

**Atlantic Cape Community College
Curriculum Committee Charges
2022-2023**

Standing Charges

1. Elect a Chair. Email this selection to the FAEC Chairperson(s) and Secretary(ies) after the September meeting. Laura Campbell will serve as the Secretary, and she will record minutes and maintain the Committee's website.
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 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 and Vice Chair for the next academic year by 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.

Additional Charges

7. Review Curriculum 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.
8. Keep the Faculty Assembly informed about state-level conversations regarding general education.
9. Review changes in curriculum (courses, programs, & professional series) submitted by departments and forward recommendations to the VP of Academic Affairs. Ensure there is no course duplication. Ensure that all new courses and programs, and any changes to existing courses and programs, are consistent with the mission of the College, meet College-wide standards and policies, and conform to all State and licensing regulations. Ensure that all courses contain three categories: Learning Goals, Learning Objectives, and Assessment Strategies. The Standard Syllabus included with all submissions must contain all information as required on the Standard Syllabus Template and should demonstrate alignment of the Learning Objectives with the Student Learning Goals, and the Assessment Strategies with the Student Learning Goals and be ADA compliant.
10. Review the new [Academic Issues Committee manual and templates](#) and make needed changes to curriculum forms.
11. Verify that all courses in the catalog have an updated standard syllabus in the most recent template posted on the Assessment website.
12. Keep the general education subcommittee active to review general education offerings. Elect a chair of the General Education Subcommittee and email this selection to the Vice President of Academic Affairs, Chair(s) of the FAEC, and the Administrative Assistant of Academic Affairs. The secretary of the Curriculum Committee will serve as Subcommittee secretary.
13. Continue to research and evaluate proposals for additional ways students could satisfy the Technological Competency graduation requirement.
14. Research and recommend 300-level course definition/criteria and add to existing 100- and 200-level definition documents.
15. Gather department feedback and make a recommendation for a consistent number of general education credits (between 33-45) for all AA degrees at Atlantic Cape.