DIN 1001-3–01
Title of Procedure: How to Write or Revise Policies and Processes

Purpose
To ensure consistency in the developing and writing of policies and processes.

Scope
This procedures applies to the development of any policy. Policy and process should be developed together to ensure that all policy has a mechanism for implementation.

Definitions

The following is a list of key definitions:

Term/Phrase	Definition/Description
Policy template (1001-4-01)	Used to write policies in consistent format.
Policy	States what the college believes in and intends to do.
Process template (1001-4-02)	Used to write processes in consistent format.
Process	Outlines the responsibilities of various individuals and groups in the implementation of the policy. Process is written in stages and involves more than one individual. Typically, a process involves 5-7 stages, and no more than 9.
Procedure	Step-by-step listing of tasks performed by one individual. Several procedures may be required to implement a process. Typically a procedure involves 5-7 steps, and no more than 9.
Policy/Process Proposal Form (1001-4-04)	This is the form used to submit proposed new policies or processes or to submit revisions to existing policies or processes.

Procedure

The table below describes the steps in this procedure:

Step	Action
1.	Research related MnSCU policies on the MnSCU web site.
2.	Research best practices related to target policy. ❑ Other colleges ❑ Associations (AACROA, NACE, MACD, APA, NASPA) ❑ Legal sources (FERPA, CLHE) ❑ Websites: • http://www.ntcmn.edu/intranet • Http://www.mnscu.edu • http://www.clhe.org

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3.	Gather data from stakeholders who are impacted by the policy for input into policy and related process for implementing the policy. People who actually use the process must be involved in writing the process. ❑ Learners ❑ Staff ❑ Faculty ❑ Administration ❑ Advisory groups
4.	Write draft of policy and process for implementing that policy based on information gathered, using the Aid Sheet: Guidelines for Writing Policy and Process din 1001-3-01A. Policy is written on the Policy Template (DIN 1001-4-01) and processes are written on Process Template (DIN 1001-4-02).
5.	Complete Policy/Process Proposal Form DIN 1001-4-04 and submit to supervisor in accordance with Policy/Process Development Revision (DIN 1001-2-01).

Supporting references

Listed below are document(s) that support this procedure:

- Aid Sheet: Guidelines for Writing Policy and Process (DIN 1001-3-01A)
- 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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<u>GUIDELINES FOR WRITING POLICIES AND PROCESSES:</u>

This sheet is intended to help you write policies using the Policy Template and processes using the Process Template. Following are further definitions and descriptions of each section of the form.

POLICY WRITING GUIDELINES

Policy describes our commitments, beliefs, and desired outcomes. A policy states what the college intends to do, what it commits to. 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 meets 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.

A standard, yet flexible, policy format ensures consistency from one written policy to another.

POLICY DEVELOPMENT GUIDELINES

1. Focus on Learners and Stakeholders
2. Align policy with MnSCU policy, Federal regulations, and applicable laws.
3. Base learner policies on developmental theory where appropriate.
4. Base policy on best practices wherever possible.

POLICY FORMAT AND TEMPLATE

<u>Title and Number:</u> For current policy, use the existing title and number. For new policy, give the policy a title; the number will be assigned by appropriate Series Manager(s).

<u>Policy:</u> In one or two sentences, state the governing principle. State clearly what the college intends to do.
1. Use third person (Northwest Technical College, Learners).
2. Where appropriate, use plural for learners.
3. Where appropriate, use present tense.
4. Spell out acronyms the first time they are used.
5. Use position titles, not individual names.
6. Use clear, concise, simple language.
7. Use active voice wherever possible.

<u>Purpose:</u> Write a concise statement of the rationale for the policy. Why do we have this policy? Include legal or regulatory reasons for the policy, if appropriate.

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Responsibility:

The table below describes responsibilities for this policy. Who is responsible for what aspects of the policy? The first entry in the table shows the position with the ultimate responsibility for ensuring that the policy is implemented and followed.

Group/Individual	Responsibility

In the following section, list all related documents. Include DIN numbers where appropriate.

Supporting References:
List in this section college document(s) that support this policy. Be sure to include all documents referred to in the responsibilities section above.

Compliance References:
List in this section any related compliance requirements or regulations to which this policy links. These might be MnSCU policies, federal regulations, state statues, etc.

SUPPORTING FORM for Policy Writing:

- Policy Template Form (DIN 1001-4-01)

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PROCESS WRITING GUIDELINES

Processes describe how policies are implemented and change over time more than policies. Processes are not included in policy. Processes tell how something is done in terms of who, what, and when.

Characteristics of Good Process
1. 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.
2. Processes are developed with the customer/user in mind. Well-developed and thought out processes provide benefits to the process user.
3. The processes are understandable and should be written so that what needs to be done can be easily followed by all users.

PROCESS FORMAT AND TEMPLATE

Name of Process: This is the same as the policy it supports, or is related in some way to the name of the policy.   The process will be numbered by appropriate Series Manager. The process number relates the process to the policy.

Purpose: How does this process support the policy?

Scope: To whom does this process apply?

Definitions: List only unique terms that, by being defined, add to the reader's understanding of the basic policy. Define unfamiliar or technical terms and those with special meanings. List the terms in alphabetical order.

Term/Phrase	Definition

Process: Describe the sequence of events and the "changes of hands" of stages of the process. Number the stages sequentially (first column). Under "Who" list the person (position, not name) responsible for completing that stage of the process. Under "Description", describe what that person is responsible for completing. When the process "changes hands" or moves to a new responsible party or a different stage of events, move to a new stage of the process.

Stage	Who	Description
Number-1,2, etc.	Title	List what this person will do as part of the process. What actions is this person responsible for completing?

Supporting references:
In this section, list documents that support this process. Include DIN numbers where appropriate.

SUPPORTING FORM for Process Writing:
- Process Template Form (DIN 1001-4-02)

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