

Title: SLCC Policy on Policy Development

Effective Date:

Date of Last Revision: Initial 07/28/2017

Review Date: Rev 1 10/27/2017

Cancellation:

Office:

SLCC Policy on Policy Development

South Louisiana Community College's (SLCC's) policies are a set of governing principles officially approved by the Chancellor with college-wide applicability. This policy addresses the approval process for developing, issuing and maintaining SLCC policies. Individuals, Departments, Divisions and Offices upon on all SLCC campuses and sites must follow the procedures outlined in this policy regarding the review of new College-level policies or the revision or repeal of existing policies.

SLCC 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

The Executive Committee has the responsibility of ensuring the validity of the content of policies and procedures in each of their respective areas. The Executive Assistant to the Chancellor will maintain a binder of original signed policies updating these as they are approved. The Vice Chancellor for Administration and Finance (VCAF) 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 SLCC's website and in relevant documents. The Office of Human Resources will design and implement a policy numbering system reflective of the office responsible for the respective policies and procedures.

2. Procedures

Any college area 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 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 appropriate Executive Administrator and college committee approval, if needed, before it is submitted to the Committee for Institutional Policy Review (CIPR) for review. This committee 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 guidelines nor in conflict with other College policies. The responsible Executive Administrator and/or representative from the division or unit originating this policy will be in attendance at the CIPR meeting where the policy will be

reviewed in case clarification is needed. This Committee will solicit, if needed further information concerning the scope and impact of the policy proposal/revision from any party not represented on the committee. At the conclusion of this process, it will offer a certification of no conflict to the Executive Committee or indicate areas of concern to the Executive Administrator for violation of another policy.

Step 3:

Upon completion of the policy review, the proposed policy will be prepared using the SLCC policy format (see template attachment). The policy and supporting materials are sent/mailed by the Chair of the Committee for Institutional Policy Review to the Executive Assistant to the Chancellor and copied to the Executive Committee for inclusion on the agenda of the first available Executive Committee meeting.

Step 4:

The policy proposal is considered at the Executive Committee meeting. Should the policy require further development or clarification it will be returned to the Executive Administrator responsible for the policy with explanatory remarks for review by the originating department, division or committee. Once revised by the originator, the policy will be resubmit to CIPR and follow the steps indicated above. Approved policies by the Executive Committee will follow the responsibility chain or if it is a new policy, a policy number will be requested from the Office of Human Resources.

Step 5:

Upon the approval of the policy at the Executive Committee meeting, upon recommendation by the Executive Committee, 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 Assistant of the Chancellor. A copy will be held by the chair of the Committee for Institutional Policy Review and an electronic copy will be forwarded to the VCAF with a copy to be provided to the originating party.
- (ii) The VCAF will oversee the process of policy dissemination and forward the electronic copy of the new policy to the Office of Information Technology and to Human Resources.
- (iii) The Office of Information Technology will post the policy to the website.
- (iv) Human Resources will coordinate the revision of all relevant related documents and distribute the policy via SLCC email to the entire College community.

Attachments:

- Standard Policy Template*
- Routing Form on each Policy to show procedure and review*

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
	<i>Committee for Institutional Policy Review</i>	Rev 1 10/27/2017	Rev 1 11/6/2017	
	<i>Executive Committee</i>	Initial 06/29/2017 Rev 1 01/11/2018	Initial 06/29/2017 Rev 1 01/11/2018	Initial 07/28/2017 01/26/2018

Chancellor's Signature/Approval Initial 07/28/2017

SIGNATURE: 

DATE: 1-25-18

Natalie J Harder, Ph.D.
Chancellor

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review



POLICY NUMBER: Insert Policy Code here
POLICY AND PROCEDURES MEMORANDUM

Title: **Insert Policy Title here**
Effective Date: **XX/XX/20XX**
Date of Last Revision: **XX/XX/20XX**
Review Date: **XX/XX/20XX**
Cancellation: **XX/XX/20XX**
Office: **Responsible Office here**

Insert Policy Title here

Policy

Explain/describe the policy need, applicability and relevance to South Louisiana Community College. State policy.

Attachments

List any relevant attachments to policy here i.e. templates, forms, flow diagrams

Reference:

Indicate supporting references here for the policy if applicable

Policy Reference:

Indicate alignment with Federal/State/System/Accreditation requirements or other relevant policies if applicable

Review Process:

Complete the Table showing route of policy through College approval process

	Reviewing Committee/Entity	Review Date(s)	Approval Date	Effective Date
	Committee for Institutional Policy Review	XX/XX/20XX	XX/XX/20XX	XX/XX/20XX
	Executive Committee	XX/XX/20XX	XX/XX/20XX	XX/XX/20XX

Chancellor's Signature/Approval

SIGNATURE:

DATE:

Natalie J Harder, Ph.D.
Chancellor

Final Distribution:

Distribution: Electronic: posted to College's website and sent via email to College personnel
Hard copy: Original to Executive Assistant to the Chancellor for Master Policy Binder, copy to Chair of Committee of Institutional Policy Review



College Policy and Procedures General Notes on the Development, Review and Approval Process

Proposed policy changes may be proposed by many departments, divisions and offices of the College. The following is a discussion and a generic flowchart of activities to ensure that changes to College-level policies receive adequate development and review prior to moving into the formal approval process.

After identifying a situation or circumstance that might result in revisions to policy, and prior to drafting any new SLCC College-level policy, consult Louisiana Community and Technical College System (LCTCS) policies, Louisiana Board of Regents policies, SLCC's Policy Manual, SLCC's operational standards (these are academic, student, and operational standards most often found in the College Catalog), the current SLCC Strategic Plan, and state and Federal policies and regulations to establish the existing practice, direction or requirement. If inadequate directives are present it is important to determine whether we are creating or modifying a College-level policy or a College operational procedure or standard.

Definitions:

- College-level policy involves matters which result in a change to the whole College's strategic direction, which influences all of the College's operations and activities in order to maintain compliance with Federal, state, Board of Regents or LCTCS policies or regulations.
- College operational procedures or standards are what we set as procedures within our internal operations to be able to achieve specific tasks. They do not necessarily apply to or influence all of the College's operations or activities.

If the change required is a clarification or an alteration on how we procedurally achieve our functions it is more likely that this will result in a new or modified operational standard rather than something requiring a College-level policy. If there is a question about whether the proposed change would result in a new or revised policy or an operational procedure or standard, the Committee on Institutional Policy Review will review to determine the nature of the change.

Should it be determined that a new College-level policy should be developed, procedures to do this will follow the SLCC Policy on Policy Development. These procedures are included in the policy and are summarized in the following flowchart. If, however, the proposed change is a modification of an operational standard, the proposed revision should be referred to the appropriate division or area of the College (i.e. Academic and Workforce Solutions, Student Services, Finance, Facilities, Human Resources, etc.). Each division or area will apply its mechanisms to receive and review the request. For example, if the proposed change is academic/instructional in nature it will be referred to the Academic Standards Committee, if curricular or assessment in nature it will be referred to the Curriculum Committee, or if in relation to the College Catalog it will be sent to the Catalog Committee. If it is a student services or student success matter it likewise will be sent to a respective committee in this area. These committees are able to make direct recommendations for change to the appropriate Executive Committee member who is then able to review and seek final Executive approval.

SOUTH LOUISIANA COMMUNITY COLLEGE: Policy Development Flowchart

Sources of Policy Development or Revision may include:

Changes in, or to:
 SLCC Strategic Plan, LCTCS Policies, LA Board of Regents Policies, SACSCOC Accreditation Standards, Programmatic Accreditation Requirements, State and Federal Policies or Regulations, Changes to our Academic Requirements or Standards. Student Services procedures. Financial processes. etc.

Does the college need to develop or modify a College-level Policy or is the requested change an Operational Procedure or Standard?

YES- Requested change is a College-level Policy (numbered policy published on the Web relating to matters both internally and externally to the college)

UNSURE - The Committee for Institutional Policy Review (CIPR) will review the nature of the change and advise whether it will result in either a revised college-level policy or operational procedure or standard.

NO-Requested change is an Operational Procedure or Standard (generally published in the College Catalog and most often details our internal procedures/processes concerning academic, student services and local financial matters for our students and personnel)

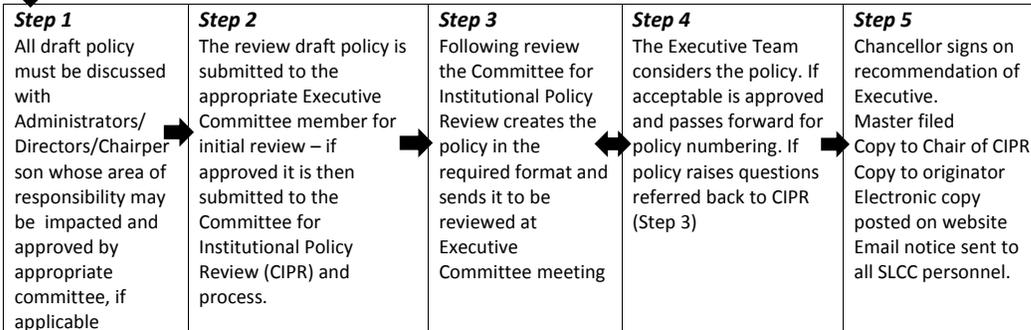
If the change or development results in a new or revised College-level Policy, follow the procedures described in SLCC's **Policy on Policy Development**

YES-
Requested change is/will be a College-Level Policy

NO-Requested change is/will be an Operational Procedure or Standard

These do not go through the Policy Development process and are maintained by the responsible area through appropriate committees within the Office of Academic and Workforce Solutions (e.g. Curriculum, Academic Standards, Catalog), Office of Student Services (e.g. Admissions, Registrar, Financial Aid), Office of Administration and Finance (e.g. Budget), etc.

Policy is drafted/recommended by responsible Department Chair, Director, or administrator of equal or higher rank.



The Committee for Institutional Policy Review

Purpose:

- (i) To receive and thoroughly review proposed college level policies and related procedures for conflicts outside and within the college
- (ii) To solicit as required any further information concerning the scope and impact of the proposed policy from affected parties
- (iii) To make formal recommendations to the Executive Leadership team on conflicts
- (iv) To identify and distribute to appropriate divisions for review any policies over three years old not currently on a review plan.

The Committee for Institutional Policy Review introduces its recommendations to the Executive Leadership Team through the lead Vice Chancellor of the area in which any proposed policy will be most influential. The CIPR reports to the Vice Chancellor of Administration and Finance for oversight, guidance and development.

Membership:

- 2 persons from the Office of Administration and Finance
- 4 persons from the Office of Academic and Workforce Solutions
- 1 person from the Office of Institutional Excellence
- 1 person from Office of Institutional Advancement
- 3 persons from the Office of Student Services
- Chair person is elected from this group for a year term

50% of the personnel will change each year and a full term of membership is 2 years. The initial committee will be appointed with 50% of the original member serving on a single year to establish the desired rotation/maintenance of expertise.

Duties/Procedures:

- Receives and review proposed new college level policy
- Investigates the scope and impact of new policy
- Makes recommendations to Executive Leadership Team to address conflicts across the college, compliance with LCTCS or Louisiana Board of Regents policies, or compliance with federal, state, local or accreditation guidelines and regulations.

Reporting Process:

- (i) The Committee will set a meeting schedule, publish agenda, record minutes, maintain registry of new policy actions and outcomes.
- (ii) The Committee will meet as required by schedule to consider new policy actions.
- (iii) Chairperson will produce an Annual Report of the activity of the committee detailing Policies reviewed and matters discussed submitted to the Vice Chancellor of Administration and Finances (VCAF).
- (iv) The Committee will make annual recommendations as to its function and efficiencies to the VCAF as part of refining its activities and efficiencies.

Committee for Institutional Policy Review Inaugural Membership 2017-18 Academic Year

Chair position is elected by the members and serves an annual term

Administration and Finance:

- Ms. Alicia Hulin (serves 2017-18 – replaced for 18-19)
- Ms. Carla Ortego (serves 2017-18, 18-19)

Academic and Workforce Solutions

- Dean Darcee Bex (serves 2017-18 – replaced for 18-19)
- Dean Rebecca Harris-Smith (serves 2017-18, 18-19)
- Dr. Mary Patrick (serves 2017-18 – replaced for 18-19)
- Mr. James Boffenmyer (serves 2017-18, 18-19)

Institutional Excellence

- Ms. Bridget Jacobs (serves 2017-18, 18-19)

Institutional Advancement

- Ms. Christine Payton (serves 2017-18 – replaced for 18-19)

Student Services

- Ms. Debbie Tabchouri (serves 2017-18 – replaced for 18-19)
- Ms. Bonnie DeRouen (serves 2017-18, 18-19)
- Ms. Claudia Provost (serves 2017-18 – replaced for 18-19)

There are 11 members; a chair is elected annually

Approximately 50% of committee members rotate each year – maintaining 50% expertise on the committee.

Committee term is a single Academic year