Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Vice President of Academic Affairs (wexler@atlantic.edu), Dean of Instruction (mcarthur@atlantic.edu) and the Chair of the FAEC (jsacchin@atlantic.edu).

2. Review the standing charges and bylaws for the committee.

3. 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 (username - ********; password ****), (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 Secretary of the FAEC, Kristi A. Bergman (kbergman@atlantic.edu) and Vickie Melograno (vmelogra@atlantic.edu).

4. Minutes of the committee meetings should be submitted to the Vice President of Academic Affairs and the Dean of Instruction. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically via http://venus.atlantic.edu/facultyassembly/minutes/upload (username - ********; password – ****) under the appropriate committee category. A progress report is due by December 15. A year-end report is due by the end of May. Reports should also be uploaded to the web.

5. Minutes of all meetings and a description of your activities should be posted on ACCC’s website, along with a list of members.

6. Submit recommendations for next year’s charges to the Vice President of Academic Affairs, Dean of Instruction and the Chair of the FAEC.

Additional Charges

7. Develop recommendations for repeated courses in alignment with the college policies and procedures and weigh the benefits and deficits of allowing repeated courses. Develop a possible course of action and/or appeal for students. Note: this is also a consideration in limiting the number of nursing students by recommending a limit to the repeats of prerequisites before the student is removed from the program waiting list.

(This is charge 8c from the 07-08 charges. Parts 8a and 8b were addressed by the 07-08 committee. Per Year-end report: A recommendation from the committee re: 8c was submitted to FAEC for review, but no outcome—“In Progress”)

8. Continue to investigate strategies for minimizing plagiarism.
   a. Should the duration of time for ‘record of incident’ be the same? i.e.; plagiarism, cheating on an exam, class disruption, etc.

   b. What is the role of ‘Educating’ students as compared to ‘Policing’ students? How does the punishment fit the crime?

(8a and 8b are the same as Charge 10b and 10c from 2007-2008. They were listed as “In Progress” on the Year-end report)
9. Make recommendations for policies on overloads, repeats withdrawals, and late entry (after the first class meeting) into a class.

(This is charge “9b” from 07-08 charges. The Committee did not address of this portion of the charge in its Year-end report)