

The President shall be delegated the responsibility for ensuring the preparation of appropriate administrative procedures and regulations for the college which ensure that Board policies are enforced (ARS 15-1445).

Purpose:

To outline the procedures for new and existing policy and procedure planning, development, review, approval, implementation, assessment, and revisions.

Definitions:

Policy: An expansive document that communicates broad principles of operation and standards on a particular subject to guide actions and decision-making. It communicates the College's official position statement of what is expected on issues that have College-wide application. Policies may be in place because of a law, regulation, a risk to the College, students or others, or an organizational requirement.

Procedure: An operational set of specific action steps and processes required to support the implementation of the policy, where needed. Procedures may identify roles and assign responsibilities for the activities.

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References: ARS 15-1445

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The following steps are generally involved in policy and procedure (where applicable) planning.

Planning

1. Identify need

Policies may be developed when there is a need for clarity and consistency on an issue and/or a need to control, direct, or inform all or some members of the College community on matters such as health and safety, human resource issues, a legal liability, a licensing or regulatory requirement, issues where there may be serious consequences, accountability, and/or where the institution is at risk. The policies have College-wide application and are mandatory to those identified in the scope, or extent of the influence or relevance, of the policy and/or procedure in the operation of the College.

The need for College-wide procedure(s) related to the policy will also be determined by the individual or department developing the policy. Not all policies require procedure(s). However, procedures will be developed where there is a need to provide specific operational instructions on steps to take when a situation occurs. Some policies may require more than one procedure to address different situations.

In addition, existing policies and related procedure(s) (where applicable) will be reviewed periodically, at least every five years, and updated as required.

The administrator, manager, or director responsible for the policy and/or related procedure(s) (where applicable) will outline the rationale for the new policy and procedure(s) or for the update to the policy and procedure(s) (where applicable) to the department and division for approval to proceed through the committee approval process.

The administrator, manager, or director will consult with the appropriate Chief, Dean, or the President before beginning the development process. The Administrator will keep the executive team apprised of policy and procedure proposals in development.

2. Develop a Plan

The policy/procedure originator will develop a plan with phases and timelines that typically include the following: analysis, research, drafting, consultation with department and committee(s), review, revision, editing, finalization and approval, and implementation. Key stakeholders for consultation and approvals will be identified in the plan. Stakeholders will be comprised by those impacted by the policy and related procedure(s).

3. Research

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The originator will, in conjunction with their team, conduct research on issues, legislation, and best practices related to the policy and procedure and will present findings during the consultation phase of the development process. Research finding (where applicable) will be presented during the finalization and approval phase.

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The following steps are generally involved in policy and procedure (where applicable) development.

Development

1. Draft

All policies and procedures (where applicable) will be documented on the Policy and Procedure template following the instructions embedded in the forms. Policy statements should be clear, concise, and specific. They should be written in simple language and include what the policy is and what is expected of the users. Where the policy and procedure body is lengthy, sections within the policy body should include subsection headings and numbering.

2. Consult

The initial draft policy and procedure(s), if applicable, will be presented to the appropriate stakeholders in the College for review and feedback. This may include:

Human Resources, Financial Aid, Business Services, Advancement, Institutional Research, Information Technology Facilities, Compliance Accreditation, Marketing and Public Information, Registrar, Student Success, Safety Sub-committee, Dean's Council, Curriculum, Assessment, and Academic Standards, Dual Enrollment Advisory Councils

3. Revise

The policy/procedure originator will review the feedback with the development group and revise the policy and procedure(s) (where applicable) as required. If a legal review is required, the policy and procedure(s) will be sent to legal counsel by the Office of the President for review.

Develop communication and implementation strategy

Prior to review, recommendation, and approval, the originator and team will develop a strategy communication and strategy plan to roll out the new policy and procedure(s) (e.g. document update plans like the catalog, student handbook, etc.) which may include presentations to key stakeholders, training, emails, discussions in CCC meetings, etc.

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The following steps are generally involved in policy and procedure (where applicable) approval.

*Classification: Final classification and number of policy and procedures will be determined by the Office of the President.

1. Initial Review and Recommendation

Policy and Procedures (P&P) committee is the committee established in the College communication/committee structure for initial review and recommendation of College policies and procedures.

The policy/procedure developer will complete a submission form and forward this with the new or revised policy and/or procedure language to P&P for review one week in advance of the next scheduled meeting.

Policies and any related procedures that are not purely regulatory changes will be review by both P&P and the President's Cabinet. Note: Where minor changes are required only to a procedure, modifications will be completed by the appropriate department/division and submitted to P&P without the application of the formal review and approval process.

The originator will present the policy and procedure to the committee and will consider input from the members and modify as required. Where changes are required, the committee chair will review any revised policy and procedure and will forward the revised document(s) by email to its committee members for comment.

Once reviewed by the committee, the chair will record the committee's recommendation and forward the recommendation to the President for consideration at President's Cabinet.

2. Subsequent Review and/or Approval

The President will schedule the policy and procedure on an upcoming President's Cabinet's (PC) meeting as soon as possible after receipt. The policy originator, Chief, or Dean will be invited to present the policy and/or procedure(s).

The policy originator, Chief, or Dean will present the policy and procedure to the PC. The policy originator, Chief, or Dean will consider input from the Cabinet and will modify as required. Where changes are required, the President will review the revised policy and/or procedures and will forward the revised document(s) by email to the council members for comment.

Once finalized, the President will indicate approval by dating and initialing the Policy and Procedure Submission and Approval Form.

3. Policy Approval, Board of Governors (where applicable)

The President will request Board of Governor's (BOG) approval on College on new and revised policies.

The policy originator, Chief, or Dean, as appropriate, may be asked to present the policy to the Board of Governors. The BOG may provide feedback on any modifications to policy development group or the President. Modifications will be made as requested by the Board of Governors.

The secretary to the BOG will complete the Policy and Procedure Submission and Approval Form notating the date approved by the Board.

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The following steps are generally involved in policy and procedure (where applicable) implementation.

Implementation

1. Final Copy

Once final approval is obtained, the approved document will be returned to the Office of the President. The President's executive assistant will retain a copy of submissions and approvals with all review and approval signatures. Final classification and number of policy and procedures will be determined by the Office of the President.

2. Implementation

The policy originator, Chief, or Dean will implement the communications and implementation plan to ensure students, employees, and other stakeholders impacted by the policy understand the content.

3. Posting

The President's executive assistant will publish the final copy in the MCC Policy and Procedure Manual and will post proceeding/minutes from President's Cabinet and/or Board of Governor's meetings.

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Periodic Review

Monitor: The administration will monitor the implementation of the policy and related procedure for compliance and to ensure that it is understood. Further training, clarification, or communication may be required if any issues are identified in the monitoring.

Policy Review: The policy holder and administrator will initiate a review of the policy and procedure based on the specified timeframe established in the development process and noted on the policy or earlier, if there is a change in legislation or requirements. Policies and procedures must be reviewed at least once every five years.

Update: The same procedure will be followed as outlined previously to update a policy and/or procedure.

Note: Where minor changes are required only to a procedure, modifications will be completed by the appropriate department/division and submitted to P&P without the application of the formal review and approval process.

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Mission Statement Review

Mohave Community College has a stated mission that was approved by the Board of Trustees at a regularly called session of the Board. The Mission Statement provides for overall guidance to all strategic and operational decisions. This mission is reviewed, revised, and or updated by a formal process that coincides with the review of the strategic plan and occurs every three to five years. Any changes to the Mission Statement are presented to the Board for its approval based upon the recommendation of the President of the College.

Mission review may occur under other conditions as well. The catalysts for Mission review are detailed as follows:

- 1) Planned formal review as a part of the Strategic plan review every 3-5 years. This process involves a wide range of participants including students and community members as well as college personnel. If there are recommended changes or revisions the revised mission statement goes thru the approval process as described below.
- 2) Annual indices regarding the efficacy of the Mission statement are collected and reviewed in various formats including; an assessment of learning outcomes, enrollment indications of program viability, formal program review, the core metrics of the visioning statement for Arizona, community influences, as well as other pieces of annual data. These data are collected annually and presented to the Chief Academic Officer and the President's Cabinet for an annual discussion in support of the current mission statement.
- 3) Unplanned events may necessitate Mission review at midterm or other intervals throughout the three year review timeframe. Events such as a dramatic change in the Board of Trustees, major administrative changes, or mission changes that may be influenced by the economy or various state agencies may require that a closer look at the mission statement be undertaken. If such should occur the administrator in charge would initiate a review process as described below.

The process for change would require that any requested changes or revisions be vetted by the faculty Council and the Institutional Effectiveness and Alignment Committee before coming to the Policy and Procedure standing committee; once approved it is to be forwarded to the President's Cabinet for review and approval and then presented to the Board of Trustees for approval prior to becoming official.

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Mission Statement Review**

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