



# Presentation/Proposal Form

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Proposed changes to G-6-1.3 and G-33-1.1

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Date: 4/3/2020

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- ❖ Complete Items 1–8 to the best of your ability (see Instructions form for reference).
- ❖ If an item listed is not relevant to your specific presentation to College Affairs, please mark it *N/A*.
- ❖ E-mail the completed checklist to the College Affairs committee support specialist by the specified deadline.

## 1. PRESENTATION/PROPOSAL ABSTRACT (150–250 words)

Would like to propose changes the following changes to the General Policies Manual

G-6-1.3 Policies and Procedures: Review and Approval for Changes or Additions to the GP Manual. The addition of the Faculty Senate to the list of entities that can propose changes to the GP Manual.

G-33-1.1 Student Awards Program. Change from the Faculty Forum to the Faculty Senate to select and present the Avon F. Mayfield Award

## 2. TYPE OF PRESENTATION/PROPOSAL

- Information Item (requires approval of CA Chair)
- Action Item
  - Information and committee feedback
  - Procedure—*revision* (Attach current procedure with proposed changes highlighted using track changes.)
  - Procedure—*new* (Attach proposed procedure separately.)
    - Identify suggested location in *General Procedures Manual*: \_\_\_\_\_

- Policy—*revision* (Attach current policy with proposed changes illustrated with track changes)
- Policy—*new* (Attach proposed policy separately.)
  - Identify suggested location in *General Policy Manual*: \_\_\_\_\_
- Other: \_\_\_\_\_

### 3. BUDGET IMPACT

None

### 4. INSTRUCTIONAL REQUIREMENTS/IMPACTS

None

### 5. OPERATIONAL IMPACT

Adds to the responsibilities of the Senate and in particular the Senate Chair.

## **6. STUDENT IMPACT**

With this change the Avon Mayfield Award will be selected by and presented by the full faculty including FT, PT, ADJ, and ABS.

## **7. ANTICIPATED IMPLEMENTATION TIMELINE**

AY 2020-21

## **8. MOTION TO BE RECOMMENDED**

I move to accept the changes proposed in the attached documents to sections G-6-1.3 and G-33-1.1 of the General Policy Manual.

# Proposed Changes to G-6-1.3

## G-6-1.3 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; Faculty Senate; Student Affairs
- Business Policy and Procedures: Fiscal Services; Chief Financial Officer
- Faculty Policy and Procedures: Faculty Forum; Faculty Senate; 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 their proposal via current communication method, at a minimum, and through any other means deemed suitable. 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 by Academic Affairs or Student Affairs, changes to any section of the

# Proposed Changes to G-6-1.3

GP Manual will be sent electronically to the College Affairs Chair and Committee Specialist as an information item using the “Policy Committee Proposal Cover Sheet”. 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 current communication method, 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 current communication method each quarter, changes that are also highlighted on the General Policies and Procedures website.

All recommendations to the President by a College committee shall be submitted using the following format: [Recommendation Form](#) (PDF).

# G-33-1.1 changes

## G-33-1 Student Awards Program

### G-33-1.1 Avon F. Mayfield Award

The name of the distinguished student in the graduating class who displays progress in scholarship, qualities of leadership, contribution to student welfare, progress toward useful and active citizenship, and outstanding service to the institution is engraved on this plaque. Selected by the Faculty ~~Forum~~

~~Senate~~ and presented by the ~~President of the Faculty Forum~~ Chair of the Faculty Senate or designee; coordinated by the Office of Student Life.