

## **Assessment Committee Mid Year Report 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)).

*Augustine Nigro is serving as chairs of the Assessment Committee. Jolie Master and Gwen McIntyre have agreed to share secretarial duties. These selections have been emailed to the Vice President of Academic Affairs, Dean of Instruction, and Chair of the FAEC.*

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)).

*The charges of the previous year were addressed. Last year's minutes have been submitted online. Corrections to the charges were sent to both Vickie Melograno and Phil Cragg.*

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.

*Minutes have been submitted in a timely manner to both the Vice President of Academic Affairs, the Dean of Instruction, and the Chair of the FAEC. This is the progress report. Reports will 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.

*Minutes have been posted onto ACCC's website, as well as a list of current 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.

*This will be completed in the spring semester.*

### **Additional Charges**

6. Review and update assessment faculty handbook with the assistance of the Outcomes Assessment Coordinator.

*A subcommittee has been formed and is in the process of reviewing and updating the Faculty Handbook. This is expected to be completed by the end of the spring semester.*

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.

*The Assessment Committee, as well as the Assessment Team assisted in both of Atlantic Cape's In-Service Days this year, which were devoted to the topic of assessment. In addition, the Assessment Committee will continue its efforts to award faculty for outstanding efforts in assessment through its Innovative assessment RFP.*

8. Continue to develop a culture of assessment by contributing "The Assessment Tip of the Month" to the Communicator.

*A new list of assessment tips was gathered and has been forwarded to the Communicator. The committee has also sent these tips to both the Atlantic City and CMCC campuses to be forwarded to faculty there.*

9. Sponsor a workshop for the benefit of newly hired full-time faculty concerning learning outcomes assessment.

*Due to the low levels of newly hired full-time faculty, it was determined that an orientation workshop was not needed this year. This was agreed to by both the chairs of the committee and Dr. Art Wexler and Dr. Ron McArthur.*

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.

*The Assessment team has been revising the Assessment Plan. When completed, it will be brought before the Assessment Committee for approval.*

11. Keep the Assessment Committee website up-to-date with the assistance of the Institutional Research Department.

*Current charges and membership have been sent to the appropriate administration. The website has been updated and is current with its information.*

12. Co-present workshops for the adjunct faculty as requested by Academic Affairs.

*No requests have been forwarded to the committee as of February, 2013.*

13. Review the Biennial Assessment Committee Survey for implementation in fall, 2013.

*This will be completed in the spring semester.*

14. Circulate, distribute, and review submissions for a small stipend to be paid to two full-time faculty for innovative assessment projects.

*This will be completed in the spring semester.*

15. Review and update Assessment Cycle with a plan that assesses both at the course and program level.

*This has been an ongoing effort of the committee. Discussions have been throughout the fall and spring semesters. We expect to have an updated assessment cycle during the spring semester.*

16. Communicate ongoing assessment activities at Academic Department Meetings.

*Committee Members have been informed of important Assessment information, and have been asked to relay this information at their monthly department meetings. Department minutes should have an attached assessment discussion form when they are submitted as well.*

#### **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.

*This will be completed in the spring semester.*

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.

*Committee Members were given the General Education Assessment Report at their September meeting. Committee members reported the finding to their individual departments.*