

Oct. 12th, 2016 Revision for Discussion

Date: **NEXT COLLEGE AFFAIRS MEETING**

To: College Affairs

From: Shared Governance Work Group

RE: Revised Proposal for a “review and approval” process for BOTH the Policy and the Procedures sections (replacing the one that is only tied to Policies in the new redesigned GP Manual)

PROPOSAL:

Currently, we have language on how to change the Policy section of the newly reformatted General Policies and Procedures Manuals.

However, we do not currently have a Review and Approval Process for the Procedures section of the newly reformatted General Policies and Procedures Manual or the Faculty Policies and Procedures section, and we believe that the current language for “review and approval” of Policies also needs revision because it has errors and is unclear.

Since it is pivotal to have in writing a clear process for making changes to the GP Manual, the Shared Governance Work Group recommends the following revision of the procedure for changing Policies and Procedures:

PROPOSED REVISION:

POLICIES AND PROCEDURES: REVIEW AND APPROVAL FOR CHANGES or ADDITIONS TO THE GP MANUAL

Institutional policies and procedures of the College shall be reviewed by the Shared Governance Work Group (a subgroup of the College Affairs Committee) on an annual basis, or more often as needed to ensure that policies and procedures are being followed and/or are up to date.

Members of the College Board, College employees, or students may submit proposals, to the appropriate policy committee, for a substantive change to the General Policies and Procedures Manual. Internal department procedures not delineated in the General Policies and Procedures Manual do not need to go through this process.

Proposals for new or revised Institutional Policies and Procedures shall first be considered by the individual and group(s) that has(have) immediate oversight of the policy or procedure. For example:

- Academic Policies and Procedures: Admissions and Records; Academic Affairs; Chairmoot; Faculty Forum; Student Affairs
- Business Policy and Procedures: Fiscal Services; Chief Financial Officer
- Faculty Policy and Procedures: Faculty Forum; Vice President for Instruction; Chairmoot
- Human Resources Policy and Procedures: Human Resources Director
- Student Policy and Procedures: Student Affairs; Dean of Student and Enrollment Services

- Campus Safety Policy and Procedure: Safety Committee; Campus Public Safety; Vice President for Administration
- Committee Charges and Membership: Committee members and its immediate constituents; College Affairs.

A policy committee shall hold two readings, open to the college community, on the proposed new or revised policy or procedure. Following an approved first reading, the revised or new policy or procedure will be shared on campus for a comprehensive constituency review and scheduled for a second reading: the individual or group making the proposal shall make every attempt to publicize their proposal via Outlook, the COCC website, and/or targeted emails or in person visits. The policy committee will then hold a second reading, which may result in a recommendation for approval or tabling by the committee, or rescinding of the proposed change by the original proposer.

If the group reviewing the change in policy or procedure is a policy committee, that committee makes a recommendation to the College President for consideration of approval. Advisory committees and other groups submit recommendations to the committee they are advising or to the appropriate administrative unit within which the group resides. All other committees, including Administrative committees, shall submit their recommendation for a change in policy and procedures as described in their committee charge.

Once a change in policy or procedure has been vetted and recommended for approval as noted above, changes to any section of the GP Manual will be sent electronically to the College Affairs Chair and Committee Specialist as an information item **using this form [College Affairs is currently revising this form, modeled on the one established by Academic Affairs]**.

Once the change in the General Policy and Procedures Manual is recommended for approval by College Affairs, the recommendation shall be sent to the College President for consideration of approval, using the established form provided.

Following presidential approval of a change, the change (update, deletion, addition or revision) to the GP Manual shall be made on the website version of the GP Manual under “updates” and updated in the pdf version of the GP Manual during the summer by the Committee Specialist for College Affairs, or a designated substitute.

Any approved substantive change to the GP Manual shall be announced by the College Affairs Chair to the College using Commlines, in addition to announcing to the current presidents of the Faculty Forum, ABS Union, and CACOCC-Classified Association within two weeks of the College President approving the change, in order for them to notify their respective members. The College Affairs Chair shall post a summary of all changes to the GP Manual on Commlines each quarter, changes that are also highlighted on the General Policies and Procedures website.