

Assessment Committee END OF YEAR REPORT 2015-2016

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, Dean of Liberal Studies, Dean of STEM Programs, Dean of Career Education, Dean of the Academy of Culinary Arts, the Administrative Assistant of Academic Affairs, and Chair of the FAEC.

At the September committee meeting the committee elected:

- **Jolie Master as chair for the 2015-2016 year**
- **Secretarial duties to be rotated through the department representatives as listed in the minutes rotation.**

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> (login: atlantic; password: cape). (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 Co-Secretaries of the FAEC.

These charges were reviewed during the September committee meeting. No changes were made at that time.

No recommended new charges by committee at April 2016 meeting.

3. Minutes of the committee meetings should be submitted to Vice President of Academic Affairs, Dean of Liberal Studies, Dean of STEM Programs, Dean of Career Education, Dean of the Academy of Culinary Arts, the Chair of the FAEC, and the Administrative Assistant of Academic Affairs. An additional copy of all committee meeting minutes shall be submitted electronically to <http://venus.atlantic.edu/facultyassembly/minutes/upload> (login: atlantic password: cape) under the appropriate committee category AND to the Committee's Website. A progress report is due by the end of December. A year-end report is due by the end of May.

Assessment Committee minutes are uploaded to the Committee website on the Faculty Governance page. Minutes should be emailed to the representatives listed above.

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

Lori Monzo was designated the committee member in charge of updating our website. As of the December meeting all reports and committee membership was listed correctly. We will be adding the current and pertinent activities of the committee (Faculty Development Day presentations, attendance at conferences, etc.) to the website shortly as well as a link to the results of the 2015 Academic Assessment Survey when the committee analyses the results in the spring.

5. Elect a Chairperson for the next academic year at the last scheduled meeting of the academic year (May).

Jolie Master was elected as Assessment Committee chairperson for the 2016-2017 academic year.

6. Submit name of Chairperson for the next academic year and recommendations for next year's charges to the Vice President of Academic Affairs, Dean of Career Education, Dean of Liberal Studies and the Chair of the FAEC by the end of May.

The chairperson selection has been mailed to the listed individuals.

7. Keep the Assessment Committee website up-to-date with the assistance of the Institutional Research Department including minutes, description of activities and a list of members. Oversee this website to ensure completed assessments are posted in a timely manner.

Lori Monzo was designated the committee member in charge of updating our website. As of the December meeting all reports and committee membership was listed correctly for the 2015-2016 academic year.

8. Serve as the clearing house and oversight for the academic assessment process, including reviewing and amending the PRR and Self Study, Middle States Standards 12 and 14, Program Assessment Plans, General Education Assessment Plans, and Section 3 of the Institutional Effectiveness Plan (IEP) which is the Academic Assessment Plan. Standard 12 should be reviewed and amended in coordination with the Curriculum Committee General Education Subcommittee.

As chair of the Assessment Committee, Jolie Master attends the Institutional Effectiveness Committee meetings as representative of the academic assessment process. The standards have been reviewed by the committee to ensure we are following the guidelines of the MSCHE. These standards should be changed for the next academic year to reflect the change in MSCHE standards. Academic Assessment will fall under the new Standard V. All seven new standards now reflect assessment.

9. Assist academic departments as requested in developing and maintaining curricula and syllabi, to include department goals, measurable learning outcomes, student learning objectives and assessment strategies.

The committee members are given monthly tasks to ensure appropriate communication between the committee and the departments and back. This also allows for maintenance of the proper academic assessment procedure and adherence to the deadlines of the process. We have also made all committee members available to the departments to assist with the academic assessment planning and reporting procedures.

10. Assist department faculty in the design of outcomes based curriculum, in the development or selection of assessment strategies, instruments/tools, data collection methods, and data analysis techniques by offering trainings.

The Jolie Master presented regarding the location of resources regarding academic assessment, the Atlantic Cape Culinary Department (including two members of the committee) presented on the all-in-one process, and another presentation was given on the relationship to Middle States reporting at the September Faculty Development Day. The committee member's monthly tasks also facilitate discussion between the committee and departments and vice-versa regarding any needs, questions, or to provide assistance as needed.

11. Assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis.

Committee members are given tasks for the monthly department meetings to ensure the continuity of assessment and answer any questions that may arise.

12. Review yearly General Education Assessment Report in the September meeting to validate recommendations for the coming year's General Education Assessments. This will be sent to the departments for input and reported back to the committee chair one week prior to the October meeting.

The committee reviewed the submissions and statistical analysis of the 2014-2015 general education assessments at the September meeting. The committee members were broken into groups and assigned goals to review and provide analysis and recommendations. The final general education report was provided to faculty at the November department meetings and posted on the Atlantic Cape Academic Assessment site as well as the IEC site.

The current submissions for the 2015-2016 General Education report are available on the Atlantic Cape Academic Assessment Site under Assessment submissions ([2015-2016 assessment submissions](#)) ([2015-2016 assessment tracking](#)).

The Dean of STEM in the listing below was updated to reflect the interim position held by B. Zilovic.

Academic Year 2015-2016

TITLE	NAME	EMAIL ADDRESS
Vice-President of Academic Affairs	Otto Hernandez	hernande@atlantic.edu
Dean of Liberal Studies	Denise Coulter	dcoulter@atlantic.edu
Dean of Career Education	Donna Vassallo	dvassall@atlantic.edu
Dean of the Academy of Culinary Arts	Kelly McClay	mcclay@atlantic.edu
Interim Chair of STEM programs	Bo Zilovic	bzilovic@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfisher@atlantic.edu
FAEC Chairperson	Donna Marie McElroy	dmcelroy@atlantic.edu
FAEC Co-Secretaries	Joseph Krafft & Rich Russell	jkrafft@atlantic.edu rrussell@atlantic.edu

Additional Charges

13. Assist departments in implementing the All-In-One Assessment Strategy that assesses individual Gen Ed goals through projects designed to assess programs.

Committee participation in Faculty Development day and the monthly department tasks allow us to assist the departments in completing their academic assessments.

14. Review the Program Assessment Template to make changes to align the Program Reviews to the reporting needs of the college.

The Program Assessment Template was reviewed by the committee during the April meeting. No updates or changes were suggested at this time. All departments are updating posted syllabi to meet the standard format. All departments are posting current year assessment results and use information. All programs with outside accreditation are posting current approval letters.

15. Review the Atlantic Cape Faculty Assessment Guide annually and update as needed.

The committee reviewed the Faculty Assessment Guide and made necessary updates during the September 2015 meeting prior to the presentation and distribution of the guide to faculty at the September Faculty Development Day. A copy of the guide is also posted on the Atlantic Cape Academic Assessment site.

16. Coordinate planning efforts with the Vice President of Academic Affairs to recommend assessment speakers for Professional Development Day, organize Best Practices Presentations, identify potential Adjunct Workshops, and recognize faculty members or departments for outstanding achievements in assessment.

The committee presented as described above at the September 2015 Faculty Development Day. During adjunct onboarding a presentation regarding

assessment is also given by administration to familiarize adjuncts with the concept of academic assessment.

The committee recommends additional department based breakout sessions to further facilitate completion of department assessment updates.

17. Review the Biennial Assessment Committee Survey to be administered Fall 2015.

The Academic Assessment survey was administered during November and December 2015 to all full time and part time faculty at Atlantic Cape. The committee will review the results with IR in the spring and reports results to the departments following review. The survey will be reviewed in 2016-2017 prior to the next administration of the survey in Fall 2017.

The committee will be posting the 2015-2016 survey data on the Atlantic Cape Academic Assessment site for transparency.

This end-of-year report is respectfully submitted by Jolie Master.
June 2016.