DIN: **1001–1–01**
Title of Policy: **Policy Development**

Policy

The College is authorized by Minnesota State Colleges and Universities (MnSCU) to adopt suitable policies to direct the governance and operations of the College.

Each college policy or process (new, revised, or repealed) shall be researched and written in accordance with the College's Policy Management System, which includes input from parties of interest or knowledge.

Access to official policies and processes shall be made available to the public upon request and also be posted on the College's internal web (intranet).

Purpose

To provide direction and to ensure development of consistent policies and related processes, in accordance with the following criteria:
1. It is a governing principle that mandates or constrains actions.
2. It has institution-wide application.
3. It changes infrequently and sets a course for the foreseeable future.
4. It helps ensure compliance, enhances the College's mission or reduces institutional risk.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
President	Approve policy and ensure implementation and compliance with approved policy.
Policy Managers	Ensure that policies are reviewed regularly and that college policies are complete and inclusive (i.e., that the college has all needed policies in place). Ensure that proposed policy revisions are subject to a review/input process prior to adoption. Ensure training on adopted policies
Policy Management System Coordinator	Ensure utilization of Policy Management System in conjunction with approved policies. Assign appropriate numbers and ensure that each new policy and supporting processes and procedures comply with the Management System and are approved and entered into the electronic system in a timely manner.
Policy Managers Team	Review proposals for policy and process revisions (including deletions) and/or new policies/processes based on appropriate information and research.

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College supervisors/leadership teams	Initiate policy review and make suggestions for policy change based on own experience/knowledge and/or based on recommendations received from employees. Ensure that policy/process proposals are forwarded to appropriate Series Manager.
College personnel	Make recommendations to supervisors for policy and process revisions, as needed, based upon experience and knowledge of position responsibilities.

Supporting References
Listed below are document(s) that support this policy:
- Process: Policy Development/Approval Process   (DIN 1001–2-01)
- Aid Sheet: Guidelines for Writing Policy and Process
- Form: Policy Template Form (DIN 1001-4-01)
- Form: Process Template Form (DIN 1001-4-02)
- Form: Policy/Process/Procedure Proposal Form (DIN 1001-4-04)

Compliance References:
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

- MnSCU Policy 1.41

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