

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.

Beth Sanders-Rabinowitz was elected chair at the May 2017 meeting. 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 by the Secretary, John Stratton.

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 and membership have been posted to the website. Minutes have been 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.

Beth Sanders-Rabinowitz was elected Chair for the 2018-2019 Academic Year at the May 2018 meeting. John Stratton has agreed to serve as Secretary for the 2018-2019 Academic Year. Vice-chair will be elected at the September 2019 meeting. This information was submitted to the listed individuals.

Academic Year 2017-18		
TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Otto Hernandez	hernande@atlantic.edu
	Josette Katz	katz@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 website has been updated to reflect the current list of members, description of activities and committee meeting minutes.

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.

As chair of the Assessment Committee, Beth Sanders-Rabinowitz attends the Institutional Effectiveness Committee meetings as representative of the academic assessment process. As part of the Middle States Reaccreditation process, the Assessment Committee reviewed and assisted in amending the Academic Assessment Plan of the Institutional Effectiveness Plan (IEP) and Middle States Standard 5 and other areas related to Assessment, Program Assessment Plans and General Education Assessment Plans.

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.

Committee members are available to assist their department members in maintaining and updating departmental assessment sites, including the items listed above as well as program assessment.

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 would like to see each department ensure time to discuss assessment progress at department meetings. Suggestions for more hands on sessions have been requested by faculty.

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. Most general education assessments have been completed and the results uploaded to the Assessment website.

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.

Committee participation in monthly department meetings allow us to assist the departments in completing their academic assessment. Questions that committee members cannot answer directly are discussed at Assessment Committee meetings, and answers and assistance are given to faculty members as a result of Committee discussions.

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

The committee has tabled the review of the Assessment Guide until the Fall 2018 semester when the entire assessment process will be reviewed. An updated Guide will be produced in conjunction with the updated process.

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 tabled this charge in light of the work being done to prepare for Middle States Reaccreditation and compliance with ADA requirements for Accessibility.

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

The committee tabled this quick guide in light of the upcoming review/update of the assessment process. A quick guide will be produced in conjunction with the updated process.

Respectfully submitted,

Beth R. Sanders-Rabinowitz
Chair