



Procedures Manual

Student Attendance and Progression Procedure

Number: SS-410

Policy Number (if applicable):

Office of Primary Responsibility: Vice President, Student Affairs & Campus Relations
Jacqueline C. Hagerott, hagerottj@hocking.edu

Effective Date: April 1, 2020

Purpose

Hocking College is committed to the academic success of students. The Student Attendance and Progression Team is responsible for assessing issues related to student attendance/progression. The team will work with academic leaders to implement purposeful interventions that lead to student success by coordinating Hocking College's resources to address the needs of students who are experiencing issues that are preventing them from staying on track academically.

Definitions

Faculty Attendance Report: The Faculty Attendance Report includes faculty that have not entered attendance.

Student Attendance Report: The Student Attendance Report includes all students that have one or more UNEXCUSED absences. The Student Attendance Report includes the following tabs: Nursing; Natural Resources; ABS; Workforce/PSS; and Allied Health.

Student Attendance and Progression Team

Team Member	Assignment	Lead
Bob Bowser	Nursing	Anne Loochtan
Shane Barbini	Natural Resources	Dan Kelley
Nate Perez	Natural Resources	Dan Kelley
Betsy Hall	ABS	Ryan Rieder
Janet Smith	ABS	Ryan Rieder
Michelle Robinson	ABS	Ryan Rieder
Heather Campbell	Workforce and PSS	Sean Terrell
Jennifer Yanity	Allied Health	Anne Loochtan

Student Attendance and Progression Procedure

Step One: Faculty and Student Attendance Reports

The Faculty and Student Attendance Reports are automatically generated weekly on Mondays and sent to Cabinet, Deans, Program Managers, Faculty Advisors, Director of Academic Success & Disabilities, Registrar, and the Athletics Director.

IT will send the Student Attendance Report in a Google Drive to the Student Attendance and Progression Team members.

Step Two: Intervention

Monday – Wednesday, pursuant to their perspective assignments, the Student Attendance and Progression Team members will work with the Academic team regarding the students on the list. The team members will contact the students listed in the Student Attendance Report that have their first unexcused absence or an additional unexcused absence from the previous report to discuss their situation and issues. Team members will collaborate with the Academic team to create plans that connect students with resources necessary to keep them on track.

Monday – Wednesday, respective Academic teams will contact faculty that have not submitted attendance to resolve issues.

Step Three: Documentation

By Wednesday, the Student Attendance and Progression team members will enter comments in the Student Attendance Report for their assigned areas documenting discussions held and actions taken with the academic team and the students. See *Sample Communications* below. If a student informs the team member that they have withdrawn, or a they are unable to have any contact with a student, the team member will send an email with the student's name and ID number to the Registrar @ registrar@hocking.edu.

Step Four: Student Attendance Reports with Comments

On Thursday, IT will resend the Student Attendance Report with comments that have been added by the Student Attendance and Progression Team members to the Academic and Student Success Teams which include: Cabinet, Deans, Program Managers, Faculty Advisors, Director of Academic Success & Disabilities, Registrar, Athletics Director, and the Student Attendance and Progression Team.

Step Five: Continuous Quality Improvement

The Student Attendance and Progression Team, Deans, VP of Student Affairs & Campus Relations, and VP of Academic Affairs & Workforce Development will meet weekly to share feedback from students, challenges, barriers, strategies that are working to keep students on track, process review, etc. The VP of Student Affairs & Campus Relations will make modifications as needed.

SAMPLE COMMUNICATIONS

1. Academic Team Has an Update

If the academic team has an update, you can say, *"I am contacting you because you missed a class. I know that your [program manager/instructor, etc.] has worked out a plan to keep you on track. How is that working for you? Do you have questions?"*

2. Academic Team Does Not Have an Update

If the academic team does not have an update, you can start out by introducing yourself and saying, *"I am calling you because you missed a class so I want to know how I can assist you so you stay on track, is everything okay?"*

3. Registration

While you are talking to them, if they are not graduating, ask them if they have registered for Fall. If they need help, report back to the Academic Team so they can assist them.
Great idea Anne!

4. Financial Questions

Answer: This is a very fluid situation and constantly changing, in order for us to make the best decision possible based on all of the facts, we will be making all financial determinations at the end of the semester. We will send information at that time.