

SUBJECT: Governance and Organization

PROCEDURE: 101.1.1 Policy Development and Approval

EFFECTIVE: November 2007 **REVISED:** April 2018

REVIEWED: April 2018

Policies are adopted, implemented, and modified at the College through the following sequence of steps. Additional steps may be recommended at any stage of this process.

1. Authorship of Draft Policy

The individual, department, and/or committee ultimately responsible for implementing the policy will typically be the originator and author of the proposed new or revised policy. Where appropriate, draft policies should be co-developed and reviewed by any committee aligned with the originating individual or group (e.g. the Library Committee). The development or revision of a policy should be done with the oversight of an Executive Team member familiar with the policy subject. The Executive Team member, or a designee thereof, will engage in the necessary consultations and research to ensure the proposed policy's legality; consistency with other relevant policies, both internal and external (Montana University System/OCHE/Regents); feasibility and sustainability; and appropriateness.

2. Initial Review

Proposed new/modified policies are presented to the Faculty Senate and Staff Senate by the originator of the policy for initial review. Based on these reviews, either the policy is returned to the originator with feedback for modifications, changes or discontinuance, or it is advanced to the next step.

3. Executive Review

The policy originator will present the policy proposal to the Executive Team for approval to be distributed for campus review. Based on this review, either the policy is returned to the originator with feedback for modifications, changes or discontinuance, or it is advanced for campus review.

4. Campus Review

The Executive Assistant to the CEO/Dean will disseminate the proposed new/modified policy to the entire campus community for a period of two weeks for review and feedback. In addition to dissemination through a policy link on the College's web site, proposed policy adoptions/modifications will be submitted to student government, all recognized College committees, and all departments/divisions of the College. Upon dissemination, comments on the proposed policy or changes will be encouraged and information on how to provide comments will be publicized.

5. Revision

The originating entity will consider campus feedback and will make any modifications to the policy or amendments it deems appropriate prior to advancement to the next step in the process. If there are no modifications as a result of the campus review, the policy advances to the next step. In the event the campus review and subsequent feedback results in substantial changes to the draft policy or amendment, the originating entity shall restart this process with step 2 above.

6. Final Approval

Draft policies and amendments to current policies are finally submitted to the Executive Team for ratification. Ratification requires a majority vote, a quorum (simple majority) being present. Upon approval, campus will be notified and the policy placed on the college's website. If the policy or amendments are not approved, the Executive Team can collectively make recommendations to the originator for next steps.