

**Assessment Committee  
End of Year Report 2013-2014**

**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 Career and Technical Education and STEM Programs ([hernande@atlantic.edu](mailto:hernande@atlantic.edu)), Dean of Liberal Studies ([mcarthur@atlantic.edu](mailto:mcarthur@atlantic.edu)), and the Chair of the FAEC ([\\_\\_\\_\\_\\_@atlantic.edu](mailto:_____@atlantic.edu)).

*Augustine Nigro and Jolie Master served as co-chairs; Augie serving for the fall 2013 semester and Jolie serving for the spring 2014 semester. Secretarial duties were rotated among committee members and chairs. 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 are 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, [\\_\\_\\_\\_\\_@atlantic.edu](mailto:_____@atlantic.edu) and [\\_\\_\\_\\_\\_@atlantic.edu](mailto:_____@atlantic.edu).

*The charges of the previous year were reviewed and adjusted. The minutes of the previous year have been uploaded online. Corrections to these charges were emailed to the Secretaries of the FAEC (Myrna Keklak and Joe Krafft).*

3. Minutes of the committee meetings should be submitted to the Vice President of Academic Affairs, the Dean of Career and Technical Education and STEM Programs, and the Dean of Liberal Studies. An additional copy of all committee 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 from the 2013-2014 academic year have been submitted and uploaded to the committee minutes site: The following months had reportable minutes. Sept. – Dec. 2013, March special, March regular, and May 2014. This is the 2013-2014 End-of-Year report and will be uploaded to the committee reports site.*

4. Keep the Assessment Committee website up-to-date with the assistance of the Institutional Research Department including minutes, description of activities and a list of members.

*The Assessment Committee website on the Atlantic Cape Community College homepage has membership current to the beginning of the 2013-2014 academic year. Reports are current through 2012. Minutes are current to the committee site as above.*

*The Assessment Committee also maintains the Atlantic Cape Academic Assessment site, which documents the assessment process. This site is current through the 2013-2014 year.*

5. Serve as the clearing house and oversight for the academic assessment process, including reviewing and amending the PRR and Self Study, Middle States Standards 12 and 14, Program Assessment Plans, General Education Assessment Plans, and Section 3 of the Institutional Effectiveness Plan (IEP) which is the Academic Assessment Plan. Standard 12 should be reviewed and amended in coordination with the Curriculum Committee General Education Subcommittee.

*The committee reviewed and commented on the updated Middle States Standards as regarding the assessment process and requirements. We will continue to review and suggest changes to our process to reflect the requirements of Middle States and the college's reporting needs.*

6. Assist academic departments as requested in developing and maintaining curricula and syllabi, to include department goals, measurable learning outcomes, student learning objectives and assessment strategies.

*The committee addressed questions and concerns raised by the departments as they arose during the academic year. We will continue to act as an information source for faculty in developing assessment techniques and program assessment plans.*

7. Assist department faculty in the design of outcomes based curriculum, in the development or selection of assessment strategies, instruments/tools, data collection methods, and data analysis techniques.

*As above in 6.*

8. Assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis.

*Committee members were assigned tasks at the monthly meetings of the Assessment committee that were to be accomplished by their respective departments. The results of these tasks were reported back to the committee prior to and during the following month's committee meeting. We will continue with these assignments.*

9. Review yearly General Education Assessment Report in the September meeting to validate recommendations for the coming year's General Education Assessments. This

will be sent to the departments for input and reported back to the committee chair one week prior to the October meeting.

*Based on poor initial submissions from faculty, the report has not been released. We are still compiling report submissions from faculty to be included in the data analysis. The anticipated release of the final report is the October 2014 Assessment committee meeting with distribution to the departments for discussion at the November department meeting and comments returned to the committee at the November committee meeting.*

10. Submit recommendations for the next year's charges to the Vice President of Academic Affairs, Dean of Career and Technical Education and STEM Programs, Dean of Liberal Studies, and the Chair of the FAEC.

*Charges to be reviewed for academic year 2014-2015 with the September or October committee meeting.*

### **Additional Charges**

11. Assign academic departments to construct rubrics to assess individual General Education Goals.

*Beginning in October 2013 and continuing throughout the academic year, the committee members and their respective departments were general education goals that best fit their expertise. Faculty friendly rubrics were created, reviewed by the committee, and once approved by the committee uploaded to the Atlantic Cape Academic Assessment site for college wide faculty access.*

12. Implement the All-In-One Assessment Strategy that assesses individual Gen Ed goals through projects designed to assess programs.

*The committee members encouraged their department faculty to participate in all-in-one assessment where applicable as directed by the Assessment Guide instructions and timeline.*

13. Review the Program Assessment Template to make changes to align the Program Reviews to the reporting needs of the college.

*Committee members were asked to identify program liaisons for program level assessment and course level liaisons for general education assessment. These faculty members were asked to update their specific program's assessment site to current academic year data and to maintain entries for the academic year.*

14. Review and update assessment guide to be included in the faculty handbook.

*The assessment guide was reduced from a complex form to a faculty friendly informational brochure that can be accessed on the Atlantic Cape Academic Assessment Google site. The decision was made to leave the guide and its appendices available here rather than place the guide in the faculty handbook.*

*During the 2013-2014 academic year the committee altered the General Education Assessment site to become the Atlantic Cape Academic Assessment Site. The site was streamlined to provide access to all documents and links necessary to complete both general education and program level assessments. Individual department Program Assessment sites were linked from here as well.*

15. Coordinate planning efforts with the Vice President of Academic Affairs to recommend assessment speakers for Professional Development Day, organize Best Practices Presentations, Adjunct Workshops, and recognize faculty members or departments for outstanding achievements in assessment.

*Workshops were held during break out sessions of Faculty In-service and Faculty Development day regarding Program Assessment sites, question/answer assessment projects.*

16. Administer and analyze the Biennial Assessment Committee Survey; administer Fall 2013.

*Survey was administered October to December 2014 and results reviewed by the committee at the March special meeting.*

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

*This charge was tabled by the committee for the academic year during the September 2013 meeting.*