

**Atlantic Cape Community College  
Academic Policies, Procedures, and Standards Committee Charges  
2019-2020**

**Standing Charges**

- 1) Elect a Secretary who will record minutes and maintain the Committee's website. Email this selection to the FAEC Chairperson(s) and Secretary(ies) after the September meeting.
- 2) Review these charges to be sure that the charges are clear.
- 3) Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, the Chair(s) of the FAEC, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted electronically (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.

**Academic Year 2019-20**

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Josette Katz	<a href="mailto:katz@atlantic.edu">katz@atlantic.edu</a>
Administrative Asst. Academic Affairs	Heather Fischer	<a href="mailto:hfischer@atlantic.edu">hfischer@atlantic.edu</a>
FAEC Co-Chairs	Barbara Heard Stephanie Natale-Boianelli	<a href="mailto:bheard@atlantic.edu">bheard@atlantic.edu</a> <a href="mailto:snatale@atlantic.edu">snatale@atlantic.edu</a>
FAEC Secretaries	Michele Leacott Shirley Shields	<a href="mailto:mleacott@atlantic.edu">mleacott@atlantic.edu</a> <a href="mailto:sshields@atlantic.edu">sshields@atlantic.edu</a>

- 4) Upload Committee Charges, Current Membership, and approved minutes to the Committee's webpage on Atlantic Cape's website.
- 5) Elect a Chairperson for the next academic year at the last scheduled meeting of the academic year and email this selection to the Vice-President of Academic Affairs, the Chair(s) of the FAEC, and the Administrative Assistant of Academic Affairs.
- 6) Include the name of the Chairperson for the next academic year, a **detailed** progress report on all charges, **including specific evidence (such as motions and reports presented to Faculty Assembly, summaries of research completed that includes sources, etc.)**, and recommendations for next year's charges to the Vice-President of Academic Affairs, FAEC Chair(s), and Administrative Assistant of Academic Affairs in a Year-end report due by May 31st.

- 7) Before the end of the spring semester, discuss the summer appeals meeting to assure that it will be adequately staffed. All committee members are expected to attend. Announce the date of the Summer Appeals meeting at the Faculty Assembly in April.
- 8) Evaluate grade appeals and credit amnesty cases.
- 9) Continually evaluate and recommend academic standards, policies, and procedures to ensure that they promote student success, and regularly communicate with student affairs to ensure that any new policies are reflected in college documents (i.e. financial aid changes) and reported as necessary to Faculty Assembly.

### **Additional Charges**

- 10) Review the Faculty Advisement handbook for any required modifications, and update as necessary. Remind faculty of the online advising document that faculty members are able to modify.
- 11) Review the current College Catalog to ensure that any policy changes and/or motions from Faculty Assembly are incorporated. Forward suggestions to the Vice President of Academic Affairs by December. Review the current Faculty Handbook and Student Handbook to ensure that any policy changes and/or motions from Faculty Assembly are incorporated. Forward suggestions to the Vice President of Academic Affairs by March.
- 12) Continue to update the list of all existing Atlantic Cape documents (Faculty Handbook, College Catalog, Student Handbook). Update, as needed, a master document that indicates which existing document should be considered the prime reference for specific information. Post the amended document on the APPS website and notify the Vice President of Academic Affairs, Administrative Assistant of Academic Affairs, co-chairs of the FAEC, and Secretary(ies) of the FAEC. (See Middle States' Report dated April 11, 2018, Standard II, Suggestion 2, page 11).
- 13) Work with Academic Affairs to review the Academic Calendars, including a review of the start dates of summer sessions.
- 14) Atlantic Cape currently does not use midterm grades. Based on research from last year, and any additional research committee members deem necessary, offer a recommendation as to whether the practice of submitting mid-term grades should be implemented at Atlantic Cape. Report research results and recommendations at the December FA meeting. Concurrent with that research, the committee should collect data on best practices in reporting mid-term grades so that should the FA vote to implement the practice, the committee can recommend specific items/steps/practices to follow.