

Assessment Committee Charges 2007 – 2008

Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Senior Dean of Academic Affairs (wexler@atlantic.edu), Dean of Instruction (mcarthur@atlantic.edu) and the Chair of the FAEC (sdephili@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 Secretary of the FAEC, Myra Caplan (mcaplan@atlantic.edu).
3. Minutes of the committee meetings should be submitted to the Senior Dean 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.
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 Senior Dean of Academic Affairs, Dean of Instruction and the Chair of the FAEC.

Additional Charges

6. Develop and complete a faculty handbook on assessment by spring 2008 with the assistance of the Outcomes Assessment Coordinator.
7. Continue to coordinate planning efforts with the Senior Dean of Academic Affairs to sponsor an "Assessment Day" or Professional Development Day including speakers, Best Practices Presentations and recognizing faculty members or Departments for outstanding achievements in assessment.
8. Continue to develop a culture of assessment by contributing "The Assessment Tip of the Month" to the Communicator beginning in Fall 2007. This can be the topic of assessment at monthly department meetings.
9. Continue collaboration with the Outcomes Assessment Coordinator including input on assessment forms and process as faculty representatives.
10. Sponsor a workshop for the benefit of new faculty concerning the Assessment Plan, the assessment process and assessment terminology.

11. Review and amend the Assessment Plan that was submitted as a draft to Middle States, as necessary.
12. Review Faculty Assembly bylaws, particularly regarding the existence and function of your committee, and submit recommendations for revision to the FAEC Chair electronically (sdephili@atlantic.edu) by ***October 26, 2007***.