

**Atlantic Cape Community College
Faculty Assembly Executive Committee Charges
2022-2023**

Standing Charges

1. Elect a Chairperson and Vice-Chairperson or Co-Chairs of the Faculty Assembly Executive Committee (FAEC) for the next academic year at the last scheduled meeting of the academic year. The chairperson(s) shall preside at all meetings of the Faculty Assembly (hereinafter referred to as the "Organization") and the FAEC; be a member ex officio of all college operating committees; meet regularly with the Vice President of Academic Affairs to provide updates on faculty motions and concerns and to receive updates on college affairs; represent the Organization at any/all other meetings as deemed necessary; and act as the chief executive officer of the Organization. The Chair and the Vice-Chair or Co-Chairs should ensure that they do not have terms that expire in the same year.
2. Elect a secretary to keep records for all FAEC and Organization meetings. The secretary shall also maintain a list of operating committees and Organization recommendations, and make the list available to members of the Organization; execute the general correspondence; and perform those duties as assigned by the chairperson(s) of the FAEC. Minutes of FAEC meetings shall be distributed to all FAEC members. A draft of the Organization meeting minutes, the meeting agenda, and any attachments shall be distributed to all Organization members prior to the next Organization meeting. Co-Secretaries may share the position.
3. Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, Director of Academic Program Effectiveness, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be [submitted](#) 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 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(s), Vice-Chairperson, and Secretary(ies) for the next academic year at the last scheduled meeting of the academic year and email these selections to the Vice-President of Academic Affairs 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(s), vice chairperson, and secretary(ies) for the next academic year.

7. Prepare the agenda for meetings of the Organization.
8. Appoint members and advisors to all standing committees, with the exception of the Curriculum Committee, and create new committees. The FAEC may place committees on notice and dissolve committees, as necessary.
9. Establish the charges for all standing committees and review or amend in consultation with the Vice President of Academic Affairs.
10. Report to the FA all college operating committee recommendations, Organization committee recommendations, FAEC recommendations, and administrative reaction thereto.
11. Evaluate all motions submitted to the FAEC by faculty and determine the appropriate course of action.
12. Each member of the FAEC will act as liaison to one of the standing committees to help interpret charges and ensure the websites are maintained with updated membership, charges, minutes, and mid- and year end reports.
13. Review and update bylaws as needed. (See below)

Additional Charges

14. Complete a thorough review and revision of by-laws. Review FAEC functions and make any needed recommendations.
15. Collaborate with the Center for Teaching and Learning Excellence to refine the process for Creative Content projects, including distribution and collection of proposals, providing resources and support for projects, and coordinating grant recipient reports and presentations. By the end of May, make recommendations to the Vice President of Academic Affairs and area Deans for the disposition of proposals received for projects. Faculty should be notified as to the status of their proposal by the end of June.
16. Create and distribute surveys to solicit feedback from faculty and work with the Office of the Vice-President of Academic Affairs to coordinate topics/speakers for the Fall and Spring Faculty Development Days.
17. Ensure committees submit mid- and year-end reports using the standard format and include detailed and specific evidence on their progress on their charges. Meet with committee chairs as needed to discuss charges and progress.
18. Work with Human Resources to organize and convene a Professor Emeritus committee. Work with Human Resources to encourage applications, including compiling a list of eligible candidates to distribute to departments. Recommend a way(s) to memorialize former emeriti.
19. Update positional responsibilities documents and add them to the Faculty Assembly page of the website.