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18. Committees of the Commission

Standing committees of the Commission conduct business of the Commission as assigned. Additional standing committees may be formed. The Executive Committee may establish other committees, such as ad hoc or working committees, or subcommittees, to conduct activities related to specific tasks or charges. Procedures for standing committees are outlined in the *CEA Policies and Procedures*, and procedures for other types of committees are outlined in the *Commission Procedural Manual*.

18.1. Executive Committee (EC)

18.1.1. Charge

The Executive Committee

a. acts as necessary on behalf of the Commission between its regular meetings on all issues other than accreditation decisions

b. reviews the agenda for Commission meetings

c. reviews adverse actions against CEA-accredited institutions or against institutions in which CEA-accredited programs reside, reviews recommendations from the Standards Compliance Committee regarding formal complaints against accredited programs and institutions, and responds to complaints against CEA that cannot be resolved by staff

d. writes charges for subcommittees and ad hoc committees

e. ensures orientation for new members of the Commission

18.1.2. Membership

a. Size and composition: The Executive Committee comprises the chair, the chair-elect, the treasurer, and the secretary (the executive director, ex officio, without vote).

b. Qualifications: The chair-elect must have served as a commissioner for two years before being eligible to serve. The chair-elect becomes chair during the next year of service. The treasurer must have served at least one year on the Commission and have at least one year remaining on the Commission.

c. Election: The chair-elect and treasurer are elected by the Commission from among those commissioners eligible for each position. The election procedures are stated in the *Commission Procedural Manual*.

d. Terms of Service: Each member, except for the secretary, serves in their position for one calendar year.

e. Vacancies: Vacancies are filled depending on the position that is vacated and the time remaining in the position in relation to the term of service. Procedures for filling vacancies are outlined in the Section 3: Commission Governance, Administration and Evaluation of the *CEA Policies and Procedures* and in the *Commission Procedural Manual.*

18.1.3. The chair

a. presides at meetings of the Commission and over the Executive Committee

b. appoints standing committee chairs and members, and assembles ad hoc committees, task forces, and advisory groups as necessary

c. presides over the Constituent Council

d. serves ex officio on all standing committees

e. acts as public spokesperson for CEA and represents CEA at official functions, as necessary

f. conducts the evaluation of the executive director

g. reports on behalf of the Executive Committee at each meeting of the Commission

h. reports on behalf of the Commission at each meeting of the Constituent Council

i. may assign any of these duties to the chair-elect

18.1.4. Duties of the members

a. The chair-elect

i. serves in the absence of the chair

ii. presides at meetings in the absence of the chair

iii. at the request of the chair, serves as the liaison to any standing committee, acts on behalf of CEA at official functions, serves as liaison to the Constituent Council, and performs other duties as requested by the chair, including serving ex officio on any Commission standing committee.

b. The treasurer

i. serves as chair of the Finance Committee

ii. ensures oversight of CEA's financial status through reports from the executive director

iii. conducts the Commission's review of CEA's Form 990

iv. with the executive director, presents the proposed annual budget to the Commission

c. The secretary

   i. in consultation with the chair, prepares an agenda for each Executive Committee meeting

   ii. keeps a written record of Executive Committee meetings

   iii. reports to the Commission as appropriate

18.1.5. Procedures for conducting business

a. The chair will conduct a meeting of the Executive Committee prior to each regularly scheduled Commission meeting.

b. The Executive Committee will communicate as needed between meetings of the Commission.

c. The chair will conduct a brief meeting following each meeting of the Commission.

18.1.6. Reports

a. The chair will report on behalf of the Executive Committee at each meeting of the Commission.

b. The chair will report on behalf of the Commission at each meeting of the Constituent Council.

18.2. Finance Committee (FC)

18.2.1. Charge

The Finance Committee

a. reviews the annual budget on a regular basis with the executive director
b. proposes and reviews proposed fiscal policies, including fees
c. ensures that CEA undergoes a regular external financial review or audit
d. ensures Commission review of CEA's Form 990
e. conducts other activities related to fiscal matters, as directed by the Commission chair

18.2.2. Membership

a. Size and composition: At least three members of the Commission serve on the Finance Committee. The Commission treasurer serves as chair of the committee. The executive director attends each Finance Committee meeting as staff liaison.
b. Qualifications: Any currently sitting commissioner may be appointed. Commissioners with financial expertise will be encouraged to serve.
c. Terms of service: All members serve a one-year term of service, beginning January 1 and ending December 31. Service may be renewed upon appointment of the Commission chair.
d. Appointments: The incoming Commission chair appoints all members of the Finance Committee except for the Finance Committee chair/treasurer.
e. Vacancies: Any vacancies are filled by appointment of the Commission chair from among the other commissioners. In the event that the position of treasurer is vacant and thus the Finance Committee does not have an individual filling the role of chair, the Commission chair shall appoint an acting Finance Committee chair, who will also serve as acting treasurer for the remainder of the term.

18.2.3. The Finance Committee chair or the chair's designee

a. organizes, plans, and conducts meetings of the Finance Committee
b. provides reports to and serves as a link to the Commission, the Executive Committee, and the executive director, as appropriate
c. with the executive director, presents the proposed annual budget to the Commission
d. reviews quarterly financial statements with the executive director
e. conducts Commission review of CEA's Form 990
f. reports annually to the Constituent Council

18.2.4. Duties of the members

a. review CEA's annual budget

b. review proposed fiscal policies

c. engage in other fiscal-related activities, as assigned by the Commission chair

18.2.5. Procedures for conducting business

a. The Finance Committee chair will develop an agenda for the Finance Committee meeting prior to each Commission meeting and will review the agenda with the Executive Committee.

b. The Finance Committee chair will conduct a meeting at each regularly scheduled Commission meeting and report on the meeting to the full Commission.

c. The Finance Committee will ensure development of the annual budget following procedures outlined in the *Commission Procedural Manual*. The executive director will provide the draft budget to the Finance Committee no later than two weeks before the fall meeting. The Finance Committee will review the draft budget with the executive director at the fall meeting, after which the Finance Committee chair and the executive director will present the budget to the Commission for discussion and approval.

18.2.6. Reports

a. The Finance Committee shall report, either in writing or through its chair, to the Commission on the Finance Committee's review of the annual budget.

b. The Commission may ask the Finance Committee to prepare other financial reports.

18.3. Nominating Committee (NC)

18.3.1. Charge

The Nominating Committee

a. solicits nominations for candidates to serve on the Commission through announcements to TESOL, NAFSA, EnglishUSA, UCIEP, the Constituent Council, and other organizations that may have a direct interest in CEA's work, and through personal contact

b. encourages individual nominations as needed

c. reviews nominations, determines candidates to advance to the slate, and prepares the annual slate

d. ensures that the annual slate results in a Commission profile that includes a range of types of program and institutions and a range of expertise and experience

e. contributes recommendations for public members to the Executive Committee for review and executive director follow-up

f. makes recommendations to the Commission chair when a vacancy occurs on the Commission, when there is more than one year remaining in the term

g. reviews nominating committee procedures annually and updates the procedures if necessary

18.3.2. Membership

a. Size and composition: Five members serve on the Nominating Committee, of which at least two must be former commissioners and at least one must be a sitting member of the Commission.

b. Qualifications: The Nominating Committee is comprised of sitting commissioners, former commissioners, and Constituent Council members from programs with 9- and 10-year reaccreditation.

c. Terms of service: All members serve a one-year term, beginning January 1 and ending December 31.

d. Appointments: The incoming Commission chair appoints all members of the Nominating Committee. The Nominating Committee chair is appointed from among departing Commissioners, to include the departing Commission chair. One member is appointed from the sitting Commissioners. The Commission chair and the executive director identify the remaining members from among those who meet the qualifications.

e. Vacancies: Vacancies will be filled by appointment by the Commission chair from qualified candidates identified by the executive director.

18.3.3. The Nominating Committee chair or the chair's designee

a. ensures communication of Nominating Committee members through email and virtual meetings

b. convenes virtual meetings of the Nominating Committee

c. reviews the call for nominations after preparation by the executive director and ensures that nominations are widely solicited, including from TESOL, NAFSA, UCIEP, EnglishUSA, and other organizations and individuals with a direct interest in CEA's work

d. communicates with the Constituent Council to solicit nominations

e. ensures a process that results in a slate of qualified candidates that includes a range of perspectives, including ensuring consideration of Commission priorities established from year to year

f. assigns Nominating Committee members to interview applicants' references

g. arranges a discussion about applicants with other Nominating Committee members

h. confirms the qualifications of all nominees advanced to candidacy

i. submits the final slate of candidates to the executive director

j. submits written reports to the Commission chair

18.3.4. Duties of the members

a. solicit nominations

b. screen applicant materials

c. contact applicants' references as assigned by the chair

d. conduct applicant interviews

e. review and evaluate the applicants and rank them for each position

f. determine the final composition of the slate of candidates for seats on the Commission

g. recommend candidates for public member to the Nominating Committee to be submitted to the Executive Committee

h. make recommendations to the Commission chair when there is a vacant seat on the Commission and more than one year remains in the term of service.

18.3.5. Nominating Committee procedures

a. By March 1, the executive director will inform the Nominating Committee chair of the number of positions to be filled and the range of experience and expertise sought to ensure a balanced Commission profile.

b. By April 1, the call for nominations is posted on the CEA website and announced in appropriate venues.

c. From April 1 – July 1, the Nominating Committee encourages applications at appropriate venues and reviews and updates materials for screening and interviewing nominees.

d. By July 1, nominations and the candidates' supporting documents are due to CEA.

e. By August 15, Nominating Committee members screen and interview applicants, make reference checks, as assigned by the Nominating Committee chair.

f. By September 1, Nominating Committee members review and rank nominees, and select candidates to advance to the slate.

g. By September 1, the Nominating Committee chair submits the slate of candidates to the executive director.

h. By September 15, the executive director prepares the ballot and provides it to members of the Constituent Council.

i. By November 1, ballots must be submitted to CEA.

j. Any Nominating Committee recommendations and supporting documents for public members must be submitted by October 1 to the executive director.

18.3.6. Reports

a. The Nominating Committee chair submits a written report to the Commission chair for review at the Commission's third meeting of the year, including a summary of the nominating process for that year and any suggested revisions to the nominating procedures.

b. The executive director informs the Commission of election results.

18.4. Standards Compliance Committee (SCC)

18.4.1. Charge

The Standards Compliance Committee

a. reviews complaints against programs and institutions and makes recommendations to the Commission for dismissal, investigation, or specific action
b. reviews accreditation reporting requirements to determine continued compliance with the *CEA Standards* and makes recommendations to the Commission in the event that a program or institution appears to no longer meet a standard
c. reviews substantive change reports to determine if Commission action is warranted
d. reviews interim reports to determine continued compliance with the *CEA Standards* and makes recommendations to the Commission to accept the report, require additional information, or require a site visit
e. reviews the summary of annual reports and considers actions to take for any site that appears to require follow up
f. considers actions to take when annual financial reports, reviewed by CEA's financial manager, require follow-up action

18.4.2. Membership

a. Size and composition: A minimum of five members of the Commission serve on the Standards Compliance Committee, at least two of whom have served a minimum of one year on the Commission.
b. Qualifications: Any currently sitting commissioner may be appointed.
c. Terms of service: Members serve for one year, except for the chair, who is designated by the Commission chair from the previous year's Standards Compliance Committee and serves an additional year. Service as a member or as chair may be renewed upon appointment of the Commission chair.
d. Appointments: The Commission chair appoints all members.
e. Vacancies: Any vacancies are filled by the appointment of the Commission chair from among the other commissioners.

18.4.3. The Standards Compliance Committee chair or the chair's designee

a. convenes meetings of the Standards Compliance Committee
b. prepares the agenda, with support from the assigned staff liaison
c. prepares and presents reports on the business of the Standards Compliance Committee at each meeting of the Commission
d. presents written recommendations for action on any complaints to the Executive Committee, for subsequent review by the Commission
e. assembles and organizes the results of any investigation for standards compliance

18.4.4. Duties of the members

a. participate in reviewing complaints by or against programs and institutions

b. take part in discussions of complaints and decisions related to dismissal, investigation, or specific action

c. participate in, and organize and present the results of any investigation ordered by the Executive Committee

d. review reporting requirements for continued standards compliance

e. review substantive change reports to determine if Commission action is warranted

f. review interim reports and the annual report summary to determine follow-up action, if any

g. recommend advisory and adverse actions (warning, probation, show cause) to the Commission as necessary

18.4.5. Procedures for conducting business

a. The Standards Compliance Committee chair, with support from the assigned staff liaison, will develop an agenda prior to each regularly scheduled Commission meeting.

b. At each Standards Compliance Committee meeting, committee members will review, approve, or amend staff reviewer recommendation reports as follows:

   i. reporting requirements from accredited sites will be reviewed at each meeting of the Commission

   ii. substantive change reports will be reviewed at the first Commission meeting following their receipt

   iii. interim reports will be reviewed at the summer or fall meeting

   iv. the annual report summary and any individual annual reports requiring action will be reviewed at the spring or summer meeting

18.4.6. Reports

a. The Standards Compliance Committee chair will submit a written report on the committee's business to the Commission at each meeting for Commission vote to adopt.

b. The Standards Compliance Committee will present to the Commission, as appropriate, recommendations for action on any complaints and the results of any investigation for standards compliance.

18.5. Standards Review Committee (SRC)

18.5.1. Charge

The Standards Review Committee

a. plans and carries out means to assure the validity, clarity, and reliable application of the *CEA Standards for English Language Programs and Institutions*
b. reviews the *CEA Standards* either in part or as a whole, according to procedures described in the *CEA Policies and Procedures* and in accordance with USDE regulations
c. brings to the full Commission proposals from the Constituent Council for revision of the *CEA Standards* according to the procedure specified in the *CEA Policies and Procedures*
d. recommends revision of the *CEA Standards* to the full Commission as appropriate

18.5.2. Membership

a. Size and composition: Up to five members serve on the Standards Review Committee, at least two of whom have served a minimum of one year on the Commission. The chair is a member in at least their second year of service on the Standards Review Committee.
b. Qualifications: Any currently sitting commissioner may be appointed.
c. Terms of service: Members serve for one year, except for the chair, who is designated by the Commission chair from the previous year's Standards Review Committee and serves an additional year. Service as a member or as chair may be renewed upon appointment of the Commission chair.
d. Appointments: The Commission chair appoints members of the Standards Review Committee.
e. Vacancies: Any vacancies are filled by the appointment of the Commission chair from among the other commissioners.

18.5.3. The SRC chair or the chair's designee

a. convenes meetings of the Standards Review Committee
b. prepares the agenda, with support from the assigned staff liaison
c. ensures that the Standards Review Committee is following standards review polices as stated in Section 2.2. Review and revision of *CEA Standards* and collects and reviews data as required by policy
d. reports to the full Commission on issues of validity and clarity that arise in implementation of the standards
e. prepares and presents reports to the full Commission for a vote on proposed *CEA Standards* revisions
f. reports at each Commission meeting on the business of the Standards Review Committee

18.5.4. The members

a. attend Standards Review Committee meetings

b. participate in standards review activities as assigned by the chair

c. take part in discussions concerning the validity and clarity of the standards

18.5.5. Procedures for conducting business

a. The Standards Review Committee meets at each regularly scheduled Commission meeting.

b. The Standards Review Committee chair, with support from the assigned staff liaison, will establish an agenda for the committee meeting in advance through review of open projects and with discussion with the committee members.

c. The chair collects and disseminates information and communicates with other members by email and scheduled virtual meetings throughout the year.

d. Procedures for the review and revision of the *CEA Standards* are included in Section 2.2. Review and revision of *CEA Standards.*

e. Specific Standards Review Committee tasks are detailed in documents prepared by the assigned staff liaison. Such documents are updated annually.

f. The Standards Review Committee chair coordinates with the assigned staff liaison regarding USDE requirements that may affect the Standards Review Committee agenda.

18.5.6. Reports

a. The chair of the Standards Review Committee will submit a report on the business of the Standards Review Committee in writing to the Commission at each Commission meeting.

b. The Standards Review Committee will submit any research reports on validity and clarity of the *CEA Standards* in any year in which such information is gathered.

c. The Standards Review Committee will propose revisions to the *CEA Standards*, with rationales and evidence of public comment if applicable, to the Commission for a vote for possible adoption.

d. The Standards Review Committee will bring to the Commission proposals from the Constituent Council and from the public on proposed changes to the *CEA Standards* in keeping with procedures outlined in Section 2.2. Review and revision of *CEA Standards.*

18.6. Policies and Procedures Committee

18.6.1. Charge

The Policies and Procedures Committee

a. reviews proposals for amendments to the *CEA Policies and Procedures*

b. prepares recommendations and drafts amended language for consideration by the Executive Committee, followed by Commission review and adoption, as stated in the *CEA Policies and Procedures*

c. reviews the full *CEA Policies and Procedures* to ensure that it is internally consistent, aligns with U.S. Department of Education (USDE) requirements where necessary, and is up-to-date.

18.6.2. Membership

a. Size and composition: At least three members serve on the Policies and Procedures Committee. The executive director serves on the committee, ex officio.

b. Qualifications: Committee members must be former Commissioners who have served at least three years on the Commission.

c. Terms of service: Members serve for one year. Service may be renewed upon appointment of the Commission chair.

d. Appointments: The Commission chair appoints members of the Policies and Procedures Committee.

e. Vacancies: Any vacancies are filled by the appointment of the Commission chair from among other former qualified commissioners.

18.6.3. The Committee

a. convenes virtually or in person, as needed, to review proposed policies and procedures

b. conducts a review of the full *CEA Policies and Procedures*

c. consults with the executive director to ensure that recommended changes align with USDE requirements, and to ensure that legal counsel reviews recommendations if needed

d. at least two weeks before the Commission meeting at which the recommendations may be considered, provides recommendations to the Commission chair, for review by the Executive Committee.