

Atlantic Cape Community College
Academic Policies, Procedures, and Standards Committee Charges
2020 - 2021

Standing Charges

- 1) Elect 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 Vice President of Academic Affairs, the Chair(s) of the FAEC, 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 2020-21

| TITLE | NAME | EMAIL ADDRESS |
|---------------------------------------|------------------------------------|---|
| Vice-President of Academic Affairs | Josette Katz | katz@atlantic.edu |
| Administrative Asst. Academic Affairs | Heather Fischer | hfischer@atlantic.edu |
| FAEC Chair(s) | Kenyatta Collins | kcollins@atlantic.edu |
| FAEC Co-secretaries | Augustine Nigro Shirley Shields | anigro@atlantic.eu sshields@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 an End of Year Report to the Vice-President of Academic Affairs, FAEC Chair(s), and Administrative Assistant of Academic Affairs by May 31st.
This report must include:
 - Name of the Chairperson for the next academic year
 - Specific evidence of the committee's work for each charge, including but not limited to:
 - motions, recommendations, and reports presented to Faculty Assembly
 - summary of outcomes for any motions and recommendations made by the committee
 - summaries of research completed that includes sources
 - Recommendations for next year's charges

- 7) Before the end of the spring semester, discuss the summer appeals meeting to assure that it will be adequately staffed. All committee members are expected to attend. Announce the date of the Summer Appeals meeting at the Faculty Assembly in April.
- 8) Evaluate grade appeals and credit amnesty cases.
- 9) Continually evaluate and recommend academic standards, policies, and procedures to ensure that they promote student success., Regularly communicate with student affairs to ensure that any new policies are reflected in college documents (i.e. financial aid changes) and are reported as necessary to the Faculty Assembly.

Additional Charges

- 10) Review the Faculty Advisement handbook for any required modifications, and update as necessary. Remind faculty of the online advising document that faculty members are able to modify.
- 11) Review the current College Catalog to ensure that any policy changes and/or motions from the Faculty Assembly are incorporated. Forward suggestions to the Vice President of Academic Affairs by December.
- 12) Review the current Faculty Handbook and Student Handbook to ensure that any policy changes and/or motions from the Faculty Assembly are incorporated. Forward suggestions to the Vice President of Academic Affairs by March.
- 13) Continue to update the list of all existing Atlantic Cape documents (Faculty Handbook, College Catalog, Student Handbook). Update, as needed, a master document that indicates which existing document should be considered the prime reference for specific information. Post the amended document on the APPS website and notify the Vice President of Academic Affairs, Administrative Assistant of Academic Affairs, co-chairs of the FAEC, and Secretary(ies) of the FAEC. (See Middle States' Report dated April 11, 2018, Standard II, Suggestion 2, page 11).
- 14) Work with Academic Affairs to review the Academic Calendars, including a review of the start dates of summer sessions. Compare semester length and starting/ending dates to surrounding 4 year institutes and other community colleges.
- 15) With the challenges of operating with limited campus operations our placement testing practices need to be reviewed. In collaboration with Institutional Research and the Math and English departments, assess best practices and the current practices used for placement of new students at Atlantic Cape. Include assessments of the use of multiple measures and directed self-reporting. Report findings and recommendations to the Faculty Assembly at the March meeting.