

**Atlantic Cape Community College  
Academic Policies, Procedures, and Standards Committee Charges  
2022-2023**

**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 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	<a href="mailto:katz@atlantic.edu">katz@atlantic.edu</a>
Administrative Asst. Academic Affairs	Heather Fischer	<a href="mailto:hfischer@atlantic.edu">hfischer@atlantic.edu</a>
Director of Academic Program Effectiveness	Gwen Setley	<a href="mailto:gsetley@atlantic.edu">gsetley@atlantic.edu</a>
FAEC Chair	Jolie Master	<a href="mailto:jmaster@atlantic.edu">jmaster@atlantic.edu</a>
FAEC Secretaries	Effie Russell	<a href="mailto:russell@atlantic.edu">russell@atlantic.edu</a>

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.
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 appropriate area/designee to ensure that any new policies are reflected in college documents (i.e. financial aid changes). Ensure any needed changes are listed in the year-end report and reported as necessary to the Faculty Assembly.
10. Work with Academic Affairs to review the Academic Calendars. Upcoming calendars should be brought to the Faculty Assembly in October for approval, and the outcome should be reported to the Vice President of Academic Affairs after the meeting.

### **Additional Charges**

11. Review APPS 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.
12. Update the Faculty Advisement Google Document. This document should be streamlined for advising purposes only. Ensure that departments (Academic and Student Services) are reviewing and modifying the Faculty Advisement Google Document to ensure correct and current information. Document should be formatted with the intent to publish on the Resources for Faculty page of the website by February 2023.
13. Review the current online 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.
14. 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. Ensure that the most recent versions are accessible to faculty.
15. Review Academic Integrity, Steps for Reporting Plagiarism, Appeals Process, Repeating a Course, and Grade Appeals Procedures policies in light of the department chair model. These will be provided by the FAEC liaison. Forward suggestions for modifications of the policies to the Vice President of Academic Affairs by December.
16. Review the Ascend II SEI (Student Evaluation of Instruction) questions focusing on questions that have value collecting meaningful data on instructor performance/quality of instruction across modalities. Make recommendations on questions to select and/or additional questions that may be needed to effectively assess the quality of instruction.