



ADMISSION PRACTICES COMMITTEE

Overview

The Admission Practices Committee is responsible for proactively educating International ACAC members and the larger community about NACAC’s Code of Ethics and Professional Practices (CEPP) and International ACAC Board Policies. Additionally, the AP Committee investigates possible infractions of NACAC and International ACAC policies and suggests appropriate actions. The AP Committee works closely with the NACAC AP Committee and staff.

Responsibilities

- Hosting an annual International ACAC Conference session on the CEPP—cases provided by NACAC, but modifying the cases and fitting them into an international perspective is required
- Posting periodic “The More You Know” blurbs on the Facebook group that alerts members to typical violations (around October 15, May 1, etc.)
- Responding to alleged violations on Facebook
- Conduct regular investigation of documents and websites when cases are presented by complainants
- VP: Working closely with the Chair of the NACAC AP Committee, who is assigned to International ACAC, and passing cases on when appropriate
- Presenting and ruling on cases in the AP Committee
- Hosting a Webinar Wednesday on the CEPP

Level of Commitment

Although there is not a defined “season” for AP cases, typically the committee sees a rise in cases and inquiries following the International ACAC Annual Conference, NACAC Conference, and in January-April for May 1 violations.

During most of the year, committee members can anticipate one to three hours of service per week. During highly active periods, members may see increased demand of up to five hours per week.

Necessary Traits or Qualities

The AP Committee members must be responsive in a timely manner to alleged violations of CEPP. The transnational navigation of CEPP may add layers of complexity to inquiries or reported activities. As such, committee members must be able to navigate the CEPP and consider the intent in terms of best outcomes for students. This often involves deep conversation and consultation with leadership within the NACAC AP Committee.

Many cases involve institutionally- or education system-mandated deadlines related to admission, scholarship, and/or housing. It is important to recognize each case involves the life or lives of young people and their college search and selection process. Additionally, members should be knowledgeable about the intricacies of our profession, take the time to learn NACAC's CEPP and International ACAC Board Policies, and use their judgment to rule on cases without bias.

Confidentiality and discretion are paramount for members of the Committee.

Challenges and Growth Areas

- Serving and educating a quickly growing international membership.
- Working with the Advocacy and Outreach Committee on International ACAC Regional Institutes and sessions involving CEPP/AP Issues.
- Developing a cheat sheet for new members on common CEPP violations/What is the CEPP?
- Liaising with the Membership Committee on ethical issues that intersect Admissions Practices and Membership.

Term Length

Three Years. Each person is an active member of the committee for three years, with the term beginning on July 1st of the first year and ending on July 31st of the third year.

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