



## ADMISSION PRACTICES COMMITTEE

### Overview

The Admission Practices Committee is responsible for proactively educating International ACAC members and the larger community about NACAC's Statement of Principles of Good Practice (SPGP) and International ACAC Board Policies. Additionally, the AP Committee investigates alleged infractions of NACAC and International ACAC policies and renders decisions. The AP Committee works closely with the NACAC AP Committee and staff.

### Responsibilities

- Hosting an annual International ACAC Conference session on the SPGP—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 and responding appropriately
- Constant 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 SPGP

### 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.

### Necessary Traits or Qualities

The AP Committee members must be responsive in a timely manner to alleged abuses of SPGP. Many cases involve institutionally-mandated deadlines, and it's 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 SPGP 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 Government Relations on International ACAC Regional Institutes and sessions involving SPGP/AP Issues.
- Developing a cheat sheet for new members on common SPGP violations/What is the SPGP?
- 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 30th of the third year.

*December 2017*