



EBD 10.4.1  
2024-2025

TO: ALA Executive Board

SUBJECT: Revised application and appointments process for the Committee on Accreditation

BOARD REQUEST: Board Action

ACTION REQUESTED BY:  
Committee on Accreditation

CONTACT PERSON:  
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#### DRAFT OF MOTION

ALA Executive Board to approve the Committee on Accreditation's action item to revise the application process for CoA volunteers.

DATE: December 19, 2024

#### BACKGROUND

With the departure of Office for Accreditation staff and a review of CoA compliance with the standards of the Council for Higher Education Accreditation (CHEA), it became apparent that the public information describing the CoA does not indicate what specialized knowledge is appropriate to be an effective member of the Committee, nor is information about the time and energy necessary to serve on the Committee clearly communicated to potential volunteers.

The proposed nominations process provides a strategy for appointing committee members with the necessary knowledge and skills to be productive members. This proposed process is like that used by the Endowment Trustees and the Philanthropy Advisory Group, which require nominees to have particular skill sets that are necessary to be an effective committee member.



# Committee on Accreditation (CoA) Revised Application & Appointment Process

## Purpose Statement

To be responsible for the execution of the accreditation program of ALA, and to develop and formulate standards of education for library and information studies for the approval of council.

## Responsibilities

- To accredit master's programs in library and information studies
- To oversee the development of standards for accreditation of master's degree programs in library and information studies
- To develop and the policies and procedures of accreditation and ensure that educational programs comply with such standards
- To engage in regular review of the standards for accreditation and regular review of the policies and procedures used by the accreditation process
- To actively read and review materials related to accreditation decisions
- To attend and actively participate in all regularly scheduled meetings of the CoA
- To fully declare any conflicts of interest that might conflict with a member's ability to carry out their responsibilities fairly and objectively
- To sign a confidentiality statement for all accreditation-related discussions

## Revised Appointment & Application Proposal

### Current Appointment and Application Process

The Governance Office issues an open call for nominations to ALA members, listing the Committee on Accreditation among the committees for volunteer applications. Members of the ALA could nominate themselves for the COA. The director of the Office for Accreditation compiles a separate list of potential members who possess the appropriate knowledge and experience to serve on the Committee on Accreditation. This list along with the ALA member volunteer applications list s



states that



## CoA Membership

### Composition

Twelve (12) Members, which includes a chairperson appointed annually:



Public members of the CoA are appointed from the public at large and represent the public interest. They are appointed for two-year terms and may be re-appointed once. Public members cannot be librarians or information professionals. A public member cannot

- Have studied library and information studies;

- Be currently or formerly professionally employed in a library, information center, or related industry (for example, as a materials or systems vendor);

- Have close personal relationships with individuals (such as spouse, sibling, children, or close collaborators) who are practicing librarians or at an institution with an LIS program;

- Be currently serving on another accreditation board; or

- Be currently or formerly a member or employee of the ALA or any other library association.

In addition, public members cannot be employed in an institution at which there is a program accredited by the ALA or in an institution that has a program with Precandidacy or Candidacy status.

## Commitment

CoA members are expected to attend all four regularly scheduled multi-day meetings of the CoA, as published on the CoA website. Travel expenses for all meetings are reimbursed for public members. For externally appointed and ALA members, travel expenses are reimbursed for the Spring and Fall meetings (if held in-person) only.

In addition to the four regular meetings, CoA members should anticipate at least one subcommittee and workgroup virtual meeting prior to each CoA meeting. Members should anticipate having to closely review 10-14 programs per year (including Self Studies, ERP Reports, Responses, and evidence), 30-35 Biennial Narrative Reports and Special Reports per year, and over 50 statistical reports per year.

For more information, please visit the ALA Committee on Accreditation Page:

<https://www.ala.org/aboutala/committees/ala/ala-coa>