



HOCKING
COLLEGE

Committees



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Assessment Council

The charge of this council will be to:

- Study best practices in the assessment of student achievement of both technical and general program outcomes
- Assess Hocking College's current model of assessment
- Provide recommendation regarding future college practices toward institutional assessment of general education
- Provide guidance to the Vice President of Academic and Student Affairs regarding future practices in electronic reporting and gathering of artifacts from students
- Assist Vice President of Academic and Student Affairs in developing assessment model that blends program assessment of student academic achievement in both technical and general education outcomes with assessment of program efficiencies using consistent performance measures within academic units
- Explore ways to foster a college-wide practice of assessing for improvement
- Explore professional development opportunities for the College regarding assessment

Council Membership:

The Assessment Council members from 2012 include:

- Scott Mong, PSS Faculty, (promoted to PSS Commander)
- Anne Cornejo, Hospitality Faculty
- Gail Jordan, Engineering Faculty
- Sarah Parker-Clever, Arts, Business, Information Technology Faculty (Promoted to Associate Dean of ABIT)
- Kathy Pittman, Arts, Business, Information Technology Faculty
- Neal Schmitt, Arts, Business, Information Technology Faculty
- Ellen Nickles, Arts, Business, Information Technology Faculty
- Donna Wamsley, Allied Health Faculty
- Annette Ericksen, Natural Resources Faculty
- Tammy Monk, PSS Faculty
- Victor Maxson, TLC Advisor
- Giles Lee, Student Center



- James Rice, Director Online Learning
- Bonnie Allen Smith, Assessment Coordinator
- Joe Wakeman,
- Carl Bridges, Vice President of Academic/Student Affairs



Benefits Advisory Committee

Chaired by HR Specialist-Benefits, the Benefits Advisory Committee is a cross-institutional group of Hocking College employees. This group serves as advocates and liaisons for the employees. The Benefits Advisory Committee will oversee all Health and Wellness benefits available to employees. They are charged with the responsibility to review statistical data, bid proposals, and wellness programs available to all employees.

Responsibilities

The Benefits Advisory Committee will:

- Evaluate aggregate data for Hocking College Employees to determine the health coverage needs.
- Review Health Wellness programs to offer at Hocking College
- Evaluate bid proposals for new health coverage.
- Advise the campus community in changes of coverage- Unions, Non-bargaining, etc.
- Hold informational sessions on insurance changes for employees.

Meetings

There will be 3-4 meetings a year as the need arises. Typically when bid proposals are received in October the meetings will begin.

Committee Members

The Benefits Advisory Committee is currently made up 11 people including:

Representative	Area
Loretta Whaley, Chair	HR Specialist- Benefits
Adeana Meadows	Records Office, SBU
Jennifer Yanity	SAC, PBU
Jodie Lewis	Financial Aid Counselor, PBU
Kimberle Coy	Admin. Assistant, SBU



Mark Yanko	Faculty, PBU
Melinda Roggow	PSEO Advisor/HS Articulations, PBU
Myriah Davis	VP Administrative Services
Patti Proulx	New England Employee Benefits Company, Broker
Sgt. Michael Redecker	Campus Police, OPBA
Sheree Cunningham	Human Resources



Budget Advisory Council

Charge:

The Budget Advisory Council (BAC) is an advisory body to the President on current and multi-year budget issues, funding priorities and policies having a financial impact.

It is chaired by the Vice President of Financial Services, with the Vice President of Academic and Student Affairs/Provost and the Vice President of Administrative Services serving as Vice-Chairs. Council members are appointed by the President and are expected to serve as representatives of the entire College community as they conduct Council business.

They communicate to and provide feedback from the campus on matters which impact the long-term financial health of the institution. The Chair and Vice-Chairs communicate BAC recommendations to the President.

Responsibilities

The duties and responsibilities of the Budget Advisory Council (BAC) include the following:

- To advise the President on matters of:
 - Current and multi-year budget issues
 - Funding priorities
 - Policies having a financial impact
- To attend meetings faithfully in order to gain a broad-base of knowledge about College finances with which to better serve in this capacity
- To provide input to the creation of the annual budget
- To represent the campus to this Council
- To have a working knowledge of the strategic plan and insure that budget, funding priority and fiscal policy recommendations are consistent with that plan
- To provide recommendations regarding external fee charges (ex. tuition, room and board) and internal fee charges upon which the budget is based
- To hear annual budget presentations by College budget units and make recommendations regarding the approval and prioritization of additional funding requests
- To be leading advocates in continuous process improvement which seeks to lower costs and enhance revenues to better serve the strategic plan



- To make data-driven recommendations based on internal and external data and benchmarks
- To be innovative in thinking
- To challenge conventional thought and one another in a respectful and civil manner

Membership/2 Year Terms

- 3 Faculty Members from the Professional Bargaining Unit
- 1 Non-academic Member from the Professional Bargaining Unit
- 1 Member from the Support Staff Bargaining Unit
- 1 Member from the Police Bargaining Unit
- 1 Dean
- 1 Representative from Perry Site (may also be from among any of the previous categories)
- 1 Representative from Logan Site (may also be from among any of the previous categories)
- 5 At-Large Members (may also be from among any of the previous categories)
- 3 Representatives from the Student Body
- 5 Alternates – 2 At-Large; 1 Support Staff Bargaining Unit; 1 Faculty member of Professional Bargaining Unit; 1 Faculty non-bargaining
- Vice President of Financial Services, Chair
- Vice President of Academic and Student Affairs/Provost, Vice Chair
- Vice President of Administrative Services, Vice Chair



BUDGET ADVISORY COUNCIL ROSTER

As of August 23, 2013

- **Chaired** by Vice President of Financial Services, Gina Fetty
- **Co-Chaired** by Vice President of Academic and Student Affairs/Provost, Dr. Carl Bridges
- **Co-Chaired** by Vice President of Administrative Services, Dr. Myriah Short.

- **Professional Unit Faculty:** Dan Dailey, Jerry Hart, Brian Alloway
- **Professional Unit Non-Faculty:** Dan Yeatts
- **Support Staff Unit:** Adeana Meadows
- **Police Unit:** TBD
- **Dean:** Ken Bowald
- **Perry Campus Representative:** Christine Woodgeard
- **Logan Campus Representative:** TBD
- **At-Large Members:** Kensey Love, Tammy Eing, Jane Lyons, Nancy Vandeman, Giles Lee
- **Student Representation:** Samuel Fogle, Dustin Goldsberry

- **Alternates:** Ben Dalton (At-Large), James Rice (At-Large), Will Alder (Support Staff Unit), Doug Weber (Professional Unit Faculty), TBD (Faculty non-bargaining)

- **Resource member,** Executive Director of the Hocking College Foundation, Libby Villavicencio.



Campus Climate Committee

Charge

To serve as an advisory committee to the President and Provost in assessing overall campus climate, evaluating campus communications strategies, and recommending interventions to improve morale and workplace engagement.

Responsibilities

The Campus Climate Committee will:

- Research and analyze current literature on the definition of morale, institutional climate
- and the organizational predictors of employee engagement
- Design an employee survey made up of response items that reflect the factors identified
- as influential to overall campus morale, climate and employee engagement
- Collect information via biennial survey of all Hocking College employees
- Analyze survey results and disaggregate by employee classifications
- Design and implement institutional interventions aimed at improving morale, climate
- and/or employee engagement
- Evaluate efficacy of all intervention efforts undertaken

Meeting Frequency

This committee will meet over the Autumn/Spring Terms on a monthly basis. Currently, the committee has met the following times:

- February 20, 2013 @4pm
- March 27, 2013 @4pm
- April 17, 2013 @4pm
- August 22, @10am

Committee Members

- College President, Dr. Ron Erickson
- VP of Academic and Student Affairs/Provost, Dr. Carl Bridges
- Faculty, ABIT - Deni Naffziger-Hackworth
- Dean, Engineering Tech - Bernard Hinton
- Student Academic Counselor - Jennifer Yanity
- Administrative Assistant, ABIT - Kimberle Coy
- Dir. Strategic Enrollment - Michael Belcher



- Faculty, NR - Randy Schwarzenberg
- Dean, Nursing - Tammy Keith
- Police Chief - Adolpus Matthews
- Faculty, ABIT - Cheryl Mansky
- Faculty, Hospitality - Douglas Weber
- Faculty, Eng Tech/Perry - Fred Baden
- Resident Hall Director HH - Jasmine Saunders
- Dir. Lake Snowden - Jason Love
- Faculty - Chris Coleman



Factors that Improve and Maintain Morale	Possible Survey Questions
1. Clearly articulated job expectations	a) I receive appropriate guidance from my direct supervisor to effectively perform my job. b) I receive the necessary amount of training to effectively perform my job. c) I know what is expected of me at work.
2. Consistent feedback and constructive performance evaluations	a) I receive sufficient and genuine recognition or praise for doing good work. b) In the last six months, someone at work has talked to me about my performance. c) I have been given opportunities to provide feedback on my own supervisor's performance.
3. Autonomy, flexibility and resources necessary to out job responsibilities	a) I feel I am trusted to do my job with autonomy and flexibility. b) In my current position, my greatest skills are used to their maximum potential.
4. Opportunities for advancement and/or lifelong learning	a) I am satisfied with the way my career has progressed at the College. b) I have had an assigned mentor at work who has encouraged my development. c) I have had an informal mentorship with someone at work who has encouraged my development. d) This last year, I have had opportunities at work to learn and grow. e) The College cultivates habits of lifelong learning for its employees. f) I find that the institution is supportive when I need professional leave time.
5. Appreciation for home and family balance	a) I am usually satisfied with the way in which I am able to balance my professional and personal life. b) I find that the institution is supportive when I need family leave time.



	<p>c) I am able to attend important events and activities in my personal life, while still meeting my professional responsibilities.</p>
<p>6. Recognition for devotion and dedication to the institution</p>	<p>a) All employees are valued equally, regardless of their positions and responsibilities.</p> <p>b) The College promotes a culture in which I am valued as an employee.</p> <p>c) The College values long-term service to the institution.</p> <p>d) The College's treatment of its employees sets an example for other organizations.</p> <p>e) The College treats its employees with respect.</p> <p>f) My supervisor conveys his/her respect for me as an employee at the College.</p> <p>g) My supervisor, or someone else at work, seems to care about me as a person.</p> <p>h) My co-workers are committed to doing quality work.</p> <p>i) If I had to do it over again, I would accept my current position.</p> <p>j) I would recommend working at the College to a friend or family member.</p>
<p>7. Respect for diversity and inclusion</p>	<p>a) The College's internal communication methods are responsive to different cultural styles.</p> <p>b) The general campus climate is respectful of differences in race or ethnicity, religious background, beliefs, sexual orientation, age, gender, and economic status.</p> <p>c) I have never been discriminated against at work because of my race or ethnicity, religious background, beliefs, sexual orientation, age, or gender.</p> <p>d) I have never been denied opportunities to advance in my job because of my race, ethnicity, religious background, beliefs, sexual orientation, age or gender.</p> <p>e) In department and committee meetings, discourse is respectful and professional.</p> <p>f) During informal conversations with colleagues, conversation is respectful and professional.</p>

<p>8. Reliable,</p>	<p>a) When I have questions related to my job duties, I can go to my direct</p>
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<p>accurate channels of information</p>	<p>supervisor for answers.</p> <p>b) When I share concerns, ideas, or information with my direct supervisor, I am confident s/he will take those concerns to the next administrative level when appropriate.</p> <p>d) I believe some policy changes are a reflection of concerns, ideas, and/or information administration receives from faculty and staff.</p> <p>e) Please rate your level of trust in the accuracy of information that you receive through each of the following :</p> <table style="margin-left: auto; margin-right: auto; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;"></th> <th style="padding: 5px; text-align: center;"><i>Low</i></th> <th style="padding: 5px;"></th> <th style="padding: 5px;"></th> <th style="padding: 5px; text-align: center;"><i>High</i></th> <th style="padding: 5px;"></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">The <i>Verbatim</i> newsletter</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">The College website and <i>Facebook</i> page</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">All-staff emails</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">In-service presentations and workshops</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">Campus forums with President</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">Local media, e.g., radio, newspaper, television</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">Department or unit meetings</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">Personal conversations with my direct supervisor</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> <tr> <td style="padding: 5px;">The "grapevine," i.e., rumors, heresay, etc.</td> <td style="padding: 5px; text-align: center;">1</td> <td style="padding: 5px; text-align: center;">2</td> <td style="padding: 5px; text-align: center;">3</td> <td style="padding: 5px; text-align: center;">4</td> <td style="padding: 5px; text-align: center;">5</td> </tr> </tbody> </table> <p>e) Assuming it is reliable and accurate, how would you prefer to receive regular campus information? Please rate each of the following:</p> <p style="text-align: center;"><i>Not Highly Preferred</i></p>		<i>Low</i>			<i>High</i>		The <i>Verbatim</i> newsletter	1	2	3	4	5	The College website and <i>Facebook</i> page	1	2	3	4	5	All-staff emails	1	2	3	4	5	In-service presentations and workshops	1	2	3	4	5	Campus forums with President	1	2	3	4	5	Local media, e.g., radio, newspaper, television	1	2	3	4	5	Department or unit meetings	1	2	3	4	5	Personal conversations with my direct supervisor	1	2	3	4	5	The "grapevine," i.e., rumors, heresay, etc.	1	2	3	4	5
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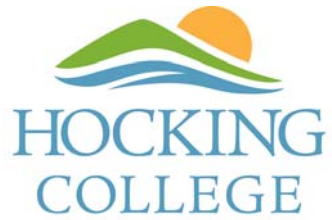


		<i>Preferred</i>			
	The <i>Verbatim</i> newsletter	1 5	2	3	4
	The College website and Facebook page	1 5	2	3	4
	All-staff emails	1 5	2	3	4
	In-service presentations and workshops	1 5	2	3	4
	Monthly campus forums with President	1 5	2	3	4
	Local media, e.g., radio, newspaper, television	1 5	2	3	4
	Department or unit meetings	1 5	2	3	4
	Personal conversations with my direct supervisor	1 5	2	3	4
	The “grapevine,” i.e., rumors, heresay, etc.	1 5	2	3	4
9. Opportunities and invitations to engage in and understand decision making across the institution	<ul style="list-style-type: none"> a) The College places an appropriate emphasis on consensus building. b) The College encourages lively debate from a wide variety of perspectives when key decisions are being made. c) At work, my opinions seem to count. d) It's okay to voice my opinion freely at the College. e) The College values creativity. f) The College values innovative ideas. g) The College continually attempts to find a better way to do things. 				
10. Fair and competitive benefits	<ul style="list-style-type: none"> a) I am satisfied with my health benefits. b) I am satisfied with my access to tuition reimbursement. 				



(e.g., retirement plans, tuition support, employee discounts)	c) I am satisfied with my retirement plan options. d) I am satisfied with the employee discounts and other perks offered to me.
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11. A clean, safe, comfortable, professional work setting	a) The general campus climate is friendly and welcoming. b) The general campus climate has been improving. c) The campus, overall, is clean and attractive. d) The campus is well lit at night. e) I feel safe on campus.
12. The appropriate resources to do the job	a) My direct supervisor takes actions that support me as an employee. b) I have the materials and equipment I need to do my work right.
13. Opportunities for fun, food and fellowship	a) I have a best close friend at work. b) I have opportunities for social interactions at with other employees across the college. c) I have opportunities for social interactions within my department.
14. A critical institutional mission and positive public image	a) The College continuously pursues academic excellence. b) The College practices environmental sustainability. c) The College nurtures community partnerships. d) The College values public service. e) The College encourages civic responsibility. f) The mission and purpose of this institution makes me feel my job is important. g) Overall, I am satisfied with my current position at Hocking College. h) In general, morale is high at the College. i) My personal morale is high working at the College. j) Whether it is positive or negative, the climate and culture of the college affects the quality of my work.



Optional Open Essay: If there was one thing you could recommend to improve employee morale or the campus climate, what would it be?



Colleague Super Users Group

Strategic Purpose

Chaired by the Colleague Administrator, the Colleague Super Users Group is a cross-institutional group of campus leaders and represents the custodians of the data within the Ellucian Colleague ERP system. This group serves as advocates and liaisons with the other Colleague module custodians and must work closely with all areas to ensure all Colleague modules meet the needs of the College. The Colleague Super Users Group will oversee data standards, resolve business issues, manage reporting requirements common to all modules of the Ellucian Colleague system, monitor production issues and customization requirements, and provide guidance for ongoing structured training. In addition, this group would, based on institutional academic/administrative needs, prioritize system enhancement initiatives, including new software modules, and make recommendations to executive management for funding and approval.

Responsibilities

The Colleague Super Users Group will:

- Evaluate, thoroughly test and certify all software updates
- Develop, test and maintain business continuity/disaster recovery plans
- Evaluate and approve customization requests
- Prioritize, monitor and follow-up on ERP related projects
- Discuss issues involving multiple modules
- Oversee standards and procedures for data integrity
- Oversee policies and procedures for data confidentiality
- Provide guidance for ongoing structured training
- Evaluate Ellucian user requests, issues and concerns, and provide recommendations and solutions
- Support Business Process Re-engineering for continuous process improvement

Meeting Frequency

The Colleague Super Users Group will meet on a monthly basis.



Committee Members

The Colleague Super Users Group will be made up of at least one representative from each of the Ellucian Colleague functional areas. While the individual representative may change, the below designated areas should always be represented.

Area	Representative
Colleague Administrator	John Chappellear
Academic Scheduling	April Loudner-Maffin
Cashiers/Bursar	Roxana Herdlitzka
Finance	Anna Johnson
Financial Aid	Deneene Merchant
Human Resources	Sheree Cunningham
Institutional Research	Kensy Love, Diane Wolf
Registrar	Judy Bowie
CIO	Ben Dalton
Payroll	Debbie Gyure
Academic /Student Affairs	Mary Russell



Office of Academic Affairs

HOCKING COLLEGE CURRICULUM COMMITTEE

The following Academic change requests must be submitted to the Curriculum Committee (CC). They are separated into two categories, **Minor** and **Major**. All requests must be submitted electronically on the appropriate form (also attached to this email, soon to be on our website) to Joe Wakeman who will post the request to the CC website for review. Requests will be discussed and voted on by the committee once a month.

Academic changes not reflected on this list and the corresponding form are at the discretion of the Dean and academic department.

Minor change request

- 1. Course credits**
- 2. Course hours (Class, Lab/field/clinical)**
- 3. Course prerequisites and substitutions**
- 4. Adding/removing courses in curricula (if the change has repercussions outside of the unit)**
- 5. Moving courses in the curricula (if the change has repercussions outside of the unit)**

Minor Requests do not require faculty or dean representatives to be present at CC. The committee will discuss and vote on these changes expeditiously at the beginning of new business in each monthly meeting.

These requests will be posted on the CC Moodle site for members to review. All members are encouraged to not print hard copies of submissions. The review process will involve pulling up the documentation of the request electronically reviewing the proposal, group discussion and finally a vote. A simple majority vote is required for approval for all minor proposals.



Office of Academic Affairs

Major change request

- 1. New course**
- 2. Major course revision**
- 3. New degree/certificate**
- 4. Adding/removing Courses in curricula (if the change results in major impact to other academic units)**
- 5. Moving courses in curricula (if the change results in major impact to other academic units)**
- 6. Core curricula requirements**
- 7. Developmental education requirements**

If there are questions regarding the criteria, especially in the case of adding, removing or moving courses in a curriculum as those situations will be case specific, please contact Joe Wakeman for clarification.

Major requests will require representation from the appropriate academic unit at the CC. Typically this will be the faculty central to the request and/or their dean(s). A presentation outlining and justifying the request will be required followed by a group discussion.

A CC member must make a proposal, With a Second by An additional member to begin the final voting process with all major proposals. Approvals require a minimum of 10 votes with ties being decided by the Chair, otherwise the chair does not vote. The Committee may also table the proposal with a “pending” status if more discussion or information is prudent.



Office of Academic Affairs

Committee Membership

1. Chair- Joe Wakeman (Non-voting member)
2. April Maffin – Academic Scheduling
3. James Rice – Online Learning
4. Assessment – To be filled.
5. NR Kathy Miller
6. NR Lynn Holtzman
7. ENG Gail Jordan - Logan
8. PSS Scott Mong
9. CULA Chuck Steadman
10. NT Michele Hanson
11. AH Marty Skeeles
12. Christine Woodgeard – Perry
13. ABIT (MATH) Jean Libben
14. ABIT (ENGL) Sarah Parker-Clever
15. ABIT (SOCL) Julie Cohera
16. ABIT (BUS) Christina Gator
17. ABIT (IT) Marcia Welch

16 voting members 10 are faculty - # represent every department proportionally.

Proportional Rates

Faculty driven committee. Associate Provost of Curriculum and Instruction votes if there is a tie.



Foundation Committees

Board Committees:

- Executive Committee
 - Purpose: To provide oversight for the creation and maintenance of an effective foundation board.
 - There shall be an Executive Committee consisting of the immediate Chairman, and Vice-Chairman of the Board of Directors of the Corporation, the President of Hocking College, and the Executive Director of the Hocking College Foundation, Inc.
 - Such committee shall serve at the pleasure of the Board of Directors, shall act only in the intervals between meetings of the Board of Directors, and shall be subject to the control and direction of the Board of Directors. Such Committee may act by a majority of its members.
 - An act or authorization of an act by any such committee within the authority delegated to it shall be as effective for all purpose as the act or authorization of the Board of Directors.

Standing Committees:

All committees other than the Executive Committee shall be appointed by the President who shall designate the chairperson, and there shall be appointed an Investment Committee, a Project and Programs Committee, and a Nominating Membership Committee.

- Investment/Finance Committee
 - Purpose: To assist the foundation in maintaining a secure endowment and, to the extent possible, maintain maximum growth through wise investment of funds. To receive and review annual budget proposals from the Executive Director, and to make recommendations regarding it to the foundation.
- Membership Committee
 - Purpose: To provide recommendations for new board members and to develop and evaluate the board.
- Project and Programs Committee
 - Purpose: To create and implement activities that serve to sustain Hocking College Foundation, Inc., fundraising in nature, to expand



the assets and asset value of the Hocking College foundation in general.

Other Committees:

These committees have members that are faculty, staff, alum and board members

- Events Committee
 - This committee plans events. They work to recruit involvement from others, including volunteers.

- Investment Committee
 - This committee decides which special college projects (those that fall outside of the formal Budget Advisory Committee process) for which the foundation should fundraise. They also will take part in fundraising efforts as appropriate.

- Power THE Passion Campaign Committees
 - The following important service committees and soliciting divisions will provide essential oversight and support services for the campaign.

- Campaign Management Committee
 - The purpose of the campaign management committee is to serve as the initial management committee that assists in organizing the campaign, evaluates progress as measured against the plan of campaign and detailed in the Campaign Progress Report (Addendum 9, p. 48), strategizes to overcome challenges and resolve conflicts, reviews the campaign budget at least monthly, and provides a forum for key management and the consultant to discuss confidential matters.
 - Composition (# of members):
 - HC Foundation Board chair or representative
 - College Board of Trustees chair or representative
 - Campaign manager
 - Consultant
 - College President
 - Chief financial officer
 - Chief public relations officer



- Others as deemed appropriate (chairs of divisions and committees)

The campaign management committee will be organized during the month prior to campaign launch and will meet as determined by the committee, generally at least monthly at the beginning of the campaign.

- Prospect Listing and Evaluation Committee:
 - The purpose of the prospect listing and evaluation committee is to develop preliminary lists of prospects and suggest a target figure for each prospect in the soliciting divisions.
 - Composition (# of members):
 - Chair plus six committee members
- Stakeholder Awareness Committee
 - The purpose of the Stakeholder Awareness committee is to acquaint 100-120 potential leaders and donors with the College's case for support and to obtain their feedback and involvement.
 - Composition (# of members):
 - Chair plus 10-12 committee members (hosts)



Institutional Research Advisory Council

Mission Statement:

The Office of Institutional Research, Planning and Policy strives to be the voice of efficiency and effectiveness by providing accurate data and information to help college-wide decision makers' act with Confidence.

The Institutional Research Advisory Council's role is to support campus leaders and policy makers in wise planning, programming, and fiscal decisions covering a broad range of institutional responsibilities. These areas can include research support to senior academic leaders, admissions, financial aid, curriculum, enrollment management, staffing, student life, finance, facilities, alumni relations and many others.

Responsibilities:

The duties and responsibilities of the Institutional Research Advisory Council include the following:

- To represent the campus to this council.
- Identify campus research interests which align to the strategic plan.
- To have a working knowledge of the strategic plan and ensure research projects are supportive of the plan.
- To make data-driven recommendations based on internal and external data and benchmarks.
- To be leaders on campus for continuous improvement of processes, establishing policies and/or evaluating Hocking College to other comparable institutions.

Membership:

- Kensity Love, Director of Institutional Research, Planning & Policy
- Diane Wolf, Assistant Director of Institutional Research & Planning
- Danielle Sprague, Math Faculty, Main/Perry campus
- Rich Batey, Faculty Computer Science and Math, Perry Campus
- Michael Belcher, Director of Strategic Enrollment



Institutional Research Advisory Council

April 4, 2013
JL 147

AGENDA:

- Discuss Committee Charge
 - Group discussed the charge and agreed to the current statement. We will discuss additional components if needed at the next meeting.
- Review Materials
 - Common Dataset
 - Common dataset discussion included our definitions, based upon an earlier document created. Discussion lead to a need to review definitions again. We need to align definitions to IPEDS, HEI, and new processes at Hocking College.
 - Federal
 - IPEDS (<http://nces.ed.gov/ipeds/>)
 - Overall review of the IPEDS Data Center.
 - DFR-Peers, Competitors, Aspirational
 - Discussed the DFR created by IPEDS. Also discussed the difference between Peers, Competitors, and Aspirational colleges. Hope to have a list of potentials in each category so we can develop our own DFR
 - State reports
 - HEI (<https://ohiohighered.org/hei>)
 - Review of HEI website
 - Discuss National Community College Benchmarking Project (NCCBP-<http://www.nccbp.org/>)
 - We are participating in this project this year. We were able to complete about 45% of the report and will be moving forward with this group to determine how to collect the information to complete more next year.
- Create Hocking College 'Hit list' of research questions.
 - Asked everyone to determine what does the campus want to learn? Retention of Smart Start, Able programs to completion, etc. Everyone to return with a new list after polling campus
- Determine future meeting dates & times.
 - Would like to meet 2 times each term- minimally. Will meet more often as projects are determined and discussions are needed.

Next Meeting: Autumn Term 2013-TBD



Online Learning Task Force

Strategic Purpose

Chaired by the Director of Online Learning, the Online Learning Task Force is a cross-institutional group of faculty and staff. Our mission is to review academic technology, conduct quality course reviews, and establish best-practices in online learning at Hocking College.

Responsibilities

The Online Learning Task Force will:

- Evaluate, academic technology
- Conduct quality course reviews
- Establish best-practices in Online Learning
- Oversee policies for Online Learning
- Provide guidance to office of Online Learning

Meeting Frequency

The Online Learning Task Force will meet on a monthly basis.

Committee Members

The Online Learning Task Force will be comprised of faculty and staff actively involved in teaching a course online or in a blended format.

Members

- Ron Cass
 - NR208
 - Ext. 6260
 - cassr@hocking.edu
- Linda Deeds
 - JL353
 - 6110
 - deedsl@hocking.edu
- Jesse Henestofel
 - JL258
 - 6527
 - henestofelj@hocking.edu
- Mary Leffler
 - OAKLGLASS
 - 7168
 - lefflerm@hocking.edu



- Bonnie Proudfoot
 - OAKL312M
 - 6137
 - proudfootb@hocking.edu
- James Rice
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 - 6150
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- Bonnie Allen-Smith
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 - 7117
 - allen-smithb@hocking.edu
- Todd Whited
 - OAKL201
 - 6073
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- Ellen Wiseman
 - DVD217
 - 6378
 - wisemane@hocking.edu
- Mark Yanko
 - SHAW209F
 - 6507
 - yankom@hocking.edu



Student Fees Committee

Charge

The Student Fees Committee is an advisory body to the Vice President of Academic and Student Affairs/Provost and Vice President of Financial Services on the creation, calculation, revision, elimination and communication of all student fees.

This committee is chaired by the Vice President of Academic and Student Affairs/Provost(VPAA/P). Council members are appointed by the VPAA/P and are expected to serve as representatives of the entire College community as they conduct committee business. They communicate to and provide feedback from the campus on matters related to student fees.

- The on-going duties and responsibilities of the Student Fees Committee include the following:
- To establish and communicate a common definition of student fees
- To review all proposals to create, alter or eliminate any fee assessed to students (does not extend to amounts paid by students for retail purchases through auxiliary operations)
- To recommend, or review any recommended, policies or procedures related to student fees
- To attend meetings faithfully in order to gain a broad-base of knowledge about student fees with which to better serve in this capacity
- To make data-driven recommendations based on internal and external data and benchmarks
- To be innovative in thinking
- To challenge conventional thought and one another in a respectful and civil manner

In addition, at the start of this committee there will be a process established to systematically move through all student fees and establish base-line data to support their need in accordance with the common definition and policies/procedures established.



Membership/2 Year Terms

Chair - Vice President of Student and Academic Affairs and Provost,– Dr. Carl Bridges

Co-Chair - Vice President of Financial Services – Gina Fetty

- **3 Representatives from the Budget Advisory Council** – James Rice, Kensey Love, Ken Bowald
- **2 Representatives of Student Affairs** – Dan Yeatts, Amy Roe
- **1 Representative from the Provost’s Area** – Joe Wakeman
- **Bursar** – Roxana Herdlitzka
- **1 Representative from Information Technology** – Ben Dalton
- **1 Dean or Associate Dean** – Jeff Daubenmire
- **1 Representative from the Student Body** – Ryan Swigart
- **2 Faculty involved in course fee establishment** (may also be from among any of the previous categories) - Cindy Yeager, Dan Dailey

- **Resources** – Dr. Bill Hill; John Chappellear