Instructional Resource Committee
Charges 2007 – 2008

Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Senior Dean of Academic Affairs (wexler@atlantic.edu), Dean of Instruction (mcarthur@atlantic.edu) and the Chair of the FAEC (sdephili@atlantic.edu).

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 (username - ******; password – ******), (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 Secretary of the FAEC, Myra Caplan (mcaplan@atlantic.edu).

3. Minutes of the committee meetings should be submitted to the Senior Dean of Academic Affairs and the Dean of Instruction. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically via http://venus.atlantic.edu/facultyassembly/minutes/upload (username - ******; password – ******) under the appropriate committee category. A progress report is due by December 15. A year-end report is due by the end of May.

4. Minutes of all meetings and a description of your activities should be posted on ACCC's website, along with a list of members. The IRC Committee will notify faculty of IRC events using the College Calendar. A member of the IRC committee will be assigned to communicate the events to the person maintaining the College Calendar.

5. Submit recommendations for next year's charges to the Senior Dean of Academic Affairs, Dean of Instruction and the Chair of the FAEC.

Additional Charges

6. Recommend topics and presenters for Faculty Development Day events. Develop and distribute evaluation instruments for all faculty development events. Rotate the responsibility for this charge and for the reporting to the senior dean, dean, and Faculty Assembly of all evaluation results.

7. Offer stipends to faculty willing to facilitate book discussions or coordination of approved academic/cultural experiences (concerts, theater, etc.). These faculty should choose the appropriate book or cultural event, and lead the discussion. As a follow-up, the person should provide a report of the discussion that could be shared with the entire faculty, as a column in the ACCC Communicator and as an item on the IRC website. Make certain faculty know of this opportunity to lead discussions. There should be a goal to have at least one book

discussion each year. Conduct a poetry workshop during April, in conjunction with Poetry Month.

8. Distribute RFP's for Service Learning and Creative Content projects. Sponsor February Faculty Forum for grant recipients to make presentations on their projects. Make recommendations to the Senior Dean and Dean of Instruction for the disposition of proposals received for Service Learning and Creative Content projects by the end of May.

9. Recommend or solicit faculty projects worthy of funding. See the Senior Dean of Academic Affairs for available funding. Support faculty initiatives focusing on service learning, and enhanced cultural diversity education. Review and Revise the IRC Proposal Application to address faculty interest and any new criteria.

10. Co-Sponsor college-wide book with Senior Dean of Academic Affairs and the affected (English, Arts/Humanities) department. In particular, co-sponsor a faculty book review on teaching tips early in the year for the college book.

11. Recommend relevant supplementary instructional initiatives that can be delivered through the "Beacons by the Sea Visiting Scholar" program over and above classroom instruction.

12. Begin compiling a database for possible future "Beacons" visiting scholars.

13. Review Faculty Assembly bylaws, particularly regarding the existence and function of your committee, and submit recommendations for revision to the FAEC Chair electronically (sdephili@atlantic.edu) by *October 26, 2007.*

Please note: The budget for this committee is managed by the senior dean of academic affairs who will provide funds for all approved faculty development activities.