



COLLEGE POLICY GUIDELINES/PROCEDURES

POLICY NUMBER: 6102-B
DATE: November 2019
POLICY TYPE: Institutional Learning & Effectiveness
POLICY TITLE: Formulation and Issuance of College Policies

GUIDELINES/PROCEDURES:

I. Adopting a New Policy

- A. All policies will utilize the college's policy format.
 - Leave the policy number blank. The policy number will be determined by the President's Office.
 - Leave the effective date blank. The date will be determined by the President's Office.
 - Write the policy in ADA accessible format
 - Name the policy appropriately. The name should be short but express to what the policy applies.
 - Enter the office of the responsible administrator
- B. The policy will utilize shared governance principles in the development process, whether or not the policy comes through the formal Shared Governance system.
- C. All policies are recommended to the college president, who approves the policy subject to District Board of Trustees guidelines.

II. Policy Review Process

- A. Amend governing policies at any regular or special meeting of the District Board of Trustees by an affirmative vote of a majority of the members
- B. Review policies automatically at least once every four years.
- C. The responsible administrator or designee will conduct the review, looping in relevant parties.
- D. The review date will be added to the document, establishing a historical reference.
- E. The responsible administrator will announce to the college community any subsequent significant changes to policies.

III. Responsible Administrator

- A. Be accountable for the substance of policy documents, namely the provisions and requirements of, and compliance with, college policies under their authority. Accordingly:
 - Identify the need for and purpose of a policy in relation to a subject that falls under their area
 - May designate a responsible office to develop and administer the policy
 - Determine how stakeholder comments on drafts of the policy should be incorporated

- Approve drafts of all policy documents before they are presented to the Cabinet and the college community for review, comment, announcement, or compliance.
- Approve final drafts of all policy documents before they are presented to the president for approval.
- May issue a policy on an interim basis. Interim policies are effective for six months, up to a maximum of 12 months. The college president will approve any extensions beyond this period. Extensions will be in six-month increments.
- Conduct timely reviews of existing policies under their jurisdiction
- Announce to the college any significant revisions to policies that fall under their area
- Where appropriate, advise college president of intent to withdraw an existing policy or to consolidate with another policy and will inform the college of this intent.

IV. Responsible Office

- May form an editorial committee to provide assistance when requested
- May draft an impact statement if desired
- Consider incorporation of stakeholders' input
- Establish any support systems needed to achieve compliance with new or substantially revised policies
- Inform the college community on new, revised, or withdrawn policies, and provide training as needed.