

## **Assessment Committee Charges 2012-2013**

### **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](mailto:wexler@atlantic.edu)), Dean of Instruction ([mcarthur@atlantic.edu](mailto:mcarthur@atlantic.edu)) and the Chair of the FAEC ([dvassall@atlantic.edu](mailto:dvassall@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>.
  - c. all normal standing charges are included.
  - d. the charges 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, Vickie Melograno ([vmelogra@atlantic.edu](mailto:vmelogra@atlantic.edu)) Phil Cragg([cragg@atlantic.edu](mailto:cragg@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> 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. Review and update assessment faculty handbook with the assistance of the Outcomes Assessment Coordinator.
7. Continue to coordinate planning efforts with the Vice President of Academic Affairs to recommend assessment speakers for Professional Development Day, organize Best Practices Presentations, and recognize 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.
9. Sponsor a workshop for the benefit of newly hired full-time faculty concerning learning outcomes assessment.
10. Review and amend the Assessment Plan that was submitted to Middle States, as necessary; specifically regarding section 3 of the Institutional Effectiveness plan and standard 14.
11. Keep the Assessment Committee website up-to-date with the assistance of the Institutional Research Department.

12. Co-present workshops for the adjunct faculty as requested by Academic Affairs.
13. Review the Biennial Assessment Committee Survey for implementation in Fall, 2013.
14. Circulate, distribute, and review submissions for a small stipend to be paid to two full-time faculty for innovative assessment projects.
15. Review and update Assessment Cycle with a plan that assesses both at the course and program level.
16. Communicate ongoing assessment activities at Academic Department Meetings.

**Suggested Charges that Relate to *Achieving the Dream*.**

17. Review the Program Assessment Template and make changes to align the Program Reviews to the reporting needs of the college and to the assessment sites.
18. Review yearly General Education Assessment Report in the September meeting to validate recommendations and to make recommendations for the coming year's General Education Assessments.