

Assessment Committee Charges 2009 – 2010

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 (wexler@atlantic.edu), Dean of Instruction (mcarthur@atlantic.edu) and the Chair of the FAEC (jsacchin@atlantic.edu).
2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (username - *****; password -*****), (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren't repeated and (6) the charges are clear. Email corrections and changes to the Secretaries of the FAEC, Kristi A. Bergman (kbergman@atlantic.edu) and Vickie Melograno (vmelogra@atlantic.edu).
3. Minutes of the committee meetings should be submitted to the Vice President of Academic Affairs and the Dean of Instruction. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically via <http://venus.atlantic.edu/facultyassembly/minutes/upload> (username -*****; password – *****) 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. Minutes of all meetings and a description of your activities should be posted on ACCC's website, along with a list of members.
5. Submit recommendations for next year's charges to the Vice President of Academic Affairs, Dean of Instruction and the Chair of the FAEC.

Additional Charges

6. Develop and complete a faculty handbook on assessment by Fall 2009 with the assistance of the Outcomes Assessment Coordinator.
7. Continue to coordinate planning efforts with the Vice President of Academic Affairs to sponsor an "Assessment Day" or Professional Development Day including speakers, Best Practices Presentations and recognizing faculty members or Departments for outstanding achievements in assessment.
8. Continue to develop a culture of assessment by contributing "The Assessment Tip of the Month" to the Communicator. This can be the topic of assessment at monthly department meetings.
9. Sponsor a workshop for the benefit of newly hired full-time faculty concerning the Assessment Plan, the assessment process and assessment terminology.
10. Review and amend the Assessment Plan that was submitted as a draft to Middle States, as necessary.
11. Provide an orientation of the Assessment Committee to new incoming committee members each Sept.
12. Review the results of the MAPP testing. Check the alignment of MAPP with ACCC general education curriculum and course objectives. Could coordinate this effort with the General Education Subcommittee.

13. Keep the Assessment Committee website up-to-date with the assistance of the Institutional Research Department.
14. Co-present with Institutional Research Department workshops for the adjunct faculty.
15. Academic departments select their course assessment from the NJ General Education requirements instead of a theme such as critical thinking or writing skills.
16. Develop a survey to see if faculty are reading the assessment tip of the month to see what things faculty like, don't like, suggest, etc...take a pulse to see if the culture of assessment is improving.