

College Policy 1.01.01

Policy and Procedure Development Procedures

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Stakeholders: Bargaining unit leaders; Executive Committee members

Effective date: July 1, 2017

Next review date: July 1, 2020

Regulatory authority: Minnesota State Board of Trustees Policy 1.A1 and Procedure 1A.2.2

Part 1. Purpose

This procedure identifies how new policies and procedures are proposed and existing procedures and policies are reviewed.

Part 2. New Policy and Procedure Development Procedure

Any College employee or student can suggest a new policy or procedure. New policies and procedures are reviewed and approved in the following manner:

1. A draft of a newly proposed policy or procedure, including a statement of need and the impact on the College community, shall be submitted to the Policy Owner.
2. The Policy Owner determines whether the proposal moves on to President's Council and documents the proposal status using these categories:
 - a. Proposal not under consideration for President's Council review with rationale
 - b. Proposal approved for President's Council review as is
 - c. Proposal requires content expert revisions before President's Council review
3. President's Council will assign a Policy/Procedure Content Expert who may consult with internal stakeholders and external agencies (e.g., Minnesota State System Office staff, Attorney General) to assist with review, research and writing of the policy or procedure.

4. When President's Council determines the policy or procedure proposal is in final draft form, they shall approve dissemination of the draft policy or procedure to bargaining unit leaders, employees and, when policies or procedures affect students, Student Senate for review and comment.

5. The Content Expert shall incorporate suggested revisions into the draft as appropriate. The President's Council may also suggest revisions. The policy or procedure will be revised with the President's Council until it is final.

6. The President's Council is responsible for approving the final version of the policy or procedure. The President provides final approval for all policies and procedures. Policies and procedures become effective when approved by the President.

Part 3. Existing Policy and Procedure Revision Procedure

The President's Council is responsible for assigning a Policy/Procedure Owner and a Content Expert to every existing policy and procedure. The Policy/Procedure Owner and a Content Expert may be the same individual. Every policy and procedure will be reviewed on a cycle. Policy and procedure reviews will be completed in the following manner:

1. The President's Council announces to the College community which policies and procedures are to be reviewed at the beginning of the academic year based on policy owners' selection of a review cycle.

2. The assigned Content Expert reviews individual policies and procedures before the designated review date to determine when or if revisions are needed.

3. If revisions are not needed, the policy or procedure's "Last reviewed" date is updated to the date of the review.

4. If the policy or procedure needs review, the Content Expert may consult with internal stakeholders and external agencies (e.g., Minnesota State System Office staff, Attorney General) to assist with review, research, and revision of the policy or procedure.

5. The Content Expert submits a policy or procedure draft to President's Council for review. The policy or procedure will be revised with the President's Council until it is in final draft form.

6. When President's Council determines the policy or procedure proposal is in final draft form, they shall approve dissemination of the draft policy or procedure to bargaining unit leaders, employees and, when policies or procedures affect students, Student Senate and to the college community for review and comment.

7. The Content Expert shall incorporate suggested revisions into the draft as appropriate. The President's Council may also suggest revisions. The policy or procedure will be revised until it is final.

8. The President's Council is responsible for approving the final version of the policy or procedure. The President provides final approval for all policies and procedures. Policies and procedures become effective when approved by the President.

Expedited Review, Approval, and Communication Process

Under extraordinary circumstances, a policy or procedure may require changes to ensure compliance with Minnesota State requirements or adherence to federal or state law. On these occasions, the President's Council shall seek input from content experts, bargaining units and the College community to the extent possible in a shortened time frame. Final drafts that include suggested revisions as determined appropriate by the content owner shall be presented to the President's Council for final recommendation. The President will provide final approval. Policies and procedures become effective when approved by the President. The campus community shall be notified of the change and the expedited policy or procedure will go through the standard process described above at the first available opportunity.

Date adopted: 7/1/1999

Date last amended: July 1, 2017

Dates and subject of revisions:

July 1, 2017: Process was revised to be more collaborative and explicitly involve all bargaining units and the broader College community.

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Part A. Policy and procedure review shall be a standing item at President's Council meetings. The President's Council meeting agendas shall link to policies and procedures up for review.

Part B. Each policy and procedure shall be assigned an "Policy/Procedure Owner" who is a member of President's Council and shall be assigned a "Content Owner" with the requisite content expertise to make revisions to policies and procedures under his/her purview.

Date of Adoption: 7/1/2017

Date of Implementation (if different from adoption date): 7/1/2017

Date of Last Review: 7/1/2017

Date and Subject of Revisions: