

*The following revisions reflect the work of Joyce Luy and the current Admissions and Retention Committee to reflect both current practices and best practices relating to the committee's membership, officers, and responsibilities. The Associate Director of Admissions is added to the membership (voice without vote), and the responsibilities of the committee regarding its two roles (i.e., admissions and retention) are distinguished and clarified.*

Proposed Revision:

**1.4.3.5.1 Admissions and Retention Committee**

a) Membership:

- 1) Vice President for Student Life and Dean of Students (or representative)
- 2) Registrar
- 3) Dean of Admissions
- 4) Associate Director of Admissions (voice without vote)
- 5) Director of Academic Advising and Disability Services
- 6) Three faculty members, one elected annually to a three-year term. At least one faculty member of the committee or a substitute faculty member must be present at all meetings.
- 7) Two students, one man and one woman, appointed by the W.C.S.A.

b) Officers:

The Dean of Admissions shall serve as chair; the chair shall appoint the secretary. The chair votes only when required to break a tie.

c) Responsibilities:

- 1) To review annually and approve policies relative to admissions consistent with the character and objectives of the institution.
- 2) To serve as a board of interview for applicants when necessary.
- 3) To review and render decisions on applicants who do not meet the established criteria for admission.
- 4) To review and interview, if requested, applications from students not admitted and are requesting an appeal of the decision.
- 5) To review and interview, if requested, students who have been placed on academic suspension and are requesting an appeal of the decision.
- 6) To communicate with Academic Senate regarding the curricular interests of students.
- 7) To communicate and work with the Diversity Committee on matters relating to diversity, admissions and retention.

Current Handbook:

**1.4.3.5.1 Admissions and Retention Committee**

d) Membership:

- 1) Vice President for Student Life and Dean of Students (or representative)
- 2) Registrar
- 3) Director of Admissions
- 4) Director of Academic Advising and Disability Services
- 5) Three faculty members, one elected annually to a three-year term
- 6) Two students, one man and one woman, appointed by the W.C.S.A.

e) Officers:

The Director of Admissions shall serve as chair; the chair shall appoint the secretary. At least one faculty member of the committee or a substitute faculty member must be present at all meetings.

f) Responsibilities:

- 1) To formulate and establish policies relative to admissions consistent with the character and objectives of the institution.
- 2) To establish standards and criteria for admission.
- 3) To advise the admissions staff in matters of recruitment
- 4) To serve as a board of interview for applicants whenever possible.
- 5) To advise the Director of Admissions on applications about which he or she may have questions.
- 6) To serve as a board of appeal for rejected applicants and students placed on suspension.
- 7) To call the attention of the Academic Senate to the curricular interests and needs of applicants.