

**Atlantic Cape Community College
Assessment Committee Charges
2018-2019**

Standing Charges

- 1) Elect a Secretary who will record minutes and maintain the Committee's website. Email this selection to the FAEC Chairperson and Co-Secretaries 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 of the FAEC, 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.

Academic Year 2018-19		
TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Josette Katz	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
FAEC Chairperson	Donna Marie McElroy	dmcelroy@atlantic.edu
FAEC Co-Secretaries	Shirley Shields Stephanie Natale-Boianelli	sshields@atlantic.edu snatale@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 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 of the FAEC, and the Administrative Assistant of Academic Affairs.
- 6) Submit the name of the Chairperson and Vice-Chairperson for the next academic year, a progress report on all charges, and recommendations for next year's charges to the Vice-President of Academic Affairs, FAEC Chair, and Administrative Assistant in a Year-end report by the end of May.

- 7) Pending the outcome of Charge 11, revise and maintain Atlantic Cape's Academic Assessment Google drive site with the assistance of the Institutional Research Department and update as needed. Oversee this website to ensure completed assessments are posted in a timely manner.
- 8) Assist academic departments as requested in developing measurable learning outcomes, student learning objectives, assessment strategies, instruments/tools, data collection methods, and data analysis techniques by offering trainings
- 9) Continue to assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis. Progress on completing assessment tasks should be maintained by the Committee's Chairperson.
- 10) Review yearly General Education Assessment Report in the October 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 November meeting.

Additional Charges

- 11) Work with Institutional Research on how the entire Assessment Process may be revised. Research current assessment process and make specific recommendations for changes at Atlantic Cape by January.**
- 12) Assist departments in implementing the All-In-One Assessment Strategy that assesses individual Gen Ed goals through projects designed to assess programs. Review and modify as needed (See Middle States' Report dated April 11, 2018, Standard V, suggestion 2, page 22).
- 13) Create a quick guide to assessment links for all faculty.
- 14) Coordinate planning efforts with the Vice President of Academic Affairs to recommend assessment speakers for Professional Development Day (for September 2019), organize Best Practices Presentations, identify potential Adjunct Workshops, and suggest ways to engage adjunct faculty in assessment process. (See Middle States' Report dated April 11, 2018, Standard V, suggestion 4, page 22 and recommendation 1, page 23).