Admissions Policy and Oversight Committee (APOC) Bylaws

ARTICLE I  GENERAL

Section 1: Name
The Committee will be known as the Admissions Policy and Oversight Committee (APOC).

Section 2: Purpose
The APOC will develop and review admissions policy and render advice on the academic and non-academic requirements for admission to the David Geffen School of Medicine at UCLA (DGSOM). The APOC will also monitor the implementation of policy and admissions outcomes and oversee the execution and adherence to the policies of the University of California as well as adherence to relevant statutes and national guidelines.

Section 3: Reporting
The APOC is a standing committee of the DGSOM Faculty Executive Committee (FEC) and will make policy recommendations to the FEC. The FEC is a subcommittee of the UCLA Academic Senate and is subject to the Bylaws of the Academic Senate.

ARTICLE II  MEMBERS

Section 1: Membership
A. Voting members of the APOC will include nine faculty members from any professorial level and any academic series who are not members of the Admissions Committee. A minimum of 2 members of APOC should be members of the Academic Senate. Four APOC members will be from the medical sciences; four from the surgical sciences, and one from the basic sciences.

B. At least one APOC member will be a member of the FEC.

C. The Dean of Admissions will be an ex officio (nonvoting) member of the APOC. Any faculty member that holds an appointment in the Dean’s office will also be an ex officio member of APOC.
D. Faculty may be invited as consultants to attend APOC meetings as nonvoting members; this includes faculty directly affiliated with the Drew and Prime Admissions Committees.

E. The Chair of the APOC will be responsible for recommending faculty for APOC membership and for presenting the membership slate to the FEC for approval.

Section 2: Term of Service

A. Faculty members of APOC will serve a three-year term, renewable for a second three-year term (subject to approval by the APOC Chair and the FEC).

B. The APOC Chair can reappoint APOC members for additional terms of up to two years, with the goal of staggering APOC appointments and avoiding excessive turnover of APOC membership in a single year.

C. The appointment of the Dean of Admissions as an ex officio member of APOC is indefinite.

Section 3: Officers

A. The officers of the APOC will consist of a Chair and a Vice-Chair. The APOC Chair will be appointed by the Chair of the FEC in consultation with other FEC members. The APOC Chair will be a full-time faculty member in any academic series who has served on the APOC for at least one year. The term of the APOC Chair will be three years renewable for a second three-year term subject to the approval of the FEC Chair. The Chair is eligible to continue as a member of the committee for additional three years, subject to approval by the Chair of the FEC.

B. The APOC Vice-Chair will be appointed by the APOC Chair and subject to the approval of the FEC. The APOC Vice-Chair will be a full-time faculty member who has served on the APOC for at least one year. The term of the APOC Vice-Chair will be three years renewable for a second three-year term subject to the approval of the APOC Chair. At the conclusion of the three-year term, the Vice-Chair can be considered Chair elect. This transition to the Chair position is subject to approval of two-thirds of APOC voting members and to the approval by the FEC Chair.
Section 4: Meetings

A. The committee meets at least twice per year. The APOC reports to the FEC at least twice per year.

B. Members will be notified of meetings by e-mail at least one week before each meeting.

C. The meeting time, place, and meeting agenda will be set by the APOC Chair.

D. All members of the APOC are expected to communicate by e-mail to fellow APOC members if they are unable to attend the meeting.

E. Members of the Committee who cannot attend the meeting are eligible to participate fully in the meeting by phone or teleconferencing.

F. The Chair of the APOC may call APOC meetings as needed.

G. The Chair of the APOC will decide to have internal sessions that include voting members only, at his or her discretion.

Section 5: Quorum

A quorum, defined as 5 members minimum is required for a recommendation of a substantive proposal to the FEC. For the purpose of determining a quorum, APOC members who participate by telephone or videoconferencing will be counted. The APOC Chair and Vice-Chair will determine if the proposal is substantive.

Section 6: Voting

Any issue requiring a vote will require a quorum of APOC voting members and may be carried out with a written ballot at the discretion of the Chair. Unless otherwise specified, passing a motion will require a majority vote (>50% of APOC voting members in attendance). Voting may be carried out on line or through a written ballot or by other means, at the discretion of the Chair.

Section 7: Vacancies and Removal of APOC Committee Members

A. The Chair or the Vice-Chair of the APOC Committee can be removed by
a vote of the FEC or can be suspended by a two-thirds vote (>66.6%) at a scheduled meeting. Removal or suspension actions can be initiated with or without cause. When the APOC Chair or Vice-Chair is being considered for removal or suspension, he/she will be given the opportunity to be heard by the FEC and/or the APOC. The person under consideration for suspension by the APOC will not be counted in determining the presence of a quorum. If the APOC Chair is removed or suspended, the Vice-Chair will preside at the meeting until a new Chair is appointed by the FEC.

B. If the Vice-Chair is removed or suspended, a replacement will be named by the APOC Chair with the approval of the FEC Chair.

C. APOC members can be removed, with or without cause, by an agreement of the APOC Chair and Vice-Chair, or by a two-thirds vote.

D. Failure by a member to comply with a minimum number of meetings attended will result in removal from the committee. Specifically members failing to attend at least 2 of 5 consecutive meetings will be removed.

ARTICLE III COMMITTEE DUTIES

Section 1: Scope of Activity

A. All procedures employed in the medical school admissions process are within the purview of the APOC, including the admission standards and procedures at all School of Medicine campuses and all matriculating programs. This will include developing and reviewing admissions policy regarding academic and other requirements for admission. The APOC will also review and set guidelines for non-academic issues relevant to admission (e.g., leadership qualities, commitment to patient care).

B. The APOC will monitor outcomes of medical school admissions, including career growth (reflected by academic and non-academic variables) of matriculating students. For example, the APOC committee will review metrics of matriculating students at the DGSOM (e.g., MCAT scores, GPAs, and non-academic metrics) relative to matriculating students at other medical schools nationwide (to the extent that data are available). Simultaneously, the APOC will review metrics for graduates of the DGSOM (e.g., scores on licensing examinations, non-academic metrics) and evaluate
and/or compare those metrics with those of graduates of other medical schools nationwide. The purpose of collecting and reviewing these data will be to assess whether admission criteria are appropriate and in line with DGSOM admission priorities and to develop strategies to recruit the students that match the School of Medicine’s educational mission.

C. The APOC will monitor the admissions procedures at UCLA for adherence to the policies of the University of California.

D. The APOC will make policy recommendations to the FEC.

Section 2: Policy and Procedures

The APOC will advise the FEC on Admission Policy. An annual report will be prepared by the APOC Chair and Vice-Chair and approved by two-thirds vote. The report will be delivered to the FEC in January or February; this report will include recommendations and anticipated activity for the current and future academic years.

Article IV. University Policies

The APOC will abide by all applicable policies of the University of California.

Article V. Amendments

These bylaws may be amended by a vote of a simple majority of the APOC at any scheduled meeting or at a special meeting called for that purpose. The membership of the APOC and FEC will be notified of amendments to the Bylaws.