

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.

Recommendations made by members of senior staff, committees, departments, Faculty Senate, Staff Association, or divisions will be placed on the Senior Staff agenda for discussion and an appropriate course of action. Senior Staff will receive recommendations from the College Leadership Council for policy or procedure changes, additions, or deletions.

Policy items approved by Senior Staff 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.

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: *C.R. 2.2, C.S. 3.2.2.3, C.S. 3.2.6, C.S. 3.7.5*

Cross References: [Employee and Student Input Policy](#)

History

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

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

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Implementation Dates: *Enter date(s) here*

