Quick Reference Policy/Procedure Development and Review Process

1. **Academic** (MSCF Article 8, Sec. 2, Subd. 2)
   - Course outlines, award requirements, academic standards, course and program components, and inventory of course and program offerings

2. **AFSCME** (AFSCME Article 31, Sec. 3, ¶ 5)
   - Training policies, employee parking charges, and other related subjects, work rules, dress codes, and designation of positions as “weather essential”

3. **MAPE** (MAPE Article 32, Sec. 2, ¶ 2)
   - Child care, safety, sick leave and severance, employee assistance program, health insurance, training, local concerns, parking, sexual harassment, expenses and the Family and Medical Leave Act (FMLA)

4. **MMA** (MMA Article 28, Sec. 2, ¶ 2)
   - Mutual concerns, child care, safety, affirmative action, parking, and local concerns

5. **MSCF** (MSCF Article 8, Sec. 1, Subd. 1)
   - Personnel, Student Affairs, Facilities, Fiscal Matters and General Matters

6. **Second Reading** (MSCF Article 8, Sec. 1, Subd. 8, ¶ 3)
   - At the request of the faculty, the proposal shall be reconsidered at a subsequent council meeting during the ten-day period.

   Measures: Percent of policies reviewed on cycle.