LSU
Faculty Senate

ADMISSIONS, STANDARDS, AND HONORS COMMITTEE

Operating Procedures

1. 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 or FSEC may ask the Committee to provide input on resolutions and these items will not require the proposal routing form.

2. 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.

3. A quorum will consist of 50% or greater of the voting members

4. 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 shall decide any question before the committee. Meeting minutes will only document counts for and against questions called, not individual member votes.

5. 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 and to the Faculty Senate office for posting on the Faculty Senate website.