

Atlantic Cape Community College
Instructional Resource Committee
Charges 2015 – 2016

Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Vice President of Academic Affairs, Dean of Liberal Studies, Dean of STEM Programs, Dean of Career Education, Dean of the Academy of Culinary Arts, the Administrative Assistant of Academic Affairs, and Chair of the FAEC.
2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to <https://venus.atlantic.edu/committee/upload/> (login: atlantic; password: cape). (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren't repeated and (6) the charges are clear. Email corrections and changes to the Co-Secretaries of the FAEC.
3. Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, Dean of Liberal Studies, Dean of STEM Programs, Dean of Career Education, Dean of the Academy of Culinary Arts, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically via [the Online upload site](#) (login: atlantic password: cape) under the appropriate committee category. A progress report is due by the end of December. A year-end report is due by the end of May. Reports should also be uploaded to the web.
4. Minutes of all meetings and a description of your activities should be posted on Atlantic Cape's website, along with a list of members.
5. Elect a Chairperson for the next academic year at the last scheduled meeting of the academic year (May).
6. Submit name of Chairperson for the next academic year and recommendations for next year's charges to the Vice President of Academic Affairs, Dean of Career Education, Dean of Liberal Studies and the Chair of the FAEC by the end of May.

Academic Year 2015-2016

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Otto Hernandez	hernande@atlantic.edu
Dean of Liberal Studies	Denise Coulter	dcoulter@atlantic.edu
Dean of Career Education	Donna Vassallo	dvassall@atlantic.edu

Dean of the Academy of Culinary Arts
Dean of STEM programs
Administrative Asst. Academic Affairs
FAEC Chairperson
FAEC Co-Secretaries

Kelly McClay mcclay@atlantic.edu
Elmer Godney egodeny@atlantic.edu
Heather Fischer hfischer@atlantic.edu
Donna Marie McElroy dmcelroy@atlantic.edu
Joseph Krafft & jkrafft@atlantic.edu
Rich Russell rrussell@atlantic.edu

7. Recommend topics and presenters for Faculty Development Day events or other selected events. Develop and distribute evaluation instruments for all faculty development events. Rotate the responsibility for this charge and for the reporting to the Vice President of Academic Affairs, Deans, and Faculty Assembly of all evaluation results.
8. Work with Human Resources to organize professional development with the goal of educating faculty about ADA compliance, including accessibility, accommodations, and methods to achieve an inclusive atmospheres and curriculum. The IRC, Technology, and Diversity & Equity committees will collaborate when appropriate to organize professional development activities.

Additional Charges

9. Publicize the opportunity for stipends to faculty, as well as discuss and select the faculty willing to facilitate book discussions or coordination of approved academic/cultural experiences (concerts, theater, etc.). This faculty should choose the appropriate book or cultural event, and lead the discussion. As a follow-up, the person should provide a summary report of the discussion that could be shared with the entire faculty, as a column in the Atlantic Cape Communicator and as an item on the IRC website. A copy of the summary must also be submitted the Vice President of Academic Affairs. Make certain faculty know of this opportunity to lead discussions. There should be a goal to have at least one book discussion each year. Conduct a poetry workshop during April, in conjunction with Poetry Month.
10. Distribute RFPs for Service Learning, Creative Content and Student Success projects, or multi-cultural events. Sponsor Faculty Forum for grant recipients to make presentations on their projects (to take place either as a part of the January Faculty Development Day or as a separate program in spring). By the end of May, make recommendations to the Vice President of Academic Affairs and area Deans for the disposition of proposals received for Service Learning and Creative Content projects. Faculty should be notified as to the status of their proposal by the end of June.
11. Recommend or solicit faculty projects worthy of funding. See the Vice President of Academic Affairs for available funding. Support faculty initiatives focusing on service learning, enhanced cultural diversity education and student retention and success. Review and Revise the IRC Proposal Application to address faculty interest and any new criteria.

Please note: The budget for this committee is managed by the Vice President of Academic Affairs who will provide funds for all approved faculty development activities.