



Procedures Manual

Academic Affairs Committee Procedures

Number: AC-100

Office of Primary Responsibility: Office of VP of Academic Affairs and Workforce Development

Effective Date: Spring 2018

Purpose:

The Academic Affairs Committee provides guidance and recommendations on activities that support the academic mission of Hocking College. The Academic Affairs Committee will convene as needed and function as an advisory group whose work includes, but is not limited to, the articulation of the academic mission, enhancing the quality of academic programs, considering new academic programs and significant modifications in existing academic programs, program review evaluation, policy and procedures development/revisions, fostering faculty development and other faculty priorities.

Definitions:

1. “Curriculum” refers to a well-developed plan for learning, based on a comprehensive analysis of the literature on the subject. It is composed of four basic components: goals (the benchmarks or expectations for teaching and learning, often made explicit in the form of a scope and sequence of skills to be addressed), methods (the specific instructional methods for the teacher, often described in a teacher’s edition), materials (the media and tools that are used for teaching and learning, and assessment, (the reasons for and methods of measuring student progress).
2. An “Academic Program” refers to any combination of courses and/or requirements leading to an Associate degree or certificate and specialized workforce training credentials.
3. “Faculty” refers to a full or part time employee delivering academic content to Hocking College students according to their area of expertise and discipline.
4. “Program Review” is a rigorous, systematic, objective, impartial, expert-based examination, evaluation and self-evaluation of how effectively a program is working, as part of the ongoing pursuit of higher levels of achievement and quality in the College, and in the service of program improvement.

5. "Academic Year" refers to a consecutive period consisting of the Summer, Autumn, and Spring terms.

Procedures:

Campus-wide input and involvement is encouraged. The agenda will be prepared by the Office of the VP of Academic Affairs and Workforce Development.

The Academic Affairs Committee will collaborate with the Vice President of Academic Affairs and Workforce Development to regularly monitor the educational quality of the College's academic programs and to consider the strategic focus of the following:

- a) Learning goals and outcomes;
- b) Program quality, College and program accreditation, and program review;
- c) Student retention and graduation;
- d) Academic planning, including proposals for adding, modifying or discontinuing programs;
- e) Efficient and sensible organization of academic degrees and certificates; and
- f) Budgetary requirements for academic programs and services.

Membership:

The Academic Affairs Committee will consist of the Vice President of Academic Affairs and Workforce Development, the Dean from each School, and a Department Chair from each School. Rotating members will be one Faculty member from each School who will serve for a two-year term.

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.