

South Central College

Policy and Procedure Development

South Central College (SCC) policies and procedures are officially sanctioned rules and processes for the College. Policies and procedures are used to empower employees with the direction and consistency they need for successful process improvement. A policy must be reviewed and discussed through the appropriate meet and confer processes before receiving final approval by the President. This document explains the development and key points for policies and procedures, and provides a template for policy creation and review.

Policies:	Procedures:	Guidelines:
<ul style="list-style-type: none"> • Describe the rules that apply throughout the College and are guides to decision making under a given set of circumstances. • Range from a philosophy to a specific rule, and reflect the College’s mission, vision, and values. • Include WHAT the rule is, WHY it exists, WHEN it applies and WHOM it covers. 	<ul style="list-style-type: none"> • Describe the critical steps taken to achieve the policy intent. • Are brief, concise, factual and to the point, and are usually expressed using lists. (<i>i.e. series of steps</i>). • Include HOW to achieve the necessary results. • Refer the reader to related documents, forms, work instructions/department rules. 	<ul style="list-style-type: none"> • Provide SUGGESTIONS, or best practices, and are not usually requirements, but are strong recommendations. • Considered a good idea. • Responsive to change and continuous improvement. • Must be shared with stakeholders. • Not specifically part of a policy or procedure.
<p><i>Many departmental/divisional procedures and guidelines, although useful and important, do not meet the criteria above, and therefore are not considered College Policies.</i></p>		

Process: The Office of the President manages the development, amendment, repeal and approval of all SCC Policies and Procedures. Any individual or constituency group with an interest in contributing ideas/thoughts may submit a policy or procedure proposal. The President may also convene task forces or seek consultation from any department to develop a proposed policy or procedure change. Before the adoption of any change in College policy or procedure other than a technical change, the policy draft will be shared college-wide for feedback and must be discussed with appropriate bargaining and/or student groups in a meet and confer setting (this does not include forms).

Publication: The Office of the President shall maintain policies and procedures in hard copy format and publish external facing policies on the College’s website, internal policies will be posted on the college SharePoint site. Policies shall also be made available to the public upon request.

Criteria: Policies/Procedures must advance the College mission; regardless if they are necessary to implement Board policy or directive or to achieve compliance with laws, rules, or regulations; and meet one or more of the following criteria:

- address a risk to the institution that cannot be adequately addressed otherwise;
- have significant impact on a college office, department, division or college-wide operations
- promote operational efficiency and effectiveness

Consultation: Policy/Procedure custodians must consult with representatives from target audiences during the development phase of both new and significantly revised policies.

General Format: *A template is attached.*

- Font: Calibri, 12 point
- Line spacing: single
- Indentation: Indent 0.25” for items under Parts (i.e. Subparts); indent 0.5” under Subparts (i.e. numbered list)
- Bold – all headings are in bold; not used for emphasis
- Italics – use sparingly for emphasis
- Strikethrough – used when proposing to delete current language
- Underlining – used when proposing new language

Other Considerations:

- Use gender-neutral language – use “their” instead of “he/she.”
- Use short sentences and short paragraphs.
- Use common words (i.e. “use” instead of “utilizes.”)
- Use active, rather than passive language.

- Use “must” or “will” if action is mandatory,” and use “may” if action is permissive, and avoid the word “shall” unless there is a legislative requirement that prescribes its use. (This word causes confusion between whether an action is mandatory or recommended.
- Use department names, rather than position titles (if possible).
- Use links to generic web pages rather than specific web pages (if possible). For example, refer to “Student Administration Forms” rather than the specific URL for the form.
- When using acronyms, spell out the words the first time, then indicate the acronym in parenthesis, e.g., South Central College (SCC).
- Avoid the use of jargon, unnecessary technical expressions and fancy vocabulary.

Periodic Review: Policies are only as effective as the relevance and accuracy of their information. To ensure policies stay current and relevant, all policies will be reviewed on a cycle of a minimum of every three years unless deemed otherwise by responsible division. Key questions to be asked during the review are: Is the policy still relevant, accurate, and legal? Have certain technologies and processes changed since the policy was created? Does the policy correctly convey the mission, vision, and goals of the College? Upon review, summary documentation will be submitted to the Office of the President.

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South Central College Proposed Policy/Procedure Form

Policies and procedures are designed to assist the College in serving its mission, vision, and values, while maintaining accountability through clear, concise, and current requirements.

POLICY/PROCEDURE NAME:

AUTHOR:

DATE SUBMITTED:

Check one:

- Change in an Existing Policy/Procedure (current policy number: _____)
- New Policy/Procedure
- Repeal of Existing Policy/Procedure (current policy number: _____)

Does this policy/procedure align with an existing system policy/procedure? When SCC follows an existing system policy/procedure SCC will adopt an endorsement statement for the system policy/procedure and adopt the same system policy/procedure number. *A template is attached.*

- Yes *If yes, please indicate system policy number:*
- No

How does this policy/procedure support the mission, vision, or values of the College? (Be specific):

Why should this policy/procedure be implemented? (Reason/rationale for new or change):

Fiscal impact, if any, the policy/procedure/change (including implementation) will have:

Related policies/procedures (describe other policies or procedures existing that are related or similar to this action):

Submit completed form and policy to the Cabinet Member responsible for the division affected by the proposal.

CONSULTATION:

- Reviewed by Cabinet Date: _____
- Reviewed by Management Team Date: _____
- Reviewed by (circle one) FSGC (general) or AASC (academic) Date: _____
- Campus-Wide Input Solicited Dates: _____
- Reviewed by Other Groups:
_____(list group name/date)_____

**Approved Policies must be submitted to the Office of the President for filing and posting.
(Office Use Only)**

- Published on Policies Website Date: _____
- Published in SharePoint Date: _____
- Communicated via Employee/Student E-mail Date: _____

POLICY TEMPLATE



Policy # - policy numbers will mirror MN State Board Policy and System Procedures numbers
Type: Student College-wide Academic/Education

Student policy: Define community expectations for student life and welfare.

College-wide policy: Administrative policies either require or prohibit specific actions of faculty, staff, and/or students, as well as external individuals who use College resources or services.

Academic/Education policy: Allow students to clearly understand their rights and responsibilities. They protect the integrity of the SCC degree and provide fair and transparent guidelines for activities related to teaching and learning.

Policy Name:

Does this policy have a procedure yes no

Procedure Name and #:

List of related policies or procedures (if any): Include system policy # if applicable.

Part 1. Policy Statement: This section should be a concise statement of “what” the policy is intended to accomplish. Keep the policy statement as brief and understandable as possible. Simply worded policy statements are more easily understood and therefore are more effective.

Part 2. Purpose/Authority: This section should include a brief statement as to the “why” the College is adopting the policy (i.e. list of statute, regulation, State Board policy, Executive Order, or other relevant authority governing the policy). Each policy must support SCC’s mission, vision, and values. This section may also contain background information or explain legal, regulatory, or other factors that led to the development of the policy.

Part 3. Scope/Applicability: This section should set important parameters such as to whom will the policy apply (i.e. students, all employees, faculty, staff, and/or guests).

Part 4. Definitions: This section should consolidate the terms contained within the policy and define those words. It should attempt to convey messages in simple, yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

Part 5+. Major Sections. Describe key topics to be covered in this policy and group common/related topics together under relevant headings. Order the information into a clear, logical structure of headings, subheadings and numbered paragraphs/statements (e.g. Numbered Parts/Lettered Subparts). Sorting the information logically, choosing the ‘right’ headings/sub-headings, and using simple paragraph numbering assists readers to read, understand and find relevant sections in the document.

Part 6. Forms: If there are forms associated with the policy, this section should list the forms. If the forms are web based, this section should link the form to the website.

Policy History: The Policy History section includes date of reviews, approval/adoption, and revisions.

Date of Cabinet Initial Review: This should be the date the policy was initially reviewed by Cabinet.

Date of Faculty Shared Governance Council Review (if applicable): This should be the date the policy was reviewed by FSGC.

Date of Academic Affairs and Standards Council Review (if applicable): This should be the date the policy was reviewed by AASC.

Date of Cabinet Final Review: This should be the final date the policy was reviewed by Cabinet.

Date of Final Approval/Adoption: This should be the date the policy is approved by the President.

Date of Last Review: This should be the date the policy was last reviewed by Custodian/Division Cabinet member.

Date of Next Review: This date should be reflective of a cycle of a minimum of every three years unless deemed otherwise by responsible division.

Date and Subject of Amendments: This should be the date amendments were approved by the President and brief definitions of what part and language were amended.

Responsible Custodian/Division: List the division or other pertinent area responsible for the operational interpretation of this policy and responsible for conducting the periodic review of the policy. A contact phone number should also be included, but due to the difficulty associated with updating information, please do not name specific contact employees.

**Not all "Parts" need to be included in a policy. Please use only those sections necessary for the specific policy.*

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PROCEDURE TEMPLATE



Procedure #

Type: Student College-wide Academic/Education

Procedure Name:

Does this procedure have a policy yes no

Procedure Name and #:

List of related policies or procedures (if any):

Part 1. Purpose Statement: This section should be a concise statement of “what” the procedure is intended to accomplish. Keep the purpose statement as brief and understandable as possible. Simply worded procedure statements are more easily understood and therefore are more effective.

Part 2. Scope/Applicability: This section should set important parameters such as to whom will the policy apply (i.e. students, all employees, faculty, staff, and/or guests).

Part 3. Definitions: This section should consolidate the terms contained within the procedure and define those words. It should attempt to convey messages in simple, yet precise terms; excessive definitions may make a policy document unreadable or subject it to greater scrutiny.

Part 4+. Procedures: This section includes the steps necessary to comply with the policy, with sufficient detail that end users will readily understand how to comply with the policy mandates. Procedures should be consistent with the policy section.

Part 5. Forms: If there are forms associated with the procedure, this section should list the forms. If the forms are web based, this section should link the form to the website.

Procedure History: The Procedure History section includes date of reviews, approval/adoption, and revisions.

Date of Cabinet Initial Review: This should be the date the procedure was initially reviewed by Cabinet.

Date of Faculty Shared Governance Council Review (if applicable): This should be the date the procedure was reviewed by FSGC.

Date of Academic Affairs and Standards Council Review (if applicable): This should be the date the procedure was reviewed by AASC.

Date of Cabinet Final Review: This should be the final date the procedure was reviewed by Cabinet.

Date of Final Approval/Adoption: This should be the date the procedure is approved by the President.

Date of Last Review: This should be the date the procedure was last reviewed by Custodian/Division Cabinet member.

Date of Next Review: This date should be reflective of a cycle of a minimum of every three years unless deemed otherwise by responsible division.

Date and Subject of Amendments: This should be the date amendments were approved by the President and brief definitions of what part and language were amended.

Responsible Custodian/Division: List the division or other pertinent area responsible for the operational interpretation of this policy and responsible for conducting the periodic review of the policy. A contact phone

number should also be included, but due to the difficulty associated with updating information, please do not name specific contact employees.

**Not all "Parts" need to be included in a procedure. Please use only those sections necessary for the specific procedure.*

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SYSTEM ADOPTION TEMPLATE



Policy/Procedure #

Type: Student College-wide Academic/Education

Policy/Procedure Name:

Does this policy have a procedure yes no

Procedure Name and #:

List of related policies or procedures (if any):

Part 1. Endorsement/Commitment: This section should include a brief statement of endorsement and commitment to the Minnesota State College and University Board Policy/Procedure.

Part 2. Scope/Applicability: This section should set important parameters such as to whom will the policy apply (i.e. students, all employees, faculty, staff, and/or guests).

Part 3. College Belief: This section should briefly clarify the belief of the college for what the policy/procedure stands for, if applicable).

Sample Language:

South Central College endorses and is committed to Minnesota State College and University Board Policy/Procedure on (include policy/procedure name). The College's programs, policies, procedures, practices, and standards will be designed, implemented and maintained to carry out the commitment to (describe purpose of policy/procedure using similar language to the endorsed MN State Policy/Procedure).

This policy shall apply to all individuals affiliated with South Central College, including but not limited to, its students, employees, applicants, volunteers, and agents.

South Central College further believes that (add a brief clarification furthering the belief of the college for what the policy/procedure stands for, if applicable). Accordingly, the College is committed to (add a brief statement emphasizing the College commitment).

Policy/Procedure History: The Policy/Procedure History section includes date of reviews, approval/adoption, and revisions.

Date of Cabinet Initial Review: This should be the date the policy/procedure adoption was initially reviewed by Cabinet.

Date of Faculty Shared Governance Council Review (if applicable): This should be the date the policy/procedure adoption was reviewed by FSGC.

Date of Academic Affairs and Standards Council Review (if applicable): This should be the date the policy/procedure adoption was reviewed by AASC.

Date of Cabinet Final Review: This should be the final date the policy/procedure adoption was reviewed by Cabinet.

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Date of Last Review: This should be the date the policy/procedure adoption was last reviewed by Custodian/Division Cabinet member.

Date of Next Review: This date should be reflective of a cycle of a minimum of every three years unless deemed otherwise by responsible division.

Date and Subject of Amendments: This should be the date amendments to the policy/procedure adoption were approved by the President and brief definitions of what part and language were amended.

Responsible Custodian/Division: List the division or other pertinent area responsible for the operational interpretation of this policy/procedure and responsible for conducting the periodic review of the policy. A contact phone number should also be included, but due to the difficulty associated with updating information, please do not name specific contact employees.

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