

Atlantic Cape Community College
Instructional Resources Committee Charges
2016-2017

Standing Charges

1. Elect a Secretary who will record minutes and maintain the Committee's website. Email this selection to the FAEC Chairperson and Co-Secretaries.
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 <http://venus.atlantic.edu/facultyassembly/minutes/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 and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted electronically via [the Online system](#) (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, Administrative Assistant of Academic Affairs, and the Chair of the FAEC by the end of May.
7. Develop and distribute evaluation instruments for all faculty development events. Based on feedback from evaluation instruments, recommend topics and presenters for Faculty Development Days or other selected events and include this list in the committee's end-of-year report. 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.

Academic Year 2016-2017

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Otto Hernandez	hernande@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
FAEC Chairperson	Donna Marie McElroy	dmcelroy@atlantic.edu

FAEC Co-Secretaries

Bobbie Heard &
Rich Russell

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Additional Charges:

8. Work with the Vice President of Academic Affairs to organize professional development with the goal of educating faculty about ADA compliance, including accessibility, accommodations, and methods to achieve an inclusive atmosphere and curriculum. The IRC, Technology, and Diversity & Equity committees will collaborate when appropriate to organize professional development activities.
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 to 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 or assist with a poetry event during April, in conjunction with National Poetry Month.
10. Distribute RFPs for Service Learning, Creative Content and Student Success projects, multi-cultural events, or other faculty projects worthy of funding. 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. Investigate Teaching and Learning Resource Centers or equivalent services at other colleges. Explore potential for a TLRC or equivalent at Atlantic Cape. Working with the Grants Office, determine whether external funding exists for a TLRC and TLRC coordinator/director. If feasible, research and draft a job description for a TLRC coordinator/director.