

Instructional Resource Committee Charges 2011 – 2012

Standing Charges

1. Elect a chair and secretary, or rotate the secretarial duties if desired. Email these selections to the Vice President of Academic Affairs (wexler@atlantic.edu), Dean of Instruction (mcarthur@atlantic.edu) and the Chair of the FAEC (dvassall@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> , (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 Secretaries of the FAEC, Bo Zilovic (bzilovic@atlantic.edu) and Phil Cragg (cragg@atlantic.edu).
3. Minutes of the committee meetings should be submitted to the Vice President 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> under the appropriate committee category. A progress report is due by December 15. A year-end report is due by the end of May. Reports should also be uploaded to the web.
4. Minutes of all meetings and a description of your activities should be posted on Atlantic Cape's website, along with a list of members.
5. Submit recommendations for next year's charges to the Vice President 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 Vice President of Academic Affairs, Dean of Instruction, and Faculty Assembly of all evaluation results.
7. Publicize the opportunity for stipends to faculty, as well as discuss and select the 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 summary report of the discussion that could be shared with the entire faculty, as a column in the Atlantic Cape Communicator and as an item on the IRC website. A copy of the summary must also be submitted the Vice President of Academic Affairs. 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 RFPs for Service Learning and Creative Content projects. Sponsor February Faculty Forum for grant recipients to make presentations on their projects. By the end of May, make

recommendations to the Vice President of Academic Affairs and Dean of Instruction for the disposition of proposals received for Service Learning and Creative Content projects.

9. Recommend or solicit faculty projects worthy of funding. See the Vice President 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 the college-wide book with Vice President 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. Create and distribute an RFP (based on the Service Learning & Creative Content model) for faculty interested in developing interdisciplinary curricula activities using the college-wide book. Coordinate with the College-wide Book Project Facilitator(s). The RFP should be distributed shortly after the 2012-2013 book has been selected. By the end May, make recommendations to the Vice President of Academic Affairs and Dean of Instruction for the disposition of proposals received.

Please note: The budget for this committee is managed by the Vice President of Academic Affairs who will provide funds for all approved faculty development activities.