

## **BYLAWS OF THE ADMISSIONS POLICY AND PROCEDURES COMMITTEE**

**Approved by Mercy College Senate on Friday, May 18, 2018**

### **Article I: Name**

This committee shall be known as the “Admissions Policy and Procedures Committee,” hereinafter referred to as “the Committee,” and shall be a standing committee of the Faculty Senate.

### **Article II: Purpose**

This Committee’s purpose is to review admission standards and all proposed changes to admission standards at the college and program level, and their resulting potential impact on enrollment and retention. To fulfill this purpose, the committee shall perform the following functions:

-Review and advise on all graduate and undergraduate proposals to change application and admission policies and procedures.

In all such matters the Committee shall present their views and recommendations to the Faculty Senate, as it deems appropriate.

This Committee shall consult with the College Office of Admissions, PACT- Personalized Academic Contract Team, as well as the Academic Standards, Policies, and Procedures Committee to support the admission of students who show promise of being successful at Mercy College.

### **Article III: Members**

#### **§1: Composition of the Committee**

The Committee shall consist of two core faculty members representing each School and one member from the Libraries with an equal balance between undergraduate and graduate faculty. In addition, there shall be two ex-officio representatives from the Office of Admissions, one from the Office of the Provost, and one from PACT. One of the core faculty members must be a Faculty Senator.

#### **§2: Eligibility for Membership:**

No special qualifications are needed to serve on the committee. Refer to Article III, Section §1 for the required committee composition and appointment thereof.

#### **§3: Membership Terms:**

A faculty member’s term on the Committee shall begin on September 1 in the academic year of his or her appointment and shall be for the duration of three years. No member shall serve more than two consecutive terms. If another term is desired, a member must wait for a minimum of one year before seeking another term.

Terms of membership should be staggered so that no more than half of the members' terms expire in any one year. The Committee shall meet with the Senate's Committee on Committees to jointly determine which committee members' terms may be extended or diminished in order to stagger the terms.

§4: Removal of Members

A faculty member of the committee who fails to attend at least 2/3 of the meetings in a given academic year may be removed from the committee by a 2/3 (67%) of the committee.

**Article IV: Officers**

§1: Officers

The Committee shall have the following two officers: a Chair and a Secretary, who shall serve one-year terms and be eligible to serve up to a maximum of two consecutive three-year terms.

§2: Election of Officers

The Committee shall elect its officers from among its membership by majority vote. The ex-officio members are not eligible to serve as officers.

§3: Duties of the Chair

The responsibilities of the Chair are as follows:

- Coordinating the work of the committee, including calling meetings, setting agendas, ensuring the subsequent election of officers, and reporting back to the Faculty Senate
- Preparing and submitting the committee's annual report of activities to the Faculty Senate
- Receiving and distributing materials to the committee, and other appropriate parties, that are necessary to conduct committee business
- Conducting necessary follow-up on meeting outcomes with appropriate College and faculty personnel

§4: Duties of the Secretary

The responsibilities of the Secretary are as follows:

- Recording minutes at each meeting, and disseminating those minutes to the committee members for approval
- Leading committee meetings in the absence of the committee Chair
- Sending approved and dated meeting minutes to the Provost Office representative, committee members, and Faculty Senate Secretary
- Ensure that approved meeting minutes are properly archived on the Faculty Senate Blackboard site.

§5: Vacancies

In the event of a vacancy of the Chair, the Secretary will assume the role of Chair, and an interim secretary will be appointed until an election can be held. (See Article IV, Section §2: Election of Officers).

## **Article V: Meetings**

### **§1: Regular Meetings**

The Committee will conduct regular meetings as needed. The Committee shall meet a minimum of one meeting each semester.

### **§2: Quorum**

There must be a quorum at any meeting at which the committee conducts business. Quorum is defined as half (50%) of the total number of members, plus one. In meetings where the bylaws are amended, two-thirds (67%) of the members, plus one, are required.

### **§3: Special meetings, as needed:**

To allow the Committee to conduct additional business outside of its regular meetings, special meetings may be called as needed.

### **§4: Order of Business**

There shall be an agenda for each meeting provided to members at least one week in advance of the meeting whenever possible.

The normal order of business at meetings is:

- Approval or Correction of Minutes
- Chair's Report
- Special Reports
- New Business

### **§5: Cancellation of Meetings**

Meetings of the Committee may be cancelled in cases where there is a lack of quorum or due to any other exigency.

### **§6: Other Meeting Modalities**

Members may participate in person or via other modes as agreed upon by the Committee.

### **§7: Minutes**

Minutes of the previous regular or special meeting shall be available in written form and read for approval at the next regular meeting. The minutes must be made available upon request to any Senate member. The Secretary is responsible for archiving the minutes.

### **§8: Rules Regarding Non-Members at Membership Meetings**

Non-member participation in committee meetings must be approved by vote of the Committee.

## **Article VI: Subcommittees**

The Committee shall be empowered to form and delegate tasks to subcommittees, as needed, on a standing or ad hoc basis. Normally, subcommittee members must also be members of the full committee.

## **Article VII: Parliamentary Authority**

In questions of parliamentary procedure, the Committee shall refer to the current edition of Robert's Rules of Order, Newly Revised, in all cases to which they are applicable and not

inconsistent with the rules and bylaws of the Faculty Senate or the Constitution for Faculty Participation in the Governance of Mercy College.

**Article VIII: Reports**

The Committee shall establish mechanisms of reporting activities to the Faculty Senate. All motions of the Committee must be reported to the Senate, and the Committee shall submit an annual report of Committee business to the Senate.

**Article IX: Transfer of Records**

Each year, the outgoing Secretary of the Committee shall deliver to the incoming Secretary, all records of the Committee including, but not limited to bylaws, minutes, and standing rules and procedures. If the incoming secretary has not yet been elected, the outgoing Secretary shall deliver the Committee's records to the Secretary of the Faculty Senate.

**Article X: Amendment of Bylaws**

Any of the provisions of these bylaws may be amended upon a vote by a two-thirds (67%) majority of the Committee. There must be sufficient notice to members regarding any meeting in which bylaws changes will be discussed, normally, at least one week prior to the meeting; bylaws amendments cannot be introduced as new business at a meeting because doing so would fail to meet the notification requirement. Amended bylaws must be submitted to the Faculty Senate for review by the Senate Bylaws Committee and for final approval.