



Middle States Commissions on Elementary and Secondary Schools
3624 Market Street, Philadelphia, PA 19104-2680
Telephone: (267) 284-5000 Fax: 215-662-0957

POLICY 2.3

ADVISORY COMMITTEES

The Commissions on Elementary and Secondary Schools shall appoint advisory committees as necessary to assist the Commissions in performing their accreditation functions.

- 2.3.1. Purposes of Advisory Committees: The purposes of advisory committees shall be to:
- a. Review visiting team reports, staff analyses of team reports, and the accreditation recommendations of visiting teams and the Commissions' staff, progress and mid-term reports (as needed), and make accreditation recommendations to the appropriate Commission(s) for action.
 - b. Provide a forum for sharing information regarding developments within the Commissions, within the geographic area served by the Commissions, and the accreditation protocols of the Commissions.
 - c. Make recommendations for strengthening the work of the Commissions and Middle States Association.
 - d. Assist the Commissions in maintaining and improving the relationships with state and regional associations of public, independent, and faith-based schools and school administrative groups.
- 2.3.2. Meetings of Advisory Committees. Each advisory committee shall meet twice a year, as a minimum, preceding meetings of the Commissions.
- 2.3.3. Appointments to Advisory Committees. Appointments to advisory committees shall be made by the Commissions' Membership and Accreditation Committees from recommendations by the President. Such appointments shall be reported to the Commissions at regular Commission meetings.
- 2.3.4. Advisory Committee Term of Office. Advisory committee members shall be appointed for a three-year term renewable for one additional term of three years upon the recommendation of the President and approval of the appropriate

Commission(s)' Membership and Accreditation Committee. Terms of office shall begin on July 1 and end on June 30.

2.3.5. Advisory Committee Member Qualifications.

2.3.5.1. Advisory Committee members shall be selected based on the following qualifications:

- a. Demonstrated interest, in understanding of, and involvement in the Commissions' accreditation activities;
- b. Ability and willingness to contribute professional knowledge and expertise to the Commissions' work;
- c. Commitment to thorough preparation for and regular attendance at Advisory Committee meetings;
- d. Willingness to certify the absence of any perceived or actual conflict of interest concerning the institutions on which they will deliberate; and
- e. Willingness to certify that all documents and information are treated in a confidential manner.

2.3.5.2. Since members of advisory committees are expected to bring considerable expertise in accreditation procedures and an intimate knowledge of the geographic area and/or type of institutions they represent, membership on advisory committees may include individuals from non-member institutions and/or state or local educational officials, as approved by the President.

2.3.5.3. The advisory committee reviewing and making recommendations for postsecondary, non-degree granting career and technology institutions shall include at least one member with experience and expertise in the delivery of postsecondary career and technology programs.

2.3.6. Size of Advisory Committees. The size of each advisory committee shall be determined by the President based on the workload for each advisory committee. The minimum size for any advisory committee shall be five members.

2.3.7. Training of Advisory Committee Members. All advisory committee members shall receive training on the following prior to being involved in the making of any accreditation recommendations:

- a. The Middle States Standards for Accreditation for
 - 1) Schools
 - 2) School Systems
 - 3) Educational Service Agencies
 - 4) Supplementary Education Organizations
 - 5) Learning Services Providers
 - 6) Career and Technology Institutions
- b. The Middle States self-study and accreditation protocols
- c. Policies of the Commissions on Elementary and Secondary Schools applicable to the work of the committees;
- d. The expectations for advisory committee members; and
- e. The operation of the advisory committee to which a member is appoint.

2.3.8. Attendance Requirements. An advisory committee member failing to attend three consecutive meetings of the committee shall be referred to the appropriate Membership and Accreditation Committee for review and determination of next steps, including possible removal.

Action	Date	Notes
Initial Adoption	MSA-CES: October 28, 2011 MSA-CSS: October 29, 2011	
Revisions		