

Division of Student Affairs Common Hour Policy

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Purpose and Scope

The Division of Student Affairs recognizes the value of providing dedicated time for employees to focus on divisional priorities. The purpose of this policy is to outline the divisional priorities for the Student Affairs Common Hour, which is held on faculty/staff calendar twice per month for 90 minutes each for all employees.

Policy Statement

In January 2022, a “common hour” was established for the Division of Student Affairs to provide dedicated time on faculty/staff calendars to advance divisional priorities. Like the time devoted each month to the Student Affairs division meeting and directors meeting, the common hour provides a structured time to collaborate and complete tasks to further shared goals. The common hour occurs bi-weekly on Thursdays from 9-10:30AM, on dates when the Student Affairs Leadership Team and Student Affairs division meetings are not scheduled. Faculty and staff should block this time on their calendars to ensure it is not used for other meetings.

Four priorities have been identified for the Common hour:

- Curriculum development: Meetings, discussions, and tasks related to the Ram Plan: Co-curricular Transcript, which could include but is not limited to, working on applications, updating programs, scoring assessments, notifying students, adding experiences to students' co-curricular transcripts, professional development, hosting curriculum discussions, and celebrations of co-curricular accomplishments.

UNIVERSITY POLICY

- Diversity, equity, inclusion and social justice: Work related to DEI and social justice initiatives within the division and partnerships with others to advance this work.
- Strategic planning initiatives: Tasks related to the division and WCU strategic plans.
- Professional development: Division members may also use this time for professional development purposes of their choosing.

Definitions

Common hour: A dedicated time for a group of individuals to work on priorities related to shared goals.

References

Common Hour Announcement: Email to Division from Dr. Zebulun Davenport, Vice President for Student Affairs on October 25, 2021.

Reviewed by: Amanda Thomas, Student Affairs Policy Designee

Policy Owner: Dr. Tabetha Adkins, Interim Vice President for Student Affairs

Approved by:



Dr. Tabetha Adkins, Interim Vice President for Student Affairs
May 19, 2023

Effective Date: January 20, 2022

Next Review Date: May 19, 2026

History:

- Approved on October 25, 2021 by Dr. Zebulun Davenport, Vice President for Student Affairs
- Implemented in January 2022 per Dr. Zebulun Davenport's email
- Written into the new WCU policy template in October 2022

Review Dates: May 19, 2023

Amended: Not applicable