**Title of Procedure: Diversity and Inclusion Committee**

**Number: SS-417**

**Department: Office of VP of Student Affairs/Chief Diversity & Inclusion Officer**

**Effective Date: Spring 2022**

**Revised Date:**

**Reviewed Date: 02/01/2022**

**Purpose**:

We commit Hocking College as a place of belonging where all people are welcome and engaged. We celebrate and learn from the cultures and identities of the world. We advance a more equitable, inclusive and just world where everyone can flourish and learn.

* The charge of the Diversity and Inclusion committee is to assist in the development of a supportive campus environment where students, faculty, and staff feel safe, included, have a voice, can learn, grow, and achieve success without barriers. 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 Affairs/Chief Diversity and Inclusion Officer or his/her designee.

The committee will:

* Provide recommendations to the college’s administration on issues related to diversity, equity, and inclusion
* Continuously assess the campus climate among faculty, staff, and students and work with administration to directly address these issues.
* Participate in available professional development opportunities

**Definitions:**

1. “Subcommittee” refers to group of employees brought together to work in a specific area affecting the overall Student and Employee experience at Hocking College. Subcommittees are necessary because there are several key touch points which affect overall experiences, and trying to use an 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 Affairs/Chief Diversity and Inclusion Officer or his or her designee.

**Procedures**:

The committee is led by the Vice President of Student Affairs/Chief Diversity and Inclusion Officer to regularly monitor the quality of student and staff experiences at Hocking College through evaluation and data analysis of surveys and interviews.

**Membership**:

The committee’s make-up is representative of the diverse campus community, and is open to volunteers with an interest in advancing its goals. The committee consists of a representative from each of the following constituent groups:

* Vice President of Student Affairs/Chief Diversity & Inclusion Officer
* Academic Support and Disability Services
* Student Affairs and Services
* Human Resources
* Enrollment Management, Marketing & Public Relations
* Food Services
* Athletics
* Student Employment and Special Populations
* Financial Aid
* Information Technology
* Registrar
* TRIO Program
* Public Safety Services
* Student Center and Campus Recreation
* Career and University Center
* Housing and First Year Experience
* Hocking College Foundation
* Program Manager from each Academic School appointed by the Dean
* Student Representatives – (3) one from each of student group – Commuter, Resident Hall and Online
* 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. Lead the charge for which it was created under the purpose.
2. Establish a work plan to ensure its responsibilities are being met.
3. Regularly review pertinent data and other information.
4. Monitor strategies that aim to advance efforts of the Council.
5. Review College data and peer institution data regarding current, emerging historical trends pertaining to diversity, equity, and inclusion.

**Meetings**:

The committee meets 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 and will be posted on the Hocking College website.