

**Assessment Committee Charges  
2014-2015  
Mid-Year Report**

**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 ([hernande@atlantic.edu](mailto:hernande@atlantic.edu)), Dean of Career and Technical Education ([dvassall@atlantic.edu](mailto:dvassall@atlantic.edu)), Dean of STEM Programs ([ashelton@atlantic.edu](mailto:ashelton@atlantic.edu)), Dean of Liberal Studies ([mcarthur@atlantic.edu](mailto:mcarthur@atlantic.edu)), Dean of ACA ([kmclay@atlantic.edu](mailto:kmclay@atlantic.edu)), and the Chair of the FAEC ([bzilovic@atlantic.edu](mailto:bzilovic@atlantic.edu)).

*Jolie Master was elected chair and the departments are on an assigned rotation for secretarial duties. These selections were emailed to the Vice President of Academic Affairs ([hernande@atlantic.edu](mailto:hernande@atlantic.edu)), Dean of Career and Technical Education ([dvassall@atlantic.edu](mailto:dvassall@atlantic.edu)), Dean of STEM Programs ([ashelton@atlantic.edu](mailto:ashelton@atlantic.edu)), Dean of Liberal Studies ([mcarthur@atlantic.edu](mailto:mcarthur@atlantic.edu)), Dean of ACA ([kmclay@atlantic.edu](mailto:kmclay@atlantic.edu)), and the Chair of the FAEC ([bzilovic@atlantic.edu](mailto:bzilovic@atlantic.edu)). All emails are current in this charge.*

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/minutes/upload/>.
  - 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, [jkrafft@atlantic.edu](mailto:jkrafft@atlantic.edu) and [mkeklak@atlantic.edu](mailto:mkeklak@atlantic.edu).

*The charges for the prior year were reviewed and edited. The prior year's minutes have been uploaded. The link to the minutes was corrected in this charge. Current charges were reviewed with the Vice President of Academic Affairs and forwarded to the Chair of the FAEC.*

3. Minutes of the committee meetings should be submitted to the Vice President of Academic Affairs, the Dean of Career and Technical Education, Dean of STEM Programs, Dean of Liberal Studies, and the Dean of ACA. An additional copy of all committee minutes shall be submitted to the Chair of the FAEC electronically via <http://venus.atlantic.edu/facultyassembly/minutes/upload/> 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 are uploaded and forwarded in a timely manner to the Vice President of Academic Affairs, the Dean of Career and Technical Education, Dean of STEM Programs, Dean of Liberal Studies, the Dean of ACA, and the Chair of the FAEC. This is the mid-year report and will be uploaded and forwarded as well. The year-end report is pending with a due date of May 2015. All emails are current in this charge.*

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.

*Jesse Kurtz has been in contact and the process of updating the Assessment Committee website (currently current to 2012) is in process. Current membership, links to the Assessment Site and current Assessment Guide, and recent reports have been provided to update the site.*

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 is reviewing all policies and procedures relating to academic assessment reporting, assessment plans by department and degree, and Middle States Standards 12 and 14.*

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.

*To facilitate building and maintaining current assessment plans and reporting the committee members have aided their respective departments in updating department and degree assessment plans as posted on the respective Assessment sites. A tracking survey has been implemented to facilitate reporting and tracking for the current year assessment projects.*

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.

*Meetings have been held with departments by request of the committee as well as by request of some departments to review syllabi, program learning outcomes, and proper completion of program assessment documents.*

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

*For each department meeting the committee members of that department are charged with tasks to be completed by the departments and reported on at the succeeding committee meeting. These tasks are discussed at the committee meeting prior to the department meeting and followed up with emails outlining the tasks the week of the department meeting. The committee members report at each committee meeting on results, comments, and suggestions regarding these tasks.*

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.

*The 2013-2014 General Education report was reviewed at the November Assessment Committee meeting and results were discussed. The conclusions and suggestions for the report were created by the committee and added to the final document. The committee members then disseminated the report to their department members and reviewed the document with them at the December department meetings. Comments regarding the report were then discussed at the December committee meeting.*

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

*Charges were reviewed for academic year 2014-2015 during the October committee meeting. Suggestions for the 2015-2016 academic year are being collected throughout this year and will be compiled at the end of the year. No suggestions to date.*

### **Additional Charges**

11. Assist departments in implementing the All-In-One Assessment Strategy that assesses individual Gen Ed goals through projects designed to assess programs.

*As of the December committee meeting all departments have updated their Program Assessment pages to be current as of 2013-2014 with a plan in place for the 2014-2015 academic year. Each faculty completing assessments during the 2014-2015 academic year was asked to complete a survey form that assimilated responses into a tracking sheet visible to the college community in Google Docs. The form collected data on programs and/or courses to be assessed, learning outcomes and goals to be assessed, as well as projected completion date.*

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

*During the December meeting current Program Review dates were reviewed and updated as needed.*

13. Review the Atlantic Cape Faculty Assessment Guide annually and update as needed.

*The current Atlantic Cape Assessment Guide was last updated Spring 2014. It will be reviewed again Spring 2015.*

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

*An overview of the reporting process for academic assessment has been created by Bo Zilovich and the Assessment committee and will be presented to Atlantic Cape faculty during Spring 2015.*

15. Review the Biennial Assessment Committee Survey to be administered Fall 2015.

*The Assessment survey will be reviewed during Spring 2015 and administered during Fall 2015.*