

## Assessment Committee Charges 2014-2015

### Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Vice President of Academic Affairs ([hernande@atlantic.edu](mailto:hernande@atlantic.edu)), Dean of Career and Technical Education ([dvassall@atlantic.edu](mailto:dvassall@atlantic.edu)), Dean of STEM Programs ([ashelton@atlantic.edu](mailto:ashelton@atlantic.edu)), Dean of Liberal Studies ([mcarthur@atlantic.edu](mailto:mcarthur@atlantic.edu)), Dean of ACA ([kmclay@atlantic.edu](mailto:kmclay@atlantic.edu)), and the Chair of the FAEC ([bzilovic@atlantic.edu](mailto:bzilovic@atlantic.edu)).
2. Review these charges to be sure that:
  - a. The recommended charges of the previous year were addressed.
  - b. Minutes of all meetings conducted in the previous year were submitted online to <http://venus.atlantic.edu/facultyassembly/minutes/upload/>.
  - c. All normal standing charges are included.
  - d. The charges are listed are correct, still valid, and properly placed.
  - e. Charges that were completed aren't repeated.
  - f. The charges are clear.

Email corrections and changes to the Secretaries of the FAEC, [jkrafft@atlantic.edu](mailto:jkrafft@atlantic.edu) and [mkeklak@atlantic.edu](mailto:mkeklak@atlantic.edu).

3. Minutes of the committee meetings should be submitted to the Vice President of Academic Affairs, the Dean of Career and Technical Education, Dean of STEM Programs, Dean of Liberal Studies, and the Dean of ACA. An additional copy of all committee minutes shall be submitted to the Chair of the FAEC electronically via <http://venus.atlantic.edu/facultyassembly/minutes/upload/> under the appropriate committee category. A progress report is due by December 15. A year-end report is due by the end of May. Reports should also be uploaded to the web.
4. 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.
5. 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.
6. Assist academic departments as requested in developing and maintaining curricula and syllabi, to include department goals, measurable learning outcomes, student learning objectives and assessment strategies.
7. 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.

8. Assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis.
9. 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.
10. Submit recommendations for the next year's charges to the Vice President of Academic Affairs, Dean of Career and Technical Education, Dean of STEM Programs, Dean of Liberal Studies, Dean of ACA, and the Chair of the FAEC.

### **Additional Charges**

11. Assist departments in implementing the All-In-One Assessment Strategy that assesses individual Gen Ed goals through projects designed to assess programs.
12. Review the Program Assessment Template to make changes to align the Program Reviews to the reporting needs of the college.
13. Review the Atlantic Cape Faculty Assessment Guide annually and update as needed.
14. 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.
15. Review the Biennial Assessment Committee Survey to be administered Fall 2015.