



Procedures Manual

Student Experience Committee Procedures

Number: SS-401

Office of Primary Responsibility: Office of VP of Student Experience & Human Resources

Effective Date: Spring 2018

Purpose:

The Student Experience Committee provides guidance and recommendations on activities that affect the experience of Hocking College students. The Student Experience Committee will convene as needed and function as an advisory group whose primary work includes, but is not limited to, the oversight of multiple subcommittees. The subcommittees will include, but are not limited to the One Stop, Diversity & Inclusion, Academic Success, Student Life, Athletics and Co-Curricular and Residence Life.

Definitions:

1. “Subcommittee” refers to group of employees brought together to work in a specific area affecting the overall Student Experience at Hocking College. Subcommittees are necessary because there are several key touch points which affect the overall experience, and trying to use one overarching committee to complete the work would not be effective. The goals and expected outcomes of each subcommittee will be set by the Vice President of Student Experience & Human Resources or their designee.

Procedures:

Campus-wide input and involvement is necessary. The agenda will be comprised of the multiple initiatives as outlined by the subcommittee chairs and compiled by the Office of the VP of Student Experience & Human Resources or their designee.

The Student Experience Committee will collaborate with the Vice President of Student Experience & Human Resources to regularly monitor the quality of the student experience at Hocking College through regular evaluation and data analysis of surveys and interviews.

Membership:

The Student Experience Committee will consist of the Vice President of Student Experience of Human Resources, the Executive Director of Financial Aid, the Director of Academic Services, the Executive Director of Student Life and Student Engagement, the Director of Residence Life, and a representative from the Hocking College Athletics Department. Rotating members or designees may be added as needed as committee or subcommittee goals require.

Specific Duties of the Committee:

In carrying out its responsibilities, the Committee shall:

1. Establish a work plan to ensure its responsibilities are being met.
2. Regularly review pertinent data and other information.
3. Monitor the College’s strategies for enrollment management.
4. Review College data and peer institution data regarding current educational status, historical trends, performance, quality, and value.

Meetings:

The Committee shall meet no less frequently than two times each academic year, and each meeting’s agenda should allow ample time for purposeful discussion and analysis. The Committee shall maintain minutes or other records of meetings of the Committee.