

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

Admissions policies for the David Geffen School of Medicine (DGSOM) at UCLA matriculating programs are the academic and non-academic standards for admitting students. Admissions processes, as outlined in the Standard Operating Procedures (SOP) document, are the procedures used to implement these policies. Admissions policies are set by the Faculty Executive Committee (FEC) in accordance with federal and state laws, policies of the University of California and guidelines of medical school accrediting bodies. Processes are implemented by the office of the Dean of the DGSOM.

The role of APOC is as follows:

- A. APOC will render advice to the FEC regarding current and proposed admissions standards
- B. APOC will collect information, report, and advise the FEC on all elements of the admissions process to ensure adherence with FEC approved admissions policies, including, but not limited to:
 - a. Outreach to potential applicants
 - b. Processes to select applicants for interview
 - c. Applicant interview
 - d. Algorithms implemented by the Admissions Committee to rank applicants
 - e. Timeline for the admissions process
 - f. Recruitment of admitted students
- C. APOC will report twice a year to the FEC. One report will be made for purposes of informing the next admissions cycle. This report will occur at least 2 months before DGSOM begins accepting applications for the upcoming cycle.
- D. APOC reports will include outcomes of admissions procedures and processes including:

- a. Success in implementing admissions policies and processes
- b. Outcomes of admissions, including success in matriculating students who complete requirements for graduation and meet the mission statement of DGSOM
- c. Adherence to the policies of the University of California, relevant state and national laws, and guidelines of medical school accrediting bodies.

Section 3: Reporting

APOC is a standing committee of the DGSOM FEC and will make policy and process 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 APOC will include twelve faculty members from any professorial level and any academic series.
 - a. Three of the twelve members are officers (Chair, Vice-Chair (Chair-Elect) and Immediate Past Chair).
 - b. A minimum of six members are members of the Academic Senate.
 - c. Three APOC members will be from the medical sciences; three from the surgical sciences, and one from the basic sciences. The other five members may be from any department.
 - d. At least one member of the FEC will serve as a member of APOC.
 - e. A minimum of one member of APOC will be a current voting member of the Admissions Committee.
- B. The Chair, Immediate Past Chair, and Chair-Elect of FEC will serve as *ex officio* (nonvoting) members.
- C. The Dean of Admissions will be an *ex officio* member of APOC.
- D. Faculty, staff, and other advisors may be invited as consultants to attend APOC meetings as nonvoting members with the approval of the APOC Chair or a majority of the voting members of APOC.

- E. FEC will select members based on majority vote based on input and recommendations from APOC.

Section 2: Term of Service

- A. Members of APOC will serve a three-year term, renewable for a second three-year term (subject to approval by the APOC officers 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, and for preservation of historical memory, with FEC approval.
- C. The appointment of the current Dean of Admissions as an *ex officio* member of APOC is indefinite.

Section 3: Officers

- A. The officers of APOC will consist of a Chair, a Vice-Chair, and Immediate Past-Chair.
- B. The APOC Chair will be a full-time faculty member who is a member of the Academic Senate who has served on APOC for at least one year.
- C. The term of the APOC Chair will be three years. The exiting Chair will continue as a member of the committee for an additional three years, serving as the Immediate Past-Chair.
- D. The APOC Vice-Chair will be nominated by a majority vote of APOC and subject to approval by vote of the FEC.
- E. The APOC Vice-Chair will be a full-time faculty member in the Academic Senate who has served on APOC for at least one year. If no qualifying member of APOC agrees to serve as Vice-Chair, the APOC Chair will recommend a faculty member who has not served in APOC.
- F. The term of the APOC Vice-Chair will be three years. At the conclusion of the three-year term, the Vice-Chair will be proposed as Chair. This transition to the Chair position is subject to approval of APOC voting members and the FEC.
- G. If one of the other officers is unable to fulfill their term, the remaining officers will propose either a temporary or permanent replacement from

among the members of APOC to the FEC. The replacement officer will be appointed to the open officer position by a majority vote of the FEC.

- H. For other issues or questions of succession, the FEC will refer to existing rules and regulations as stipulated by the Academic Senate and Legislative Assembly.

Section 4: Meetings

- A. The committee meets at least six times 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. Members of the Committee who cannot attend the meeting are eligible to participate fully in the meeting by phone or teleconferencing.
- E. The Chairs of the Admissions Committee (or designee) will be invited to attend APOC meetings as non-voting guests.
- F. The Chair of APOC may call APOC meetings as needed.
- G. The Chair of APOC may decide to have internal sessions that include voting members and FEC officers only, at the Chair's discretion.

Section 5: Quorum

A quorum, defined as 6 members, is required for a recommendation to the FEC. For the purpose of determining a quorum, APOC members who participate by telephone or videoconferencing will be counted.

Section 6: Voting

Any issue requiring a vote will require a quorum of APOC voting members and will be carried out with an anonymous written ballot at the request of any APOC member. A passing a motion will require a majority vote (>50% of APOC voting members in attendance). Voting may be carried out online or through a written ballot or by other means, at the discretion of the Chair.

ARTICLE III COMMITTEE DUTIES

Section 1: New admissions policies and changes to existing admissions policies

- A. APOC will review proposals for new admissions policies and changes to existing admissions policies in order to advise and make recommendations to the FEC regarding the proposed policies.
- B. APOC will forward written communication to the FEC and/or present new proposals at an FEC meeting. The FEC may vote to accept, amend, or reject APOC proposals, or return a proposal to APOC for further modification
- C. The decision of the FEC will be forwarded to APOC in writing, and maintained by APOC in a compendium of current admissions policies.
- D. The compendium of current admissions policies will be presented by APOC to the FEC annually for review.
- E. APOC will advise the Dean of Admissions and Director of Admissions on construction of the SOP in consultation with the FEC. APOC will advise the FEC on processes and procedures outlined with respect to compliance with Admissions policy for FEC review and approval.

Section 2: Oversight of admissions process and outcomes of medical school admissions.

- A. APOC will monitor the process and outcomes of medical school admissions to ensure processes are adherent to Faculty approved Admission policies, as detailed in the “Standard Operating Procedure” document.
- B. During the active admission cycle, this will be accomplished through review of relevant data and data analyses that will occur monthly, or more frequent if deemed necessary by APOC.
- C. Data and data analyses will be made available to APOC by the Dean of Admissions and Director of Admissions as specified in the “Standard Operating Procedure” document approved annually by the FEC.-
- D. APOC will advise the FEC on adherence with admissions policy, and will present recommendations for changes to admissions policy and “Standard Operating Procedure” for FEC review and approval, annually, at least 2 months before DGSOM begins accepting applications for the upcoming cycle.
- E. Proposed changes to the SOP will be evaluated by the FEC and APOC

- a. The FEC will determine if proposed changes are substantive, as defined as potentially impacting adherence with Admissions policies.
 - b. Substantive changes will be evaluated by APOC for guidance and recommendations to the FEC.
 - c. Recommendations submitted by APOC to the FEC will be voted on by the FEC.
 - d. If there is disagreement regarding whether the proposed changes to the SOP are substantive, APOC will have an opportunity to appeal to the FEC during a scheduled meeting.
- F. If APOC is unable to confirm that the admissions process is consistent with the admissions policy or determines that admissions process is not consistent with admissions policy, notification will be made in writing to the FEC.

Article IV. University Policies

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 APOC at any scheduled meeting (or at a special meeting called for that purpose) and referred to the FEC for a vote. The membership of APOC and the FEC will be notified of amendments to the Bylaws by the FEC

Approved by DGSOM FEC on April 12, 2020.