Policy Development and Implementation Policy

Policy Number	110.01.02	**Custodian**	President
Approved Date	7/25/2024		
Effective Date	7/25/2024	**Review Date**	Feb 2024
References: Shared Governance Policy			

1. **Purpose**

   To guide the development, review, approval and communication processes for all WETCC policies.

2. **Persons Affected**

   2.1. Students
   2.2. Staff
   2.3. Board of Trustees (BOT)

3. **Policy**

   This policy is to ensure the following:

   3.1. To establish a policy development, review and approval process.

4. **Definitions**

   4.1. Policy. Written statements that govern institutional decisions or actions. WETCC policies are designed to comply with applicable mandates while providing the guiding principles to help with decision making and shared governance.

   4.2. Procedure. Procedures are written statements detailing responsibilities and specific descriptions of activities used to execute policies. Procedures contain step-by-step processes outlining how a policy is carried out and may be separate from policies; procedures are the responsibility of each supervisor to maintain up to date for their applicable department.

5. **Procedures**

   Change Requests

   5.1. Any member of the faculty, staff or administration may complete the WETCC policy change request form and submit it to the appropriate cabinet member who oversees the applicable area with a copy to the president. The policy change request for

consideration form is available to be used at any time other than the annual policy review.

5.2. The applicable cabinet member will review the WETCC policy change request for consideration form, research the suggestion and submit the request along with any applicable attachments to the president's cabinet for discussion.

5.3. After consultation with the cabinet, the president will have the final determination as to whether a policy should be created or updated.

5.4. The applicable cabinet member will submit a draft of a newly proposed policy or suggested change to an existing policy at a regularly scheduled cabinet meeting for input prior to proposing a new or changed policy.

5.5. The cabinet member will make any revisions as deemed necessary and initiate the review process.

5.6. The review process should consider feasibility, impact on the organization, vested partners, and connection to the mission, vision and values of WETCC.

5.7. The review period must include the faculty senate, staff senate, and/or student senate if the proposed policy directly relates to members within those groups. The review can also include any sanctioned committees if the proposed change impacts them as well. The review period may include all staff.

5.8. When a policy is submitted for review, a time frame of no less than two weeks will be included for the senate or committee to provide formal feedback.

5.9. The applicable cabinet member will create the final version of the draft and share with the president's cabinet any suggestions or feedback received.

5.10. Upon consensus of the president's cabinet, the policy will advance to the president, and upon the president's approval, the policy will be submitted to WETCC BOT for final approval.

5.11. Policies will become effective as determined by the BOT.

5.12. Policies will be numbered in a consistent format determined by the executive assistant to the president.

5.13. All policies will be accessible to all staff and faculty members. Students will have access to applicable policies as determined by the dean for academics.

<u>Expedited Review, Approval, and Communicaiton</u>

5.14. Under extraordinary circumstances, a policy may need immediate revision, or a new policy may need to be created in order to adhere with applicable agencies or laws. On

these occasions, the president may grant temporary approval for a newly proposed policy pending BOT consideration at the next scheduled BOT Meeting. In the event the BOT does not approve the policy at the next scheduled meeting, the policy will become void.

5.15. Any policy submitted for expedited review will also be shared with cabinet members and the senate(s) and/or committee(s) as appropriate as soon as practical along with an explanation as to why the proposed new or changed policy necessitates an expedited approval.

Annual Review

5.16. All policies will be subject to an annual review on a time frame approved by the president's cabinet each April.

5.17. Each department's policies will be submitted to cabinet and the appropriate senate and/or committees for review. The review period will not be less than one month. suggestions and/or comments on policies must be submitted in writing to the appropriate cabinet member and president, but do not need to be submitted on the policy change request for consideration form.

5.18. The cabinet member will review the suggestions or comments and determine any edits necessary to the policies. The edits will be submitted to cabinet for approval along with the written comments and suggestions received.

5.19. Cabinet members are responsible to submit a written response to a senate and/or Committee who submits suggestions for policy edits.

Format

5.20. WETCC policies will follow the format used on this policy, including the policy introduction and footer.

5.21. WETCC policies and procedures will follow the following numbering system, cross referencing with the custodian identified for each policy:

- 100 Council of Trustees and Governance
- 200 Culture
- 300 Human Resources
- 400 Special Projects including Marketing, Facilities, and IT
- 500 Finance including Bookstore
- 600 Academics
- 700 Student Services

5.22. Within the policy, content should follow the format below:

- Sections (numbered) and Subsections (numbered) for significant content distinctions, labelled appropriately as: Section 1., Section 2., etc. and Subsection 1.1., Subsection 2.1., etc.

- Within Parts and Subparts, items may be further separated by using numbers or bullets.

5.23. Policies must be put into the standard format outlined in this policy including:
- 1" top, bottom, left and right margins
- 12-point Times New Roman font
- Single spaced

5.24. The introduction of a policy or procedure will include:
- Policy Name
- Policy Number (assigned by the Executive Assistant to the President)
- Policy Custodian (designated Cabinet Member)
- Approved Date
- Effective Date
- References (regulations, federal, state, tribal law, agency & rule reference, other internal policies and/or URL as applicable)

5.25. The body of the policy may include the following:
- Purpose
- Persons Affected
- Policy
- Definitions
- Procedures

5.26. The footer of the policy or procedure will include:
- Page Number
- Revision History

Communication

5.27. The custodian of each individual policy will ensure new policies and any changed policies are distributed to the appropriate personnel and/or students as applicable.

5.28. Policies and procedures may also be included in the college catalog, student handbook, employee handbook, or other college publications as applicable.

Revision History

Rev. Date	Rev. No.	Revision
2/21/2024		Housekeeping: New format