

Western Nevada College Accreditation Committee Bylaws

ARTICLE 1: NAME, REPORTING CHAIN AND OPERATIONAL CONTACT

The WNC Accreditation Committee is a permanent subcommittee of the College's

Strategic Planning for Institutional Excellence (SPFIE) Committee. The committee reports to SPFIE and the Vice President of Instruction and Institutional Effectiveness (VPIIE) serves as the operational oversight.

ARTICLE 2: MISSION AND GOALS

The mission of the Accreditation Committee is to support activities directed toward meeting the regional accreditation standards.

The Accreditation Committee will accomplish this by:

- Developing and proposing the implementation of policies and procedures to allow WNC to meet regional accreditation standards.
- Preparing internal reports that provide feedback to SPFIE and other responsible parties (e.g., committees, departments, etc.) of the college about how well they are meeting standards.
- Providing oversight, coordination, and drafting of all reports submitted to the regional accrediting association.

ARTICLE 3: COMMITTEE MEMBERSHIP, SELECTION AND RECALL

- A. The membership of the committee is ideally composed of 6 to 10 members who reflect a relevant cross-section of the WNC college community with training and experience in accreditation and/or evaluation. The membership numbers and distribution may change based upon year and timing of the accreditation cycle. The Accreditation Liaison Officer (ALO) serves as a standing committee member.
- B. Membership may be reduced temporarily due to external constraints, e.g., funding reductions for personnel, etc.
- C. The president of WNC formally appoints members to all college-wide committees from the annual volunteer list.
- D. Committee members serve staggered two-year terms starting in late spring after April appointments. Committee members may serve more than one term.

- E. Committee members are expected to contribute to the activities and goal attainment of the committee.
- F. Attendance at committee meetings is required. Any committee member who misses three unexcused meetings in an academic year is subject to recall by the committee.
- G. If a committee member is unable to serve out the full term, the college president will appoint a replacement member within thirty working days of the individual's resignation. If requested by the president, the committee will assist in recruiting new members.

ARTICLE 4: OFFICERS

- A. The committee elects its officers from the continuing members of the committee at the first meeting of each newly-appointed year.

Chair

The chair shall:

1. Recommend a meeting schedule for the committee at the beginning of the academic year;
2. Preside at meetings of the committee;
3. Send out an agenda for the meeting, ideally three days prior to the meeting;
4. Communicate with SPFIE regarding major actions approved by the committee;
5. Submit the committee's annual plan as well as its year-end report to the college president;
6. Serve as a tiebreaker for all votes taken by the committee requiring a majority;
and
7. Chair or designee serves as a liaison between the committee and SPFIE and/or other college groups
8. Recorder/Web Liaison

The recorder/web liaison shall:

1. Maintain a record of all matters considered and recommended by the committee;
2. Transmit such records in a timely manner to committee members and others as directed by the committee;

3. Place the agenda on the committee website prior to the meeting;
 4. Maintain the committee website showing the bylaws, mission, annual goals, agendas, and minutes from meetings.
- B. As determined appropriate by the committee, other positions shall be created and filled by a vote of the committee membership.

ARTICLE 5: MEETINGS

- A. The Accreditation Committee shall meet as needed throughout the academic year:
1. In accordance with the annual meeting calendar established at the beginning of the academic calendar year.
 2. Upon the call of the chair, who is responsible for informing committee members in advance of the meeting of its time, place and agenda.
- B. Agendas will be posed to the committee website in advance of each meeting.
- C. The chair shall establish a code of conduct that is consistent with these bylaws, Western Nevada College Bylaws, and the Nevada System of Higher Education Code (NSHE) and shall be governed by them. *Robert's Rules of Order Newly Revised*, 11th edition shall be the authority for all matters not covered by the bylaws and/or approved operating procedures.

ARTICLE 6: QUORUM AND VOTING

- A. A quorum consists of fifty percent (50%) of the voting committee membership.
- B. Voting may take place when a quorum of the membership is present or by quorum via e-mail.
- C. A motion passes when it receives a majority of the votes cast.

ARTICLE 7: PERMANENT SUBCOMMITTEES

There are no subcommittees of the Accreditation Committee.

ARTICLE 8: AMENDMENT OF BYLAWS

- A. These bylaws comply with WNC College bylaws, NSHE Code and all State and Federal Rules and Regulations.
- B. Any member of the Accreditation Committee may propose a change to the bylaws.
- C. These bylaws must be amended by a two-thirds majority of the committee.

D. No amendment of the bylaws may be both introduced and passed at the same meeting.

E. SPFIE may recommend changes to bylaws

F. Once amended, the bylaws must be reviewed and approved by SPFIE.

Revised by the committee: Sept. 10, 2018

Approved by the committee: Sept. 19, 2019

Approved by SPFIE: Oct. 4, 2019