

**Atlantic Cape Community College
Assessment Committee Charges
2020-2021**

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 2020-21

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Josette Katz	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
FAEC Chairs	Kenyatta Collins	kcollins@atlantic.edu
FAEC Co-secretaries	Augustine Nigro Shirley Shields	anigro@atlantic.edu sshields@atlantic.edu

- 4) Upload Committee Charges, Current Membership, and approved minutes to the Committee's webpage on Atlantic Cape's website.
- 5) Elect a Chair and Vice Chair 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) Submit an End of Year Report to the Vice-President of Academic Affairs, FAEC Chair(s), and Administrative Assistant of Academic Affairs by May 31st.
This report must include:
 - Name of the Chair and Vice Chair for the next academic year
 - Specific evidence of the committee's work for each charge, including but not limited to:
 - motions, recommendations, and reports presented to Faculty Assembly
 - summary of outcomes for any motions and recommendations made by the committee

- summaries of research completed that includes sources
 - Recommendations for next year's charges
- 7) Complete and implement 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 the General Education Assessment Project and completed program assessments are posted in a timely manner.
 - 8) Continue to revise and maintain a manual for General Education and Program Assessment at Atlantic Cape to serve as a handbook on assessment at the college, including a quick guide to assessment for all faculty.
 - 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) Plan, implement, and analyze an assessment of the General Education Assessment Goals of the College. Each goal should be assessed on a rotating basis selected by the Committee in which one assessment is performed each semester. Disseminate the results of such assessments to all faculty and administration by April for fall assessments and by the following November for spring assessments by posting on Google Drive. The assessment committee representative from each department will provide a summary of that department's proposed changes based on their assessment results. The summaries will be posted on Google Drive and submitted to that department's dean. Present overview/highlights of the prior year's assessment at Faculty Assembly in September.
 - 11) Analyze the results of Program Assessment at the College. Disseminate the results of such assessments to all faculty and administration by April for fall assessments and by the following November for spring assessments by posting on Google Drive. The assessment committee representative from each department will provide a summary of that department's proposed changes based on their assessment results. The summaries will be posted on Google Drive and submitted to that department's dean. Present overview/highlights of the prior year's assessment at Faculty Assembly in September.

Additional Charges

- 12) Work with Institutional Research on revisions of the assessment process. Continue to modify the General Education Assessment Process as needed to reflect current practice throughout the state. Develop and disseminate a timeline for the assessment process for both department and committee contributions. Continue to modify the Program Assessment process as needed.

- 13) Recommend ways to link the annual Program Assessment with the five-year Program Review to ensure assessment findings are used for program improvement and that there is a “closing of the loop.” Report recommendations to the Vice President of Academic Affairs and at Faculty Assembly in March.
- 14) Work with the Vice President of Academic Affairs to plan a session on realigning Program Learning Objectives, Curriculum Maps, and Assessment Plans at the Fall 2020 Faculty Development Day.