

DIN 1001-2-01
Title of Process: Policy and Process Development/Revision

Purpose

The purpose of this process is to ensure that all NTC policies and related processes are developed and approved in a consistent manner.

Scope

This process applies to the writing of all college policies and related processes. All college policies and related processes will be incorporated into the Policy Management System.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition
Policy (Level 1)	Policy describes our commitments, beliefs, and desired outcomes. It is a guiding or governing principle and should only be established to achieve some purpose which reflects a set of beliefs, values or philosophy on the issue concerned. A policy may be required when there is a diversity of interests and preferences which result in vague and conflicting objectives among those who are directly involved. Policy must be approved by the college president.
Policy criteria	<ol style="list-style-type: none"> 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.
Policy Series	<ul style="list-style-type: none"> •1000 Administrative •2000 Learner •3000 Academic •4000 Human Resources •5000 Information Tech •6000 Facilities •7000 Finance •8000 External Relations •9000 Custom Education
Process (Level 2)	Processes describe how policies are implemented and change over time more than policies. Processes are always tied to the policy they are intended to help implement. As opposed to procedures, which are done step-by-step by one person, processes are completed in stages and by more than one person. The documented process spells out for each stage who, what, and when. Processes identify the point at which the process "changes hands" as it is often at the point where a process is handed off from one person to the next that processes stop.

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Document Number: 1001-2-01	Rev.	Page 1 of 4
Title: NTC Policy and Process Development /Revision		Level # 2
		Implementation Date:

Characteristics of good processes	<ol style="list-style-type: none"> Processes are tied to policies. Making explicit this relationship along with how the process helps the campus achieve its goals or strategic plan helps ensure understanding and compliance. Processes are developed with the consumer/user of the process in mind. Well-developed and thought out processes provide benefits to the process user. The processes are understandable and should be written so that what needs to be done can be easily followed by all users.
Policy Management System	Electronic system which includes policy, process, procedures, and forms. This system is actively managed by Policy Managers who ensure that all documents posted on the electronic system are current and accurate. The management system includes managing the processes by which the policies are implemented.
Policy Managers	<p>Policy Managers are designated as follows:</p> <ul style="list-style-type: none"> •1000 Administrative - Provost •2000 Learner – Coordinator of Co-Curricular Services •3000 Academic – Dean of Academic and Co-Curricular Affairs •4000 Human Resources - Director of Human Resources •5000 Information Tech - Information Officer •6000 Facilities – Facilities Supervisor •7000 Finance – Business Manager •8000 External Relations - Director of External Relations •9000 Custom College – Dean of Academic and Co-Curricular Affairs <p>Management System Coordinator – Director of Institutional Effectiveness</p>

Process

The table below describes responsibilities for this process:

Stage	Who	Description	
1 (developing the proposal)	College personnel	Make proposal/recommendations for policies and/or processes to be reviewed or developed, including rationale, to supervisor (Complete Policy - Process Proposal Form - 1001-4-04).	
		IF..	THEN..
		supervisor is the appropriate designated Policy Manager,	Proceed to stage 2
		IF...	THEN:
	supervisor is NOT the appropriate designated Policy Manager,	supervisor forwards proposal and his/her recommendation within seven working days to appropriate Policy Manager.	
2. (Submitting the proposal)	Policy Manager for the proposal	Review proposal, determine whether proposal is clerical only or substantive.	
		IF...	THEN:
		Substantive change is proposed	Call together a representative work group to review
		IF...	THEN:

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Document Number: 1001-2-01	Rev.	Page 2 of 4
Title: NTC Policy and Process Development /Revision		Level # 2
		Implementation Date:

		Clerical correction	Authorize correction and send to Policy Management System Coordinator, along with identification of whom to notify of the change, to make indicated change on appropriate document(s), post revised document, and send notice of change to identified people.
3. (Processing the proposal by an appropriate work group_	Work Group	Review proposal and make recommendations, along with Policy Manager, on Form 1001-4-04. Send proposal and related documents to Policy Management System Coordinator. If revising or writing new policy and/or process, group follows procedure " <u>How to Write or Revise NTC Policies</u> " (DIN 1001 – 3 – 01) using " <u>Policy Template Form</u> " (DIN 1001-4-01) or <u>Process Template Form (DIN 1001-4-02)</u> .	
4. (Review and feedback)	Policy Management Coordinator	Forward recommendation to Shared Governance Council chair and to IT to post the proposed change on intranet for review. Send a global notice of the posting, along with deadline for submitting feedback. Upon the passage of the deadline for feedback,	
		IF...	THEN:
		Feedback is received	Return policy to Policy Manager who reconvenes work group to consider the feedback. Return to Stage 4 as needed.
		IF...	THEN:
		No feedback is received	Bring policy to the Policy Management Team.
5. (Acting on the proposal)	Policy Managers Team	Take action on submitted proposal. Identify individuals who need to be sent specific notification of the change.	
		IF...	THEN:
		Team does NOT approve proposal	Designated Policy Manager notifies the work group members and the person who submitted the proposal, with the rationale of the team.
		IF...	THEN:
		Team approves PROCESS proposal	Systems Management Coordinator continues with Stage 6.
		Team approves POLICY proposal	Sends to the Provost for action by the President (signature). return form indicating their action to the Policy Management Coordinator.
6. (processing proposal)	President	Take action on the proposed policy (sign or not sign). Return to Provost, who reviews action with Systems Management Coordinator.	
7.	Systems	Notify appropriate persons of actions taken.	

(Notifying, posting, and training on changes)	Management Coordinator	IF...	THEN:
		Proposal was NOT approved	Notify Policy Management Team and the originator (and supervisor if appropriate) of the action and the rationale.
		IF...	THEN:
		Proposal was APPROVED	<ul style="list-style-type: none"> • Send the approved policy to IT for posting • Record the change and notify the specified individuals (as identified by the Policy Managers Team in phase 5). Send a global change notice.

Supporting references

Listed below are documents that support this process:

- Procedure: How to Write or Revise NTC Policies (DIN 1001 – 3 – 01)
- Form: Policy Template (DIN 1001-4-01)
- Form: Process Template (DIN 1001-4-02)
- Form: Policy – Process Proposal Form (DIN 1001-4-04)

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Document Number: 1001-2-01	Rev.	Page 4 of 4	Level # 2
Title: NTC Policy and Process Development /Revision			Implementation Date: