

**Assessment Committee
END OF YEAR REPORT
2016-2017**

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.

Jolie Master was elected as chair for the 2016-2017 year

Beth Sanders Rabinowitz was elected as the Vice-Chair for the 2016-2017 year.

Leila Crawford was elected as Secretary for the 2016-2017 year.

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.

These charges were reviewed during the September committee meeting. No changes were made at that time.

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 May. Reports should also be uploaded to the web.

Assessment Committee minutes are uploaded to the Committee website on the Faculty Governance page – Lori Monzo is the committee liaison for the website. Minutes should be emailed to the representatives listed above.

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.

The website needs to be updated to reflect current membership and most current minutes and reports. We will be adding the current and pertinent activities of the committee (Faculty Development Day presentations, attendance at conferences, etc.) to the website shortly as well as a link to the results of the 2015 Academic Assessment Survey. The maintenance of the Assessment Committee website will fall under the responsibilities of the recording secretary for the 2017-2018 academic year. Updates to the current site are waiting on turnover to the new web system.

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

Beth Sanders-Rabinowitz was elected chair for the 2017-2018 academic year at the May 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 May.

The committee has submitted the elected chair to the listed individuals in the spring as well as suggestions for charges for the 2017-2018 academic year.

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 needs to be updated to reflect current membership and most current minutes and reports. With the assistance of IR the assessment survey results will also be posted.

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 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.

As chair of the Assessment Committee, Jolie Master attends the Institutional Effectiveness Committee meetings as representative of the academic assessment process. The standards have been reviewed by the committee to ensure we are following the guidelines of the MSCHE. We are currently working with the new standards, where assessment falls under Standard 5 primarily but is linked to other standards.

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

The committee members are given monthly tasks to ensure appropriate communication between the committee and the departments and back. This also allows for maintenance of the proper academic assessment procedure and adherence to the deadlines of the process. We have also made all committee members available to the departments to assist with the academic assessment planning and reporting procedures.

Suggestion: Should be edited to “departmental” goals.

10. 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 at their division and department meetings. Suggestions for more hands on sessions and clarity of process have been requested by department faculty.

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

Committee members are given tasks for the monthly department meetings to ensure the continuity of assessment and answer any questions that may arise.

12. 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 committee reviewed the submissions and statistical analysis of the 2015-2016 general education assessments at the November meeting. The committee members were broken into groups and assigned goals to review and provide analysis and recommendations. The final general education report was provided to faculty at the November department meetings and posted on the Atlantic Cape Academic Assessment site as well as the IEC site. The report was sent to IR for inclusion in this year’s Outcomes Report.

Suggestion: Perhaps we should alter this charge so that it is not assigned in September/October. October/November meetings would be more suitable. This deadline would be more reasonable.

Academic Year 2016-2017

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Otto Hernandez	hernande@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu mailto:hfischer@atlantic.edu
FAEC Chairperson	Donna Marie McElroy	dmcelroy@atlantic.edu mailto:dmcelroy@atlantic.edu
FAEC Co-Secretaries	Bobbie Heard & Rich Russell	bheard@atlantic.edu mailto:jkrafft@atlantic.edu russell@atlantic.edu mailto:rrussell@atlantic.edu

Additional Charges:

13. 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 Faculty Development day and the monthly department tasks allow us to assist the departments in completing their academic assessments.

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

The committee will review the Faculty Assessment Guide and make necessary updates this Spring. A copy of the current guide is posted on the Atlantic Cape Academic Assessment site. Based on the expiration of the three-year cycle and faculty suggestions, the guide will be updated to reflect the committee's recommendations for 2017-2018.

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.

At the December meeting the committee discussed a list together for spring adjunct workshops by D. Vassallo. Adjunct faculty has requested a roster full of dates and times for entire semester so that can modify their personal schedules and attend these workshops. Let her know if we have dates we'd like to include. The committee is still in the process of creating a quick guide to assessment links for all faculty. Clarifiers have been added to the sections of the website most used by faculty. Brief instructions have also been added to the individual pages within the Atlantic Cape General Education Assessment Site.

Respectfully submitted by J. Master
May 30, 2017