

## **Assessment Committee Charges 2017-2018**

### Standing Charges

1. Elect a Vice-Chair to fulfill the duties of the Chair position if that becomes vacant, and who will move into the Chair position when it becomes vacant. The Chair and the Vice-Chair should ensure that they do not have terms that expire in the same year. The Secretary will record minutes and maintain the Committee's website. Email this selection to the FAEC Chairperson and Co-Secretaries.

*Curtis Andrews was elected vice-chair of the Assessment Committee. John Stratton was elected Secretary.*

2. Review these charges to be sure that (1) the recommended charges of the previous year were addressed, (2) minutes of all meetings conducted in the previous year were submitted online to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (login: atlantic; password: cape). (3) all normal standing charges are included, (4) the charges listed are correct, still valid and properly placed, (5) charges that were completed aren't repeated and (6) the charges are clear. Email corrections and changes to the Co-Secretaries of the FAEC.

*Charges were reviewed at the Committee's first meeting in September. All corrections and changes were emailed to the Co-Secretaries of the FAEC.*

3. Minutes of the committee meetings should be submitted to Vice President of Academic Affairs and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted electronically to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (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 the Spring Semester. Reports should also be uploaded to the web.

*All minutes of committee meetings to date have been submitted to the appropriate people and websites.*

4. Minutes of all meetings and a description of your activities should be posted on Atlantic Cape's website, along with a list of members.

*An updated description of the Assessment Committee's activities have been posted to the website. We are working on getting the minutes posted.*

5. Elect a Chairperson for the next academic year at the last scheduled meeting of

the academic year.

*Beth Sanders-Rabinowitz was elected Chair at the May 2017 Assessment Committee Meeting*

6. Submit name of Chairperson for the next academic year and recommendations for next year's charges to the Vice President of Academic Affairs, Administrative Assistant of Academic Affairs, and the Chair of the FAEC by the end of the Spring Semester.

*Recommendations for charges were submitted to the appropriate people in May 2017.*

| Academic Year 2017-18                 |                     |                       |
|---------------------------------------|---------------------|-----------------------|
| TITLE                                 | NAME                | EMAIL ADDRESS         |
| Vice-President of Academic Affairs    | Otto Hernandez      | hernande@atlantic.edu |
| Administrative Asst. Academic Affairs | Heather Fischer     | hfischer@atlantic.edu |
| FAEC Chairperson – FALL               | Donna Marie McElroy | dmcelroy@atlantic.edu |
| "                    SPRING           | Bobbie Heard        | bheard@atlantic.edu   |
| FAEC Co-Secretaries                   | Rich Russell        | rrussell@atlantic.edu |
|                                       | Michele Leacott     | mleacott@atlantic.edu |

7. 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. Oversee this website to ensure completed assessments are posted in a timely manner.

*The committee is working on this charge.*

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

*The committee is working on this charge.*

9. Assist academic departments as requested in developing and maintaining curricula and syllabi, to include departmental goals, measurable learning outcomes, student learning objectives, assessment strategies, and current grading schematic.

*The committee is working on this charge, particularly in terms of updating Master Syllabi.*

10. Continue to 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 by offering trainings.

*The committee is working on this charge.*

11. Continue to assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis. Include specific information in mid-year and year-end reports on status of assessment completion rate by faculty members.

*Committee members serve as representatives both from the committee to the departments and from the departments to the committee. Committee members have been informed as to which courses have been selected for assessment, and which "alphas" still need a plan in place for assessment in the Spring 2018 semester.*

12. Review yearly General Education Assessment Report in the October 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 November meeting.

*The yearly General Education Report was reviewed in the November Committee meeting and was disseminated to departments in early December. No feedback was given to the Chair as of the December Committee meeting.*

#### Additional Charges:

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

*The committee is working on this charge.*

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

needed.

*The committee will address this charge in the Spring 2018 semester.*

15. 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.

*The committee will address this charge in the Spring 2018 semester.*

16. Create a quick guide to assessment links for all faculty.

*The committee will address this charge in the Spring 2018 semester.*

Respectfully submitted,

Beth R. Sanders-Rabinowitz  
Chair