International Education and Multicultural Awareness Committee
Charges 2009 – 2010

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 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 Secretaries of the FAEC, Kristi A. Bergman (kbergman@atlantic.edu) and Vickie Melograno (vmelogra@atlantic.edu).

3. 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.

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

5. 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
6. Early in the semester, plan a simple program for faculty and staff for Martin Luther King Day.

7. Schedule a series of international events. Try new approaches to increase student attendance that involve faculty more in the promotion including SGA.

8. Prepare a projected budget for AY 2010-2011 to cover anticipated expenses in support of IEMAC initiatives, and submit to the Vice President of Academic Affairs by February, 2010.

9. By October 1st, contact the Vice President of Academic Affairs regarding the status of the current academic year’s budget.

10. Continue to provide enrichment experiences throughout the college community to enhance awareness of cultural diversity.

11. Provide one workshop/presentation per year on a topic related to cultural awareness and diversity. This should be possible without engaging outside speakers.