

## Procedure 10.0602

### Developing and Making Changes to Policies and Procedure

Recommendations for changes in policy or procedure may originate from committees, departments, divisions, Senior Staff, Faculty Senate, Staff Association, or Board of Trustees.

This workflow is to be followed when (a) creating new policy or procedure or (b) modifying an existing policy or procedure.

#### Workflow

1. Develop or make changes in the [Policy and Procedure Workspace](#). This space is used to collaborate on documents with tracking enabled.
  - New policy or procedure: use template (pinned to the top of the page). [Contact](#) the Dean of Institutional Effectiveness for access to the SharePoint site and to obtain the policy or procedure number.
  - Modifying an existing policy or procedure: [Send a request](#) to the Dean of Institutional Effectiveness for access to the policy or procedure to be uploaded to the workspace.
2. The supervising vice president will notify the Dean of Institutional Effectiveness when the proposed policy or procedure is complete. The Dean of Institutional Effectiveness will move the document to the official Policy and Procedure SharePoint draft folder. Only Senior Staff and the Dean of Institutional Effectiveness have access to this site.
3. Senior Staff will review the proposed policy or procedure to determine if revisions are needed. If revisions are needed, the supervising vice president will edit the document located in the official Policy and Procedure SharePoint draft folder.
4. The Leadership Council will conduct an initial review of the proposed policy or procedure. A PDF will be sent to members for review each time policies and procedures are presented with changes. Leadership Council members have one month to submit any recommended changes to the supervising vice president.
5. The Leadership Council will vote on the approval of the proposed policy or procedure.
6. If the document is a **procedure**, the Dean of Institutional Effectiveness will immediately publish it to the website and email the change to all. If the document is a **policy**, the Board of Trustees must review and approve all policies prior to publication and dissemination. The proposed policy will be placed on the agenda for the next Board of Trustees meeting. It is the charge of the President and Senior Staff to make recommendations for policies and procedures that are in the best interest of the College and the Board of Trustees.

Note: In extenuating circumstances, Senior Staff may bypass steps to approve and implement procedures or send policies to the Board of Trustees for approval.

## Procedure

### **Changes Requiring President's Approval Only:**

The President's Office, or President's designee, will receive recommended changes for approval. Examples of "editorial/type" changes are:

1. Text errors previously made (typos, etc.)
2. Changes over which the College has no control

The Office of Research and Institutional Effectiveness will maintain, publish, and disseminate the official electronic version of policies and procedures through the College website and content management system.

### **References**

**Legal References:** *Enter legal references here*

**SACSCOC References:** *Enter SACSCOC references here*

**Cross References:**

### **History**

**Leadership Council Review/Approval Dates:** *3/10/2023*

**Senior Staff Review/Approval Dates:** *7/21/15, 2/13/18 (electronic vote), 2/09/23*

**Board of Trustees Review/Approval Dates:** *Enter date(s) here*

**Implementation Dates:** *Enter date(s) here*