

Association of California School Administrators
1029 J Street, Suite 500
Sacramento, CA 95814

MEMO TO: Individuals Interested in Possible Appointment to Accrediting Commission for
Schools of the Western Association of Schools and Colleges

FROM: ACSA Curriculum, Instruction and Evaluation Council
ACSA Secondary Education Council

The Association of California School Administrators nominates a pool of candidates from which seven members of the twenty-five member Accrediting Commission for Schools are selected. Before the founding of ACSA, the seven memberships were derived as follows: CASA, two; CASSA, four; CMFA (Adult Educators), one. Commission nominations are for two consecutive three-year terms. The recommendations by the ACSA Curriculum, Instruction & Accountability Council and the Secondary Education Committee are forwarded to the ACSA Board of Directors for ratification, after which the WASC Commission takes final action to appoint.

The ACSA Curriculum, Instruction & Accountability Council and the Secondary Education Council have adopted a set of qualifying criteria and a formal process by which the ACSA nominations will be made. It is the purpose of this memo to explain the duties of commission members, the process by which ACSA will make the nominations, and the criteria and guidelines used for selection.

DUTIES OF COMMISSION MEMBERS

1. To regularly attend meetings of the Commission. Annually, there are three two-day meetings usually occurring in late January, April and June.
2. To participate in the discussion and vote on policy matters involving procedures, operation of the program and status of accreditation of the schools involved.
3. To read the reports of the Visiting Committee upon which the recommendations for status of accreditation are based. The Commission divides into eight groups for this purpose, with each individual receiving approximately 100 to 150 reports per year. These reports are provided electronically to Commission members periodically in advance of the meeting so the reading can be done at times convenient to the individual. Many hours of reading time are required, however, for a Commission member to properly prepare for each meeting.
4. To be available, on occasion, as a representative of the Commission to go to a school in connection with an appeal, to serve on an initial visit, or to serve as member of a full visit team.
5. To be available to represent the Commission, if so designated, on other bodies such as the WASC Senior College or Community College Commissions, or special ad hoc committees.

The minimum number of days of service is six, with six to eight being the more usual number and ten to twelve the exception. The Commission pays the necessary expenses of members in connection with meetings or other assignments, but there is no provision for reimbursement for released time.

QUALIFICATIONS

The ACSA Curriculum, Instruction and Evaluation and Secondary Education Councils regard the following as basic qualifications for appointment to the Commission:

1. Experience in accreditation, such as
 - a. Experience with the Commission
 - b. Experience as Chairperson and/or visiting committee member
 - c. Experience working on school self-study committees
2. Experience in working with the types of schools being accredited.
 - Public, private or parochial:
 - a. Comprehensive high schools
 - b. Junior high/middle schools
 - c. Elementary schools
 - Continuation high schools
 - Adult schools
3. A person nominated should have high credibility with colleagues, recognized competence in his/her professional field and be committed to ensuring high quality education for all students.
4. A person nominated should be able and willing to devote the necessary time and energy to fully carry out the responsibilities of a Commissioner.

In making final selections, the Commission will also take into consideration the following:

1. The need to have diversity on the Commission as to gender, ethnicity, geographic region and levels of educational experience.
2. The need to have persons who have demonstrated expertise in and commitment to promoting the welfare, interests and development of the schools and the fostering of excellence through a process of continuing evaluation of school effectiveness.
3. The need to have members who reflect the broad diversity of the schools accredited by the Commission.

4. The need to have members who have knowledge of and expertise in current research and practice in curriculum, instruction and assessment.
5. The need to have members who represent public interest organizations and other educational organizations that contribute to school improvement and effectiveness.

PROCEDURES

1. Persons interested in serving on the commission are invited to file an application form. (Application form attached). The application is for the vacancy which occurs prior to July 1, 2016.
2. A subcommittee of the Curriculum, Instruction and Evaluation and Secondary Education Councils will review the applications. Nominees will be ratified by the ACSA Board of Directors and submitted to the Accrediting Commission for final selection.
3. Before making its final selections, the committee will:
 - A. Verify ACSA membership with the ACSA office.
 - B. Verify accreditation service with the WASC office.

DEADLINE: Applications received on or before April 21, 2017, will be considered.

PLEASE RETURN COMPLETED APPLICATIONS TO:

**Executive Office
ACSA
1029 J Street, Suite 500
Sacramento, CA 95814**

**APPLICATION FOR THE ACCREDITING COMMISSION FOR THE WESTERN
ASSOCIATION OF SCHOOLS AND COLLEGES**

Name _____ Title: _____

School District _____

Address _____

City, State, Zip _____

Phone _____

1. Professional Employment

Current Position: _____

Previous Positions: _____

(Please attach resume and a minimum of three references.)

2. Accreditation Experience

3. Other

• Professional Honors

- Professional Writing

- Professional Memberships (Must be an active ACSA member)

4. Why do you want to serve on the WASC Accrediting Commission for Schools? (Attach additional page if needed.)

Signed: _____

Date: _____