

Instructional Resource Committee Charges 2014 – 2015

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 (hernande@atlantic.edu), Dean of Liberal Studies (mcarthur@atlantic.edu), Dean of the Academy of Culinary Arts (mcclay@atlantic.edu), Dean of Career Education (dvassall@atlantic.edu), acting Dean of Technical and STEM Education (ashelton@atlantic.edu) and the Chair of the FAEC (bzilovic@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, (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, Myrna Morales-Keklak (mkeklak@atlantic.edu), Joe Krafft (jkrafft@atlantic.edu).
3. Minutes of the committee meetings should be submitted to the Vice President of Academic Affairs, Dean of Liberal Studies, Dean of ACA, Dean of Career Education, Dean of Technical and STEM Education. An additional copy of all committee meeting minutes shall be submitted to the Chair of the FAEC electronically 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 Liberal Studies, Dean of ACA, Dean of Career Education, Dean of Technical and STEM Education, and the Chair of the FAEC.
6. Recommend topics and presenters for Faculty Development Day events or other selected 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.

Additional Charges

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.). This 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, Creative Content and Student Success projects, or multi-cultural events. Sponsor Faculty Forum for grant recipients to make presentations on their

projects (to take place either as a part of the January Faculty Development Day or as a separate program in spring). By the end of May, make recommendations to the Vice President of Academic Affairs and Dean of Liberal Studies for the disposition of proposals received for Service Learning and Creative Content projects. Faculty should be notified as to the status of their proposal by the end of June.

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, enhanced cultural diversity education and student retention and success. Review and Revise the IRC Proposal Application to address faculty interest and any new criteria.
10. Organize, deliver and execute one multi-cultural event (RFP's projects considered) during the spring semester in order to promote awareness of and sensitivity to the identities and needs of students from varying cultural backgrounds.

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.