

Public Members

Serving on the Institutional Actions Council

Role Description

Peer reviewers and public members serve on the Commission's Institutional Actions Council (IAC). IAC consists of approximately 130 members from which committees of at least five members are drawn to take action on peer review team recommendations resulting from accreditation-related evaluations. IAC meets monthly via webinar and three times per year in person in Chicago. In addition, the entire IAC meets once annually. IAC public members serve four-year terms beginning immediately after appointment.

Responsibilities

- Serve on two to three IAC webinar committees and one to two in-person hearing committees over the course of a year. Webinar committees meet via GoToWebinar and conference call for approximately three hours. Hearings are reviews at which the institution, a team representative, and HLC staff are present. Hearing committees require travel to Chicago for one to two days per hearing.
- Read the assigned institutional cases. Typically, the reading load totals 400 – 450 pages per webinar or hearing; thus, committee members receive case materials four weeks ahead of time. Committee members follow a specific protocol for conducting the full reading and may access just-in-time phone conference training for assistance.
- Participate in the annual meeting of the full IAC.
- IAC public members must have access to a computer and Internet access to participate in IAC reviews.

Member Characteristics

Ideal candidates are those who are:

- interested in and committed to quality education
- interested in the viability of US colleges and universities and can bring an external perspective to quality assurance and business-related issues
- able and willing to make the time commitment required
- big picture thinkers
- excellent communicators (able to express ideas well, ask good questions, and listen)
- able to synthesize information quickly and accurately
- excellent collaborators
- mid to senior level professionals (e.g., K – 12 educators, corporate trainers, and business and finance managers)

Honorarium for service

For FY22, IAC public members receive \$500.00 for their service for each meeting and \$700 for hearings, plus reasonable travel expenses (subject to change annually).

A public member is defined in the Commission Bylaws as follows:

“Trustees who are representative of the public . . . shall not be, or have a familial relationship with, current employees, consultants, owners, shareholders, or members of the governing board of any affiliated or member institution, or applicant thereof, or higher education agency. All Trustees who are representative of the public shall reside or have a principal place of employment within the area of the Commission’s Jurisdiction. . . .”