



**Policy & Procedure No. 9.000
Nunez Community College**

Title: Policy on Policy Development and Review

Effective Date: 11-9- 2018

Last Revision Date:

Cancellation:

Department/Office/Unit: Assessment and Compliance

PURPOSE

The purpose of this policy statement is to ensure college-wide standardization of policy development, enforcement and review.

SCOPE

This policy applies to all functioning units of the college.

POLICY

Nunez Community College's (NCC's) policies are a set of governing principles officially approved by the Chancellor's Council with college-wide applicability. This policy addresses the approval process for developing, issuing, enforcing and maintaining NCC policies. Individuals, Departments, Divisions and Offices must follow the procedures outlined in this policy regarding the development and review of new College-level policies, or the revision or repeal of existing policies. NCC uses a standard policy format and a uniform review and approval process. This process has been enacted to improve communication, promote administrative consistency, college efficiency and to ensure compliance with pertinent state and federal laws, as well as, regional accreditation requirements. Further, new policies may be instituted to ensure efficiency of service in keeping with the mission of the institution.

1. Responsibility

Members of the Chancellor's Council has the responsibility of ensuring the validity of the content of policies and procedures in each of their respective areas. The Assessment and Compliance Officer (IACO) will maintain a binder of original signed policies (College Policy and Procedure Manual) updating these as they are approved. The IACO has additional responsibilities for updating the contents of the College's Policy and Procedure Manual and will publish and distribute all policies and procedures on NCC's website and in relevant documents. The College Compliance Committee (CCC) will design and implement a policy numbering system reflective of the office responsible for the respective policies and procedures.



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2. Procedures

Any college unit headed by a department chairperson, director or administrator of equivalent or higher rank will have authority to initiate draft policies and/or modifications for consideration as College policies.

Step 1:

All draft policies and modifications must be reviewed and discussed with administrators, directors, and chairpersons- according to the procedures of that unit- whose area(s) of responsibility may be impacted.

Step 2:

All drafts, including dissenting remarks, must be reviewed and approved by the initiating department chair, administrator, or director with the IACO, if needed, before it is submitted to the Chancellor's Council for review. This IACO and the CCC will review the policy/revision and any associated procedures to ensure the policy is not in conflict with Louisiana Community and Technical College System (LCTCS) and Louisiana Board of Regents policies, federal, state, local, or accreditation (SACSCOC) guidelines nor in conflict with other College policies. If needed, the policy will be returned to the division or unit originating this policy, where the policy will be reviewed for revision or clarification. The CCC will solicit further information concerning the scope and impact of the policy proposal and review/revision from any party impacted.

Step 3:

Upon completion of the policy review, the proposed policy will be prepared and numbered using the NCC policy format. The policy and supporting materials will be sent/mailed by the IACO to the Executive Secretary to the Chancellor and copied to the Chancellor's Council for inclusion on the agenda of the first available Chancellor's Council meeting.

Step 4:

The policy proposal will be considered at the Chancellor's Council meeting. Should the policy require further development or clarification, it will be returned to the IACO with explanatory remarks for review by the originating department, division or committee. Once revised by the originator, the policy will be resubmitted to the CCC and follow the steps indicated above. Approved policies by the Chancellor's Council will follow the unit specific responsibility chain.

Step 5:

Upon the approval of the policy at the Chancellor's Council meeting, upon recommendation by the IACO, the Chancellor will sign one copy of the policy/procedure that will become the official policy/procedure of the College.

(i) The original document will be retained and filed in a master binder by the Executive Secretary of the Chancellor. A copy will be held by the IACO, and added to the College Policy and Procedure Manual.

(ii) The IACO will oversee the process of policy dissemination and forward the electronic copy of the



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new policy to the Office of Information Technology.

(iii) The Office of Information Technology will post the policy to the website.

(iv) The IACO will coordinate the revision of all relevant related documents and the distribution of the policy via NCC email to the entire College community.

Review Process: Provide/edit example table below to document review process, as specified by originating unit, and all reviewing entities

X	Reviewing Council/Entity	Review Date	Effective Date
	(Appropriate Functional Unit)		
X	College Compliance Committee	11-5-2018	12-18-2018
	(Unit Committee, as applicable)		
X	Chancellor’s Council	11-9-2018	12-18-2018

Policy Referenced: LCTCS Policy Review

Distribution: Distributed Electronically via College’s Internet 1-14-2019

Chancellor’s Signature/Approval

SIGNATURE: _____

Tina M. Tinney, Ed.D.
Chancellor

DATE: 12-18-2018