# Atlantic Cape Community College

**Academic Policies, Procedures, and Standards Committee Charges 2021-2022**

**Standing Charges**

1. Elect a Secretary who will record minutes and maintain the Committee's website. Email this selection to the FAEC Chairperson(s) and Secretary(ies) after the September meeting.
2. Review these charges to be sure that the charges are clear.
3. Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, the Chair(s) of the FAEC, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be [submitted](https://venus.atlantic.edu/committee/upload/) electronically (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.

**Academic Year 2020-21**

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| **TITLE** | **NAME** | **EMAIL ADDRESS** |
| Vice-President of Academic Affairs | Josette Katz | katz@atlantic.edu |
| Administrative Asst. Academic Affairs | Heather Fischer | hfischer@atlantic.edu |
| FAEC Chair(s) | Kenyatta Collins | kcollins@atlantic.edu |
| FAEC Co-secretaries | Jolie Master  Carolyn Coulter | [jmaster@atlantic.edu](mailto:jmaster@atlantic.edu)  [ccoulter@atlantic.edu](mailto:ccoulter@atlantic.edu) |

1. Upload Committee Charges, Current Membership, and approved minutes to the Committee’s webpage on Atlantic Cape’s website.
2. 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(s) of the FAEC, and the Administrative Assistant of Academic Affairs.
3. Submit an End of Year Report to the Vice-President of Academic Affairs, FAEC Chair(s), and Administrative Assistant of Academic Affairs by May 31st.

This report must include:

* Name of the Chairperson for the next academic year
* Specific evidence of the committee’s work for each charge, including but not limited to:
  + motions, recommendations, and reports presented to Faculty Assembly
  + summary of outcomes for any motions and recommendations made by the committee
  + summaries of research completed that includes sources
* Recommendations for next year’s charges

1. Before the end of the spring semester, discuss the summer appeals meeting to assure that it will be adequately staffed. All committee members are expected to attend. Announce the date of the Summer Appeals meeting at the Faculty Assembly in April.

1. Evaluate grade appeals and credit amnesty cases.
2. Continually evaluate and recommend academic standards, policies, and procedures to ensure that they promote student success., Regularly communicate with student affairs to ensure that any new policies are reflected in college documents (i.e. financial aid changes) and are reported as necessary to the Faculty Assembly.
3. Work with Academic Affairs to review the Academic Calendars. Winter, spring, summer and fall of 2023 should be brought to Faculty Assembly in November for approval, and the outcome should be reported to the Vice President of Academic Affairs after the meeting.

**Additional Charges**

1. Review the Faculty Advisement Google Doc for any required modifications, and update as necessary. Ensure that faculty are reviewing and modifying the Faculty Advisement Google Doc each year. Ensure that document is accessible and easy to find for faculty.
2. Review the current online College Catalog to ensure that any policy changes and/or motions from the Faculty Assembly are incorporated. Forward suggestions to the Vice President of Academic Affairs by December.
3. Review the current Faculty Handbook and Student Handbook to ensure that any policy changes and/or motions from the Faculty Assembly are incorporated. Forward suggestions to the Vice President of Academic Affairs by March. Ensure that the most recent versions are accessible to faculty.

1. Research how far in advance other colleges disseminate their academic calendars and recommend best practice.
2. Using data analysis from the last five years, research and review the number of summer offerings and make recommendations to make the summer sessions more efficient, successful, and student focused. Report findings and recommendations to the Faculty Assembly at the December meeting.
3. Research and recommend a standard deadline for submission of final grades. Currently, all final grades are due a week after the semester ends except for the fall semester. Bring a motion to Faculty Assembly with the committee’s recommendation.
4. Research best practices and recommend a standard timeline for opening and closing Blackboard course shells. Gather input from Instructional Technology and Student Affairs. Bring a motion to Faculty Assembly with the committee’s recommendation.