

**Atlantic Cape Community College
Assessment Committee Charges
2019-2020**

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 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	<u>bheard@atlantic.edu</u> <u>snatale@atlantic.edu</u>
FAEC Co-secretaries	Michele Leacott Shirley Shields	mleacott@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 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(s) of the FAEC, 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) Revise and maintain Atlantic Cape's Academic Assessment Google drive site with the assistance of the Institutional Research Department and update as needed. With the assistance of the Technology Committee, investigate alternatives to the Google Drive Site. Oversee this website to ensure completed program assessments are posted in a timely manner. Post the results of the General Education Assessment Project in a timely manner.
- 8) Write, publish, 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.
- 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.

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. Research the current Program Assessment process and make specific recommendations for changes at Atlantic Cape by January (See Middle States' Report dated April 11, 2018, Standard V, suggestion 2, page 22).