

**Atlantic Cape Community College
Faculty Assembly Executive Committee Charges
2019-2020**

Standing Charges

- 1) Elect a Chairperson and Vice-Chairperson or Co-Chairs of the Faculty Assembly Executive Committee (FAEC) for the next academic year at the last scheduled meeting of the academic year. The chairperson(s) shall preside at all meetings of the Faculty Assembly (herein after referred to as the "Organization") and the FAEC; be a member ex officio of all college operating committees; meet regularly with the Vice President of Academic Affairs to provide updates on faculty motions and concerns and to receive updates on college affairs; represent the Organization at any/all other meetings as deemed necessary; and act as the chief executive officer of the Organization. The Chair and the Vice-Chair or Co-Chairs should ensure that they do not have terms that expire in the same year.

- 2) Elect a secretary to keep records for all FAEC and Organization meetings. The secretary shall also maintain a list of operating committees and Organization recommendations, and make the list available to members of the Organization; execute the general correspondence; and perform those duties as assigned by the chairperson(s) of the FAEC. Minutes of FAEC meetings shall be distributed to all FAEC members. A draft of the Organization meeting minutes, the meeting agenda, and any attachments shall be distributed to all Organization members prior to the next Organization meeting. Co-Secretaries may share the position.

- 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 (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	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
FAEC Co-Chairs	Barbara Heard Stephanie Natale-Boianelli	bheard@atlantic.edu snatale@atlantic.edu
FAEC Co-Secretaries	Shirley Shields Michele Leacott	sshields@atlantic.edu mleacott@atlantic.edu

- 4) Upload Committee Charges, Current Membership, and approved minutes to the Committee's webpage on Atlantic Cape's website.

- 5) Elect a Chairperson(s), Vice-Chairperson, and secretary (ies) for the next academic year at the last scheduled meeting of the academic year and email these selections to the Vice-President of Academic Affairs and the Administrative Assistant of Academic Affairs.

- 6) Include the name of the Chairperson and Vice-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) Prepare the agenda for meetings of the Organization.
- 8) Appoint members and advisors to all standing committees, with the exception of the Curriculum Committee, and create new committees. The FAEC may place committees on notice and dissolve committees, as necessary.
- 9) Establish the charges for all standing committees and review or amend in consultation with the Vice President of Academic Affairs.
- 10) Report to the FA all college operating committee recommendations, Organization committee recommendations, FAEC recommendations, and administrative reaction thereto.
- 11) Evaluate all motions submitted to the FAEC by faculty and determine the appropriate course of action.
- 12) Each member of the FAEC will act as liaison to one of the standing committees to help interpret charges and ensure the websites are maintained with updated membership, charges, minutes, and mid- and year end reports.
- 13) Review and update bylaws as needed.

Additional Charges

- 14) Research and recommend ways to rebrand the call for faculty projects. Revise RFPs for Creative Content projects or other faculty projects worthy of funding and distribute. Grant recipients will make presentations on their projects (to take place either as a part of Faculty Development Day or Faculty Assembly as time permits). By the end of May, make recommendations to the Vice President of Academic Affairs and area Deans for the disposition of proposals received for projects. Faculty should be notified as to the status of their proposal by the end of June.
- 15) Create and distribute surveys to solicit feedback from faculty and work with the Office of the Vice-President of Academic Affairs to coordinate topics/speakers for the Fall and Spring Faculty Development Days.
- 16) Remind committees to submit mid- and year-end reports using the standardized format and including detailed and specific evidence on their progress on their charges. Meet with chairs as needed to discuss charges and progress.
- 17) Work with Human Resources to name a Professor Emeritus.