

Northwest Technical College Policies

Policy Name: Policy Development Process	Effective Date: 9/1/2025
Policy Number: 1001-2-01	Last Review: 1/8/2004
Policy Owner/Dept: Administration	Next Review: 9/1/2029

Policy Statement

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

Definitions

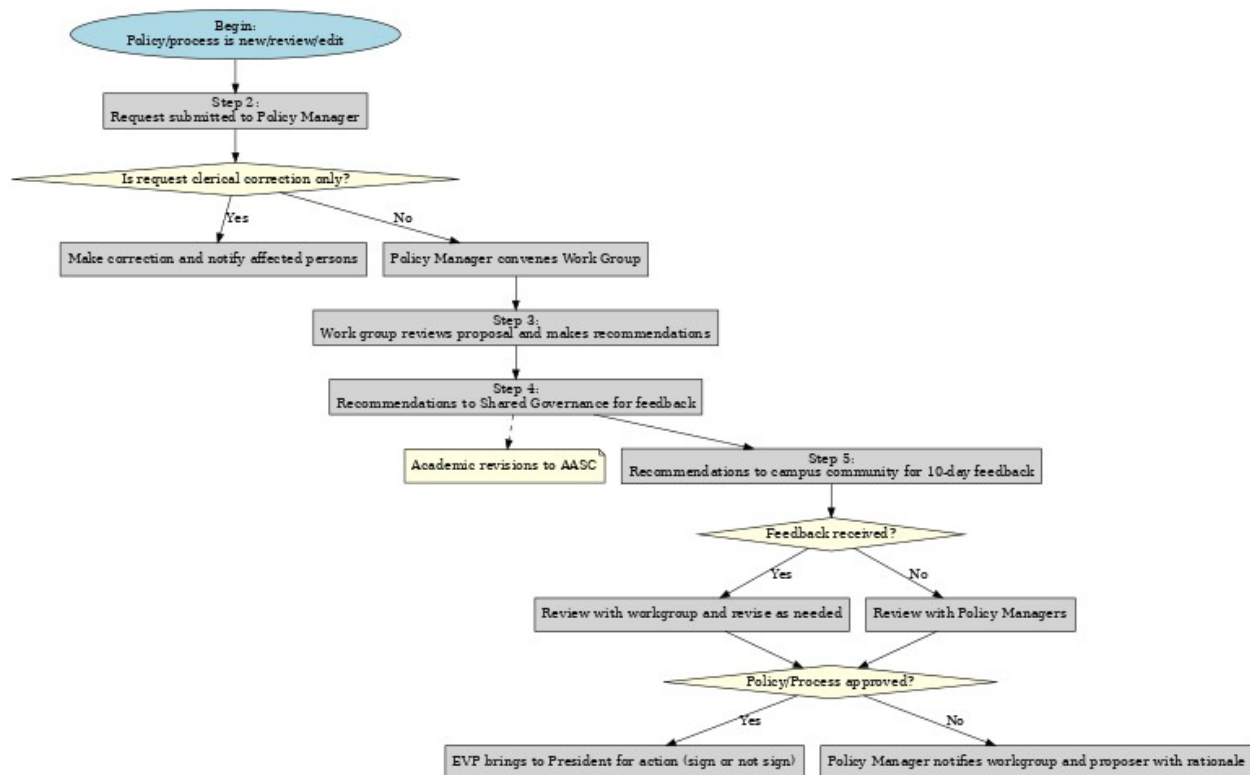
The following is a list of key definitions:

Procedure/Process

Group/Individual	Responsibility
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	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	•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.
Policy Management System – this needs to be updated. Where will these live?	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	Policy Managers are designated as follows: •1000 Administrative – Executive Vice President •2000 Learner – Director of Enrollment and Student Services •3000 Academic – Academic Dean •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 – Academic Dean Policy Steward -

Process:



Supporting References

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

- Process: Policy Development/Approval Process (DIN 1001–2-01)

Compliance References:

- MinnState Board Policy 1A.1

