

APPENDIX “B”

Policy Initiation/Revision Process

1. Policy Initiation/Revision

- Request form and policy number from Office of the President

2. Discussion with responsible Administrator

- See Appendix A

3. Review #1 – in the following order

1. Executive Leadership Team
2. AASC (for curricular matters)
3. Review with appropriate group, such as: Safety, Faculty Executive Board, and Student Senate, etc. (Include originator of policy in review process)
4. Shared Governance Council
5. All College, published once (Techtalk, college newsletter)

4. Review #2 - in the following order

- Shared Governance Council or AASC
- Executive Leadership Team

5. Policy and Posting Storage

- President’s Office – stores all policies and posts new policies in Techtalk with link to website.
- Director of IT – posts policy on website

