

Responsibilities of Commission Panel Members Guide

This guide describes the responsibilities of Commission members who are engaged in panel reviews of institutions following reaffirmation visits, seeking accreditation visits and special visits.

Prior to the Commission meeting, panel members receive an email notification regarding the institutions they will review with links to the materials related to those institutions.

Institutions for Which Panel Members Are First or Second Readers

Prior to the Commission Meeting:

1. Read the Staff Summary and Accreditation History to provide context for the recommended action. Read the draft Commission Action Letter. Then read the institutional report applicable to the review. Then read the team report, the confidential team recommendation, and institutional response to the team report (if provided).
2. Determine if the team's recommended action is adequately supported by the team report and explanation provided in the confidential team recommendation. If the staff recommendation differs from that of the team, determine if the reasoning is adequate to support the staff recommendation instead of the team recommendation.
3. Identify areas for panel discussion and possible questions for the team chair and/or institutional representatives. The first reader is responsible for leading the discussion for this institution and identifying any issues for Commission and staff attention.
4. A reader meeting may be scheduled by staff prior to the Commission meeting if the institution is in Candidacy or if serious issues leading to a possible sanction are identified by the evaluation team or staff. In these cases, prior to the Commission meeting and with staff liaison support as needed, the first reader will work with the second reader to discuss issues to be addressed at the reader meeting.
5. Please contact staff if you need any additional information or if you have any questions. The staff liaison for the institution under review is identified on the Staff Summary.

At the Commission Meeting:

1. If not discussed prior to the Commission meeting, discuss with the other reader at some point prior to the panel discussion primary issues to be considered in the interview with institutional representatives.
2. Brief the Commission panel prior to inviting the team chair and subsequently institutional representatives to join the panel meeting, presenting the major issues and team/staff recommendation.
3. The first reader leads the panel discussion with the team chair and institutional representatives.

4. The first reader proposes the formal action to the Panel following the interview with the team chair and institutional representatives.
5. The first reader gives the institution's staff liaison any substantive and editorial changes to the draft action letter.
6. The panel will identify any broader policy or procedural issues raised by this case for further discussion with the Panel or Commission.

Institutions for Which Panel Members Are Not First or Second Readers

Prior to the Commission Meeting:

1. Read the Staff Summary and Accreditation History to provide context for the recommended action. Read the draft Commission Action Letter. Then read the confidential team recommendation. Review the institutional report and the team report, as needed.
2. Be prepared to participate in the panel discussion.

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