

Assessment Committee Charges 2017-2018

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 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.

Additional Charges:

13. Continue to 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.
16. Create a quick guide to assessment links for all faculty.