

Atlantic Cape Community College
Diversity, Equity, and Inclusion 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 Co-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	hfischer@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 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. Recommend ways for faculty and the college to increase: 1) awareness of and sensitivity to the identities and needs of all human beings, 2) selection of course

materials that are representative of a more diverse reflection of our population, and 3) curriculum design that is reflective of the needs of our diverse population.

Additional Charges

8. Based on the updated focus of this committee, recommend a new name for the committee. Diversity, Equity, and Inclusion will be the name of the new college-wide committee.
9. Review the functions of this committee in the Faculty Assembly bylaws. Make recommendations for revisions as needed to the FAEC by the end of November 2022 for inclusion in the new draft of the bylaws.
10. Review and report any updates from Corrective Action Strategies (submitted July and January) from the Consent Decree. Report any pertinent information at Faculty Assembly as needed. A copy of the most recent report will be given by liaison.
11. Research and report to the Faculty Assembly regarding state level initiatives regarding diversity and/or accessibility issues in the higher education classroom.
12. The Chair of this committee and a second designated voting committee member will serve as participating members of the College Wide Diversity, Equity, and Inclusion committee. Updates from meetings of this committee should be reported at the next Faculty Assembly meeting.
13. Work with Institutional Research to pull relevant sections of the most recent Community College Survey of Student Engagement and Campus Climate Survey related to diversity, equity and inclusion. Identify issues and trends shaping our current classroom culture and make recommendations for improvement. Include these recommendations in the year-end report.
14. Gather feedback from departments on strategies and issues in advancing culturally-responsive classrooms. Research and compile resources to foster the culturally-responsive classroom such as the Culturally-Responsive Classroom Scorecard. Make recommendations for improvement. Include these recommendations in the year-end report.
15. Collaborating with the College Wide Diversity, Equity, and Inclusion committee read, discuss, and summarize lessons learned “Confronting Equity Issues on Campus”. Make recommendations for faculty best practices in the classroom. Include these recommendations in the mid-year report. Copies of this book will be distributed to the committee.