

**Atlantic Cape Community College
Academic Integrity Committee Charges
2022-2023**

Standing Charges

1. Elect a Chair and 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 the Vice President of Academic Affairs, the Chair(s) of the FAEC, Director of Academic Program Effectiveness, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be [submitted](#) electronically 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 2022-2023

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Josette Katz	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfischer@atlantic.edu
Director of Academic Program Effectiveness	Gwen Setley	gsetley@atlantic.edu
FAEC Chair	Jolie Master	jmaster@atlantic.edu
FAEC Secretaries	Effie Russell	russell@atlantic.edu

4. Upload Committee Charges, Current Membership, and approved minutes to the Committee's webpage on Atlantic Cape's website.
5. 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.
6. Submit a year-end report to the Vice-President of Academic Affairs, FAEC Chair(s), Director of Academic Program Effectiveness, and Administrative Assistant of Academic Affairs by May 31st. This report must follow the format laid out in the Academic Affairs Master Plan. Additionally, the report should include the name of the chairperson for the next academic year.

Additional Charges

7. Review AIC committee functions in the Faculty Assembly bylaws. Make recommendations for any needed revisions to the FAEC by the end of November 2022 for inclusion in the new draft of the bylaws.
8. Evaluate and update *Guidelines and Standards for Liaisons* in collaboration with the Senior Manager of Early College Programs in anticipation of the guide being published on the Resources for Faculty page of the website by the end of the academic year.
9. Work with Institutional Research to obtain relevant dual-enrollment data to support the direction of the Early College Program. Identify trends in success to support annual assessment of the early college program. Work with the Senior Manager of Early College Programs to make recommendations for program improvements.
10. Continue building the assessment of student learning for courses in the Early College Program. Review the pilot that was conducted in spring 2022 and the pilots that will be conducted in fall 2022 and spring 2023. Make recommendations for improvement and expansion.
11. Research emerging trends and best practices in Early College Program, in-person, remote, hybrid, simultaneous, and online courses. Work with the library as needed. Make recommendations based on findings with a focus on post-pandemic higher education, including professional development topics. Share recommendations at Faculty Assembly in February.
12. Working with Institutional Research, collect and analyze data that compares student retention and success across in-person, remote, hybrid, simultaneous and online courses. Identify discrepancies and make recommendations for improving retention and/or success as needed. Share findings with departments and in the committee's final report.
13. Gather feedback from all academic departments to explore the need, feasibility, and impact of further integration of academic integrity tools (proctoring software, Turnitin, etc.) into online and remote courses with the goal of improving academic integrity. Include findings in the committee's **mid-year report**.
14. Along with the Senior Manager of Early College Programs, if resources are available, the committee chair or designee should attend the NACEP conference in October. Provide an update at Faculty Assembly in November.
15. Review the Ascend II SEI (Student Evaluation of Instruction) questions focusing on questions that have value collecting meaningful data on academic integrity across modalities. Make recommendations on questions to select and/or additional questions that may be needed to effectively assess academic integrity.