

## The Institutional Actions Council

- The Institutional Actions Council (IAC) is made up of 26 members. Twenty are peer-reviewers who are recognized for their knowledge, experience and understanding of the accreditation process. Six public representatives also serve as IAC members.
- Members are identified each year by the commission staff from the Peer Review Corp and are recommended to the board of trustees for appointment to four-year terms.

Six times a year, on selected Mondays, a seven-member panel from council meets at the commission office in Chicago. The Monday meeting convenes at 9:00 am and ends no later than 3:00 pm. Within this timeframe, the council reviews and acts on institutional cases pertaining to the affiliation status of institutions. In addition it holds discussions and offers advice to the commission on issues it identified during its deliberations.

- These institutions were reviewed by an evaluation team, a readers' panel, an evaluation panel or by staff.
- By majority vote, the IAC panel decides on official action. The action is then forwarded to the board of trustees for validation.
- The IAC makes the decisions on the institutional cases acting on:
  - Team recommendations that have passed the readers' panel level of review;
  - Recommendations from review committees (except actions concerning initial candidacy, initial accreditation, probation or withdrawal of affiliation);
  - Recommendations from evaluators' panels;
  - Recommendations from AQIP panels;
  - Recommendations from the staff.

The board of trustees, in delegating decision-making authority to the IAC, reserves to itself the responsibility to validate the decisions.

- Prior to each IAC panel meeting, each member receives an IAC Action Book in hard copy and/or via e-mail.
- The Action Book contains materials for IAC decisions on institutions. It includes for each institution:
  - An assurance section from the report of a comprehensive visit or report of a focused visit;
  - A *Statement of Affiliation Status (SAS)* that reports the current affiliation status and the recommended new status;
  - An *Organizational Profile (OP)*;
  - An *Evaluation Summary Sheet (ESS)*; and
  - A history report. These documents are the record of the visit, and provide information on the type of visit, the dates, the team members and the staff liaison.

Completing the materials in the *Actions Book* are:

- AQIP admission recommendations;
- AQIP reaffirmation recommendations;
- AQIP recommended changes;
- Evaluators' panel recommendations; and
- Staff recommended changes.

The *Actions Book* contains the *Team Recommendations* for the *Statement of Affiliation Status* and for the *Organizational Profile* for all organizations listed for IAC action.

- These two documents show the recommended changes as they will appear in the institution's SAS and OP that will become the public document posted to the commission Web site.
- For evaluation visits, a rationale for the team's recommended changes in the organization's affiliation status is found in the Statement of Affiliation Status part of the team reports of comprehensive and focused (mandated and institution requested visits).

**NOTE:** In 2007-2008, the Commission will continue to evolve its processes and documents into fully digitized systems. IAC members can expect within the next year or two to be conducting more parts of the review and decision-making process online. New digitized processes will also be integrated into the ARC, as well as PEAQ and AQIP accrediting processes.