

Atlantic Cape Community College
Assessment Committee Charges
2016-2017

Standing Charges

1. Elect a Vice-Chair to fulfill the duties of the Chair position if that becomes vacant, and who will move into the Chair position when it becomes vacant. The Chair and the Vice-Chair should ensure that they do not have terms that expire in the same year. The Secretary 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 to <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 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. Keep the Assessment Committee website up-to-date with the assistance of the Institutional Research Department including minutes, description of activities and a list of members. Oversee this website to ensure completed assessments are posted in a timely manner.
8. Serve as the clearing house and oversight for the academic assessment process, including reviewing and amending the PRR and Self Study, Middle States Standards 12 and 14, Program Assessment Plans, General Education Assessment Plans, and Section 3 of the Institutional Effectiveness Plan (IEP)

which is the Academic Assessment Plan. Standard 12 should be reviewed and amended in coordination with the Curriculum Committee General Education Subcommittee.

9. Assist academic departments as requested in developing and maintaining curricula and syllabi, to include department goals, measurable learning outcomes, student learning objectives, assessment strategies, and current grading schematic.
10. Assist department faculty in the design of outcomes based curriculum, in the development or selection of assessment strategies, instruments/tools, data collection methods, and data analysis techniques by offering trainings.
11. Assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis.
12. Review yearly General Education Assessment Report in the September meeting to validate recommendations for the coming year's General Education Assessments. This will be sent to the departments for input and reported back to the committee chair one week prior to the October meeting.

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	bheard@atlantic.edu russell@atlantic.edu

Additional Charges:

13. Assist departments in implementing the All-In-One Assessment Strategy that assesses individual Gen Ed goals through projects designed to assess programs.
14. Review the Atlantic Cape Faculty Assessment Guide annually and update as needed.
15. Coordinate planning efforts with the Vice President of Academic Affairs to recommend assessment speakers for Professional Development Day, organize Best Practices Presentations, identify potential Adjunct Workshops, and recognize faculty members or departments for outstanding achievements in assessment.