MEMBERS

(Adopted January 2001, Edited June 2001, June 2003, June 2005)

PURPOSES OF ACCREDITATION

The Commission expects its members to accept and subscribe to the defined purposes of accreditation. The purposes of the Commission shall be the evaluation of member institutions to assure the educational community, the general public, and other organizations and agencies that an institution has clearly defined objectives appropriate to higher education; has established conditions under which their achievement can reasonably be expected; appears in fact to be accomplishing them substantially; is so organized, staffed, and supported that it can be expected to continue to do so; and demonstrates that it meets Commission standards. The Commission encourages and supports institutional development and improvement through self study and periodic evaluation by qualified peer professionals.

COMMISSION RESPONSIBILITIES

The Commission as a whole

- Establishes and periodically reviews accreditation standards, policies, and practices for member institutions;
- Serves as the primary decision-maker on accredited status of member institutions;
- Evaluates institutions in terms of their own stated purposes;
- Strives for consistency in determining accredited status of institutions;
- Assists in interpreting accreditation issues to the various publics served by the Commission.

PROFESSIONAL RESPONSIBILITIES OF COMMISSION MEMBERS

A Commissioner

- Participates in all Commission meetings and attends them for their entire duration;
- Studies documents as assigned prior to the meetings;
- Serves as an in depth reader of evaluation visit materials as assigned;

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BACKGROUND DATA - APPLICATION FOR COMMISSION MEMBERSHIP

_____ Administration
_____ Faculty
_____ Public

NAME _____

Institutional Affiliation _____

Address _____

Work Telephone _____ Fax _____ Email _____

Home Telephone _____ Fax _____ Email _____

Home Address:
Street, City, Zip:

Professional Employment

Current Position _____

Previous Position(s):

Years	Position
_____	_____
_____	_____
_____	_____
_____	_____

Other Institutional Evaluation Experience

Accreditation Experience

Formerly employed at or attended (ACCJC accredited community/junior colleges)

Degrees and institutions where earned

Professional recognitions (Faculty Senate membership, regional or state committees, etc.)

Data on Significant Other or Partner:

Name: _____

Address _____

Telephone _____

Fax _____

Email _____

Signed _____

Date _____

DEADLINE: April 6, 2007

Please return this form to:

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