The joint commissions collaboration process includes steps designed to ensure adequate representation of each commission, ample opportunity for discussion and deliberation among JCC and Executive committee/ELT members, and review/approval by Educational Equity.

Process:

1. **JCC DISCUSSION**
   When an issue rises to the level of a possible collaboration among all three commissions, the JCC listserv should be used as the forum for initial discussion. First, the question of how and/or if the commissions wish to respond to a particular issue or concern should be raised. If there is consensus among JCC members to write a letter or issue a public statement, proceed.

2. **EXECUTIVE-LEVEL DISCUSSION**
   Before any action is taken, chairs consult their leadership via the Exec./ELT listservs. If executive-level groups are in agreement that a letter is appropriate, proceed.

3. **DRAFT**
   JCC members draft the letter and share it on the JCC listserv. (Note: a draft could be in progress prior to this point, but should not be shared outside the JCC until the chairs have the agreement of executive-level groups.)

4. **JCC AGREEMENT AND APPROVAL**
   With the approval from the executive-level groups to do so, JCC members draft and finalize the statement/letter. Wordsmithing may continue back and forth among the commission chairs until a final, review-ready draft is in place.

5. **OVPEE REVIEW AND APPROVAL**
   The final draft is forwarded to the Educational Equity U.Ed. representative for review and approval.