

College Policy Development

11/12/2024

Office of the President ~ Leadership/Shared Governance

College Policy or Procedure issue identified or existing Policy/Procedure Reviewed

Complete the *Policy/Procedure Request for Approval* form to review, change, create, or repeal a policy or procedure.

Proposal submitted to Cabinet member responsible for the Division

Is there a need?

No

Proposal denied with explanation

Yes

Proposed Policy Presented at Cabinet

Supported by Cabinet?

No

Proposal denied with explanation

Yes

Proposal shared at Faculty Shared Governance Council
(Senate Cabinet if affecting students)

*Policy Supported by MSCF?

No

Returns the following month for Second Reading

**Proposal Posted on SharePoint and college-wide feedback solicited via e-mail
(minimum of 10 days to review)

Policy Supported by Cabinet?

Yes

Policy Approved by President

- Policy filed in President's Office
- Policy posted on website
- Policy posted to SWARM
- (If relating to students, Policy posted on Student Hive Newsletter)

Periodic Reviewed
(Minimum of every 5 years unless otherwise deemed appropriate.)

* Proposals pertaining to curriculum may be referred to AASC for a faculty position on the proposal. Proposals presented by faculty relating to academic affairs may go through AASC for support

** Labor agreement language will be followed, including allowing unions a reasonable opportunity to express views prior to placing work rules in effect, and, upon request, will meet regarding the changes in new or amended work rules

No