

# Davis Technical College

## Policy and Procedures of Policies and Procedures

Effective Date: 2/25/2016

### 1. Purpose

The purpose of this policy is to identify parameters, roles, and responsibilities for the creation, maintenance, and publication of Davis Technical College policies. Further, it clarifies the approval process for both new and amended policies.

### 2. References

2.1 Davis Technical College Board of Directors Bylaws

### 3. Definitions

3.1. **Policy** – A formal written document which connects the college mission to individual conduct, clarifies institutional expectations, supports compliance with regulation(s), mitigates institutional risk and/or enhances productivity and efficiency in the college's operations.

3.2. **Policy Stakeholders** – Employees who have a vested interest, role, and/or responsibility regarding a policy or procedure.

3.3. **Policy Owner** – Employee assigned primary responsibility for monitoring, evaluating, and updating a policy. The assignment is typically given by the Vice President most directly responsible for the policy area.

3.4. **Policy Template** – The document which describes and demonstrates the approved format for a policy at the College Campus.

### 4. Policy

4.1. Policies and procedures will apply to all campus locations.

4.2. The policy document and review process will be used to achieve quality, consistency, clarity, accuracy, version control, and centralized access to policies and procedures.

4.3. Policies and procedures will be reviewed at a minimum of once every three years.

4.4. Policy and procedure owners will be accountable for the timely review and update of policies and procedures in their area of responsibility.

4.4.1. Employees responsible for the development and modification of policies will follow the format, guidelines and process established in this policy.

4.4.2. When developing or revising existing policies and/or procedures, policy owners will identify stakeholders and invite their assistance and input during the development and modification process.

4.5. Policies will be formatted using the policy template.

4.5.1. The title of policies and procedures will clearly convey the content.

4.5.2. Policies will be self-contained. While the references section may contain references to other policies, laws or guidelines as background information, the body of any given policy should include all the text necessary to understand the policy.

4.5.3. In the event a standard section of the policy template has no content (such as References or Definitions), it shall be so noted on the policy by the phrase “None applicable” in order to preserve the numbering.

4.5.4. Procedures will be kept to the minimum level of detail necessary to meet the requirements of outside agencies or when it is logical that users of the policy will need a high-level summary of the procedures.

4.5.4.1. Detailed procedures will be maintained in a separate document which can be easily modified.

4.5.4.2. Procedures directly referenced by policy language, which have policy implications must have documented vice-president’s approval. All other procedures may be approved in whatever manner the cognizant vice-president desires.

4.5.5. In the event a policy which predates this policy is not in the approved format, it may be left in the previous format until such time as it is reviewed and updated. Any policy submitted to the President’s Council for consideration, whether as a new policy or an update, must be in the approved format.

4.5.6. The Project Coordinator will validate policies and procedures to conform to policy standards including the application of appropriate formatting, grammar, and clarity.

4.6. The Director of Institutional Effectiveness will serve as the central point of contact for the process of policy development, modification, review, storage, publication and indexing.

4.6.1. The Policy Index, maintained by the Director of Institutional Effectiveness, will contain an index of all policies including the policy name, the policy owner, a summary statement regarding the purpose of the policy, the history of approval for the policy with dates and a summary of changes, the dates on which the policy was formally reviewed, and copies of all modified policies using the “track changes” feature to indicate specific changes from the previous version.

4.7. All proposed new policies, policy changes (except as noted below) and policy discontinuance proposals must be presented to the President’s Council for review.

4.7.1. In the event of a proposed policy change (including a rescind-and-replace) copies of the existing and proposed policy will be provided to the President’s Council. Whenever practical, the copies will include a “track changes” version to show the differences between policies.

4.7.2. Policy changes involving an effective re-write of a policy may be forwarded for “Rescind and Replace” instead of a Policy change.

4.7.3. Policy changes involving minor corrections in spelling, capitalization, word spacing and/or formatting which do not impact the meaning or application of any provision of the policy may be approved by the cognizant vice-president without further review at any level.

4.7.4. The President's Council determines whether the policy in question can be approved at the administrative level or needs referral to the Campus Board of Directors for approval.

4.7.5. In general, the Campus Board of Directors must be consulted when a proposed policy or policy change involves the implementation of State or Federal Law or involves the Campus Board of Directors fiduciary responsibilities. Policies regarding routine business matters or day-to-day operations are suitable for approval by the President's Council.

4.7.5.1. Policies previously approved by the Campus Board of Directors must be referred to the Board for changes including amendment, rescind and replace and proposals to discontinue.

4.7.6. Policies forwarded to the Campus Board of Directors may be approved via the consent calendar or through discussion with the entire Campus Board of Directors. The President's Council consults the Board President prior to the Board Meeting to determine the appropriate path for approval.

4.8. Policies will be stored as Word and Adobe Acrobat documents in a central, controlled repository with access limited to policy owners and executive administration.

4.8.1. Policies and procedures will be made available to employees, students, and the public on the DATC policy web page.

## 5. Procedures

5.1. **Policy Review** – Annually, the Director of Institutional Effectiveness reviews the Policy Index for policies which have not been amended or formally reviewed within the prior three years. The Director of Institutional Effectiveness notifies the owner(s) to conduct a formal, documented review of the policy with appropriate stakeholders. The policy owner(s) return an amended policy for review and processing or report the policy needs no update.

5.2. **Policy Approval** – Policy owners create, amend or discontinue policies in consultation with policy stakeholders and institutional leadership.

5.2.1 Notwithstanding the provisions of section 5.2 a Vice President may, with the approval of the President's Council, delay the verification of language, grammar and formatting until after the policy has moved through the approval process.

5.2.2. Prior to submitting a proposed policy or policy amendment to the President's Council, the policy owner submits the draft policy to the Director of Institutional Effectiveness who works with the Project Coordinator to review language, grammar and formatting. The Director of Institutional Effectiveness also determines whether or not the policy is consistent with other institutional policies.

5.2.3. The Director of Institutional Effectiveness places the proposed policy on the President's Council agenda and notifies the policy owner of the date and time of the meeting.

5.2.4. The President's Council reviews the new policy, policy amendment, rescind and replace, or proposal to discontinue and returns a determination of one of the following:

5.2.4.1. Approved by the President's Council.

5.2.4.2. Returned to policy owner with recommendations for rewrites, additional review or other changes.

5.2.4.3. Forwarded for approval by the Campus Board of Directors.

5.2.4. The Director of Institutional Effectiveness updates the policy index appropriately, and when necessary, ensures publication to the Davis Technical College policy web page.

## **6. Approval**

Approval and revision dates are listed here in the Day Month Year format.