

Atlantic Cape Community College
Instructional Resources Committee Charges
2017-2018

Standing Charges

1. Elect a Secretary who will upload 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. Discuss corrections and changes to charges with FAEC liaison.

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 <http://venus.atlantic.edu/facultyassembly/minutes/upload> (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 the spring semester. 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.

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 the spring semester.

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 2017-18

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 - FALL	Donna Marie McElroy	dmcelroy@atlantic.edu
" SPRING	Bobbie Heard	bheard@atlantic.edu
FAEC Co-Secretaries	Rich Russell	rrussell@atlantic.edu
	Michele Leacott	mleacott@atlantic.edu

Additional Charges:

8. Assist in developing the academic calendar. Academic Year 2018-19 is due October 2017 for that month's Faculty Assembly meeting, and Academic Years 2019-2020 and 2020-2021 are due January 2018.

9. Solicit feedback from faculty and work with the Office of the Vice President of Academic Affairs to coordinate topics/speakers for January's Faculty Development Day.

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. Review new developments in education and opportunities for professional development as well as funding (grants) and provide that information to the faculty through two brown-bag presentations - one in Fall and one in Spring. Request funding from Vice President of Academic Affairs for presentations.

12. Solicit faculty willing to facilitate discussions (one per semester) related to a book, TED talk/film or scholarly journal article related to pedagogy or new developments in education.