Scholarship 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


7. Annually review the list of scholarships available and finalize in time for the printing of the brochure for the November Faculty Assembly meeting. Coordinate the brochure prior to publication with the Public Relations officer.

8. Publicize the scholarship program and the procedures and deadlines for application to the program. Ensure advertisement is done in the Atlantic Cape Communicator, the student newspaper, online on ACCC’s website, bulletin boards around all the campuses (Mays Landing, Atlantic City, Cape May) flyers, classroom announcements by faculty, SGA functions and local newspapers.

9. Make a brief report to Faculty Assembly in November, to prepare faculty for the upcoming application process. Suggest ways for faculty to promote the availability of scholarships. Distribute updated flyers to faculty mailboxes.

10. Coordinate with staff educational sessions on applying for a scholarship and make information available on all campuses. Finalize application process with Financial Aid, projected to end intake of applications in February. Financial Aid will prepare review copies for the committee members’ use in March, when the Committee will meet and match applicants with awards.

11. Create a web-enhanced interactive site where students can “view” a writing workshop “in action,” or download sites that offer helpful tips and suggestions. Solicit the assistance of committee members to willingly offer their email addresses and telephone numbers on our website, thus encouraging students to reach out for further assistance.
12. Submit list of selected recipients to Financial Aid.

13. Appoint sub-committee members to assist in coordination of the awards reception with the staff members from the Dean of Students and Financial Aid. Since these duties are numerous, they should be the only assignments made to these members by the committee.

14. Review with Financial Aid the forms, including the Scholarship Application form, for changes and amendments, prior to their distribution.

15. Ensure that the database of applicants and scholarship criteria will be updated by the staff of Financial Aid, since this will assist the Committee with the selection process. Create a timeline at the beginning of the year to facilitate smooth operation of committee tasks and outcomes.

16. Analyze efficacy of awards given to students not yet enrolled in intended programs (e.g. Nursing scholarships for pre-nursing students.).

17. Align our scholarship needs with ACCC Foundation’s successful efforts to seek new scholarships in degree-seeking areas of need, i.e. Nursing, Education, Communications.

18. Reduce the amount of incomplete application packets received in 2009 by reaching out individually to faculty members who have agreed to write recommendation letters on students' behalf but did not complete them.

19. Recommend marketing and outreach strategies that can proactively reach the entire student body on all three campuses.

Rev. 10/16/09