

**Atlantic Cape Community College
Assessment 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	katz@atlantic.edu
Administrative Asst. Academic Affairs	Heather Fischer	hfisher@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 and vice 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 and vice chairperson for the next academic year.
7. Oversee Atlantic Cape's Assessment website to ensure it is accurate and up to date.

8. Continue to revise and maintain a manual for General Education and Program Assessment at Atlantic Cape to serve as a handbook on assessment at the college, including a quick guide to assessment for all faculty.
9. Continue to assign department representatives to communicate assessment tasks to departments and report back to the committee on a monthly basis.
10. Plan, implement, and analyze an assessment of the General Education Assessment Goals of the college. Each goal should be assessed on a rotating basis selected by the committee in which one assessment is performed, representative of a diversity of sections (instructor status, modality, schedule etc.), each semester.
 - a. Disseminate the results of such assessments to all faculty and administration by April for fall assessments and by the following November for spring assessments by posting on the assessment website.
 - b. The committee representative from the applicable department(s) will provide a summary of that department's proposed changes based on their assessment results.
 - c. The summaries will be posted on the assessment website and submitted to that department's dean.
 - d. Present overview/highlights of the prior year's assessment at Faculty Assembly in September.
11. Analyze the results of program assessment at the college. Assessments should represent a diversity of sections (instructor status, modality, schedule etc.).
 - a. Disseminate the results of such assessments to all faculty and administration by April for fall assessments and by the following November for spring assessments by posting on the assessment website.
 - b. The committee representative from each department will provide a summary of that department's proposed changes based on their assessment results.
 - c. The summaries will be posted on the assessment website and submitted to that department's dean.
 - d. Present overview/highlights of the prior year's assessment at Faculty Assembly in September.

Additional Charges

12. Review Assessment 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.
13. Continue to assess the strengths and weaknesses of the current assessment plan (General Education and Program) and modify as needed. Work with Institutional Research and Vice President of Academic Affairs on revisions of the assessment process.
14. Review the Ascend II SEI (Student Evaluation of Instruction) questions focusing on questions that have value collecting meaningful data on course outcomes

across modalities. Make recommendations on questions to select and/or additional questions that may be needed to effectively assess course outcomes.

15. Prepare the Guide to Assessment for publication on the Resources for Faculty page of the website by December.
16. Host at least one assessment roundtable discussion on a topic selected by the committee based on current needs.