

# **Louisiana State University Admissions, Standards, & Honors (ASH) Committee**

## **BYLAWS**

### **Article I Purpose**

The Admissions, Standards and Honors Committee is a standing committee of the LSU Faculty Senate, and is charged with the following responsibilities:

1. To formulate, recommend to the Senate, and monitor policies and standards concerning admission requirements of LSU;
2. To conduct continuous studies and to make recommendations designed to maintain and improve the standards of scholarship among students; and
3. To study and develop more effective means of recognizing student achievement in scholarship and leadership.

### **Article II Membership**

The basic term of membership are defined by the LSU Faculty Senate constitution:

- a) *Voting membership* will include nine faculty members, including at least one faculty member from each of the following colleges: Humanities and Social Sciences, Agriculture, Sciences, Business, and Engineering.
- b) *Ex-officio (non-voting) membership* will include the Vice-Chancellor for Academic Affairs (or designee), Director of Admissions (or designee), and the University Registrar.
- c) The usual term of service for a voting member will be three years. Terms will be staggered in a manner determined by the Executive Committee, so that approximately one-third of the voting faculty members of each committee will begin their terms each year. A person may serve for more than three consecutive years in exceptional cases, considering, for example, the need for continuity or special expertise.
- d) In provisions for a term of service on a committee, other than for an ex officio member, a year will be understood to begin on the first day of fall semester classes; and to end on the day before the first day of fall semester classes - unless otherwise specified in these Bylaws or by the appointing authority.
- e) In the spring, the committee will elect, as chair for the following year, one of its voting members who is not in the last year of his or her term on the committee. Whenever there is no chair in place, the Faculty Senate Executive Committee may appoint a chair to serve until the committee elects one.
- f) If a vacancy occurs, and if there is no eligible Alternate to fill it, the Faculty Senate Executive Committee will fill it by appointment, after receiving the recommendation of

the Faculty Senate Committee on Committees. The individual filling the vacancy must meet the requirements of part (a) above.

Additional terms are defined by these by-laws:

- g) Additional *consulting, non-voting members* may be invited to the committee with approval by the Faculty Senate Executive Committee. At present, these members include:
  - Director of Academic Center for Student Athletes (or designee)
  - Dean of Honors College (or designee)
  - Director of University College (or designee)
- h) In the fall, the committee will elect a secretary for purposes of taking and maintaining meeting minutes.

## **Article III Procedures**

### **1. Proposals**

Proposals submitted from the various academic-related units on campus must be submitted using the ASH Proposal Routing Form (available on the ASH website). Forms must be signed by the appropriate department and unit administrators prior to consideration by the Committee, and submitted to the Office of the University Registrar (OUR) for recording. The OUR will then circulate to the Committee chair for distribution to the membership.

Normally proposals will have a first reading and discussion, with a second reading and vote at the next following meeting. Representatives from the submitting unit(s) should be invited to attend the readings to introduce the proposal and answer any questions raised during discussions. In cases where proposals are not contentious and no further data is required, a motion may be made to move a vote at the first reading. This motion must pass unanimously for a vote to be taken at first reading.

The Faculty Senate will from time to time ask the Committee to provide input on resolutions before it. These items will not require the proposal routing form.

### **2. Meeting Schedule**

The Committee will normally meet every 2 to 3 weeks during the fall and spring academic semesters when there are proposals or other considerations before the committee.

### **2. Quorum**

A quorum will consist of 50% or greater (five or more) of the voting members (in attendance or by proxy). At least three voting members must be present regardless of number of proxies in order to have quorum.

### **3. Voting**

Motion for votes on proposals and other issues before the Committee must be called and seconded. The vote of a majority of the voting members present plus any proxies shall decide any question before the committee.

Meeting minutes will only document counts for and against questions called, not individual member votes.

### **4. Guests**

Committee meetings are open to the public.

### **5. Minutes**

Draft minutes will be prepared by the secretary and submitted to the chair for circulation to the Committee prior to the next meeting. Minutes must be approved by simple majority before deemed official. Approved minutes will be submitted to the OUR for posting on the ASH website.

## **Article IV Amendment of Bylaws**

Upon one week written notice stating the proposed changes, modifications, or amendments, the Bylaws may be amended, altered, or repealed by the Committee at a scheduled meeting by 2/3 vote, and must further be approved by the Faculty Senate Executive Committee. Proposed changes must be consistent with the requirements and procedures of the Faculty Senate constitution.