TITLE: **Policy and Procedure Development**

PROCEDURE NUMBER: **1-1-1010.1**

RELATED POLICY AND PROCEDURES: **1-1-1010 Policy and Procedure Development**

DIVISION OF RESPONSIBILITY: **Administration**

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May 17, 2013	**October 30, 2024**	**October 30, 2024**
Approved by President	**Date of Last Review**	**Date of Last Revision**

Administrative Responsibilities

It is the primary responsibility of the President of the College with the assistance of the Institutional Officers and the Associate Vice President, Institutional Effectiveness and Compliance to review and revise this procedure.

Procedure

A. Procedural Responsibilities

A subset of policies and procedures will be reviewed annually. The AVP, Institutional Effectiveness and Compliance will lead the review. Members of the President's Leadership Team with responsibilities for the policies and procedures under review will review and submit revisions to the AVP, Institutional Effectiveness and Compliance for approval.

B. Proposal and Approval of New Policies and Procedures

1. Each Administrative Manager is responsible for policies and procedure development.
2. Draft copies of proposed policies and procedures are vetted by all affected areas prior to forwarding the final forms to the appropriate Institutional Officer.

3. The proposed policies are submitted for review and approval by the President's Leadership Team.

4. Approved new or revised policies are subm8tted by the President to the Area Commission for its approval.

5. Revised and new procedures are approved by the President's Leadership Team.

C. Dissemination of Policy and Procedure

1. The approved policies and procedures are published to the Policy and Procedure Manual on the College website.

2. An email is sent by the Associate Vice President for Institutional Effectiveness and Compliance to notify all fulltime and part-time employees of updates to policies and procedures.

D. Policy and Procedure Review Process

1. Policies and procedures are reviewed on a three-year cycle. Each year, at the beginning of September, the Associate Vice President for Institutional Effectiveness and Compliance will email a list of the policies and procedures scheduled for review during the academic year. The review and revision of the listed policies and procedures are to be completed by October 1st and revisions sent to the Associate Vice President, Institutional Effectiveness and Compliance or designee. Off-cycle reviews follow this procedure.

2. As SBTCE policy and/or procedure revisions occur, the Administrator receiving notification of the update, will notify the AVP for Institutional Effectiveness and Compliance of the revision so that the PTC Policy and Procedure Manual can be updated. SBTCE policy and procedure revisions may result in the need for an off-cycle review of related PTC policies and/or procedures.

3. A Division of Responsibility is assigned to each policy and related procedure. The Vice President of the Division invites input into the revision process.

4. The Associate Vice President for Institutional Effectiveness and Compliance schedules a meeting for the review and approval of revisions to the policies and procedures. During the meeting, each Institutional Officer or their designee presents to the President and the Leadership Team policy and procedure revisions for approval.

5. The Associate Vice President for Institutional Effectiveness and Compliance or the President present the revised policies to the Area commission for approval.

6. The approved policy and procedure revisions are published to the online policy and procedure manual and all employees are notified of the revisions.

E. Policy and Procedure Numbering System

The following numbering system is followed for all policies and procedures:

1. General Administration
2. Intentionally blank for future development
3. Educational Programs and Related Activities
4. Physical Facilities and Equipment
5. Intentionally blank for future development
6. Economic Development
7. Fiscal
8. Human Resources Management