

**Atlantic Cape Community College
Assessment Committee Charges
2018-2019**

Standing Charges

1. Elect a Secretary who will record minutes and maintain the Committee's website. Elect a Vice-Chair for the committee. Email these selections to the FAEC Chairperson and Co-Secretaries after the September meeting.

John Stratton was elected Secretary at the September 2018 meeting of the Assessment Committee. Leila Crawford was elected Vice-Chair.

2. Review these charges to be sure that the charges are clear.

These charges were reviewed at the September 2018 meeting of the Assessment Committee.

3. Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, the Chair of the FAEC, 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 May.

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Josette Katz	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
FAEC Chairperson	Donna Marie McElroy	dmcelroy@atlantic.edu
FAEC Co-Secretaries	Shirley Shields Stephanie Natale-Boianelli	sshields@atlantic.edu snatale@atlantic.edu

Secretary John Stratton has submitted the minutes to those listed above. This document is the mid-year progress report.

4. Upload Committee Charges, Current Membership, and approved minutes to the Committee's webpage on Atlantic Cape's website.

Updated Committee Charges and Current Membership have been uploaded to the website. The September minutes have been updated; October and November minutes are pending.

5. Elect a Chairperson for the next academic year at the last scheduled meeting of the academic year and email this selection to the Vice-President of Academic Affairs, the Chair of the FAEC, and the Administrative Assistant of Academic Affairs.

Beth Sanders-Rabinowitz was elected Chairperson of the Assessment Committee at the May 2018 meeting of the Assessment Committee.

6. Submit the name of the Chairperson for the next academic year, a progress report on all charges, and recommendations for next year's charges to the Vice-President of Academic Affairs, FAEC Chair, and Administrative Assistant in a Year-end report by the end of May.

This will be completed at the May 2019 meeting of the Assessment Committee.

7. Pending the outcome of Charge 11, revise and maintain Atlantic Cape's Academic Assessment Google drive site with the assistance of the Institutional Research Department and update as needed. Oversee this website to ensure completed assessments are posted in a timely manner.

This charge will be addressed following the implementation of the pilot program of the new General Education Assessment procedure in the Spring 2019 semester.

8. Assist academic departments as requested in developing measurable learning outcomes, student learning objectives, assessment strategies, instruments/tools, data collection methods, and data analysis techniques by offering trainings.

Members of the Assessment Committee have made themselves available to their colleagues, as is the Chair of the Committee. Subsequent to the pilot of the new Assessment Program, the committee will write and publish a guide to General Educational Assessment at the college.

9. Continue to assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis. Progress on completing assessment tasks should be maintained by the Committee's Chairperson.

Department representatives bring assessment tasks to their departments on a monthly basis. In the beginning of the Spring 2019 semester the Assessment Committee will send out a Google Form to the full-time faculty members asking them to delineate their plans for Program Assessment in the 2018-2019 academic year.

10. 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.

Members of the General Education Assessment Committee reviewed the general education assessment data gathered in the 2017-2018 academic year. This data will be disseminated in an abbreviated form in the Spring 2019 semester.

Additional Charges

11. Work with Institutional Research on how the entire Assessment Process may be revised. Research current assessment process and make specific recommendations for changes at Atlantic Cape by January.

The Assessment Committee has devised and improved for implementation in Spring 2019 a new plan for General Education Assessment at the college. The pilot will be implemented in January-February, and contingent upon results of the pilot, the program will be implemented in April.

The Committee has decided to table revisions to the Program Assessment process until next year.

12. Assist departments in implementing the All-In-One Assessment Strategy that assesses individual Gen Ed goals through projects designed to assess programs. Review and modify as needed (See Middle States' Report dated April 11, 2018, Standard V, suggestion 2, page 22).

With the new General Education Assessment process we are moving away from the All-in-One process. The committee is continuing to fulfill this charge by providing assistance to colleagues as they complete their Program Assessment work, and by leading the General Education Assessment process.

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

A new quick guide will be created upon the completion of the pilot of the new General Education Assessment process.

14. Coordinate planning efforts with the Vice President of Academic Affairs to recommend assessment speakers for Professional Development Day (for September 2019), organize Best Practices Presentations, identify potential Adjunct Workshops, and suggest ways to engage adjunct faculty in assessment process. (See Middle States' Report dated April 11, 2018, Standard V, suggestion 4, page 22 and recommendation 1, page 23).

The committee is working on this charge.

Respectfully submitted,

Beth R. Sanders-Rabinowitz