



COLLEGE POLICY

POLICY NUMBER: 6102-A

DATE APPROVED: November 2019

POLICY TYPE: Institutional Learning & Effectiveness

POLICY TITLE: Formulation and Issuance of College Policies

RESPONSIBLE ASSOC. /VICE PRESIDENT: Vice President, Institutional Learning and Effectiveness

POLICY PURPOSE:

Madison College Policy 6301, Formulation and Issuance of College Policies, also known as the "Policy on Policies," establishes the processes for drafting, reviewing, and approving official Madison College policies. It also defines the roles and responsibilities of the different participants in this process, the conditions governing the release of college policies, as well as what is required for a policy to become an official college policy.

POLICY:

- I. The District Board creates written governing policies that address the broadest levels of all organizational decisions and situations. Those include Ends/Outcome Statements, its own governance process and delegation of authority to the college president.
- II. Division of Responsibility: The governance activities of the college shall maintain a clear distinction between:
 - A. Strategic governing policies, which are the responsibility of the District Board, subject to relevant local, state and federal laws, rules and regulations, to which all other policies and procedures must conform,
 - B. Internal and external policies for employees to follow in implementing college governing policies, which are the responsibility of the president, subject to II.A. and
 - C. Specific operating standards, procedures and guidelines adopted by the various college sectors, which are the responsibility of those units designated by the president, subject to II.A. and II.B.
- II. Policies shall be subject to regular and continuous review for relevance, clarity and appropriateness.

DEFINITIONS:

Internal Policies are general statements designed to regulate behavior in making important objective decisions that affect the college. Policies provide the operational framework within which the college functions. These policies

could affect an internal unit or audience. Internal policies do not require District Board approval; they generally require Cabinet-level or President/Vice President approval.

- If it affects employees, Human Resources must review it.
- If it affects finances, the Chief Financial Officer must review it.
- If it impacts students, the Dean of Students must review it.

Examples of internal policies include Textbook Adoption Policy, Workload Policy and Facilities Master Plan Policy.

External Policies are those that the Board gives the president authority to develop and implement policies to govern the college. The President may delegate this responsibility based on accountability. The policies are public statements of core administrative and operational values and commitment.

Examples of external policies include Tobacco-Free District (required by law, college value); Access to Public Documents (required by law); and Information Protection (required by law, college value, commitment, reduces legal liability).

LINKS TO STATE/FEDERAL REGULATIONS:

N/A