

Policy Information

Number: 1A.1

Name: Policy Development and Implementation

Author: Policy Committee

Effective Date: January 8, 2018

Next Review Date: Fall 2022

Regulatory Authority

- Minnesota State Board Policy 1A.1
 - <http://www.minnstate.edu/board/policy/1a01.html>

Part 1. Policy Background.

The Policy Development and Implementation Policy guides the development, review, approval and communication processes for both existing and newly proposed North Hennepin Community College policies and procedures. This policy also establishes a standard format for policies and procedures, and a numbering system compatible with Minnesota State Board Policies and System Procedures for easy reference. Nothing in this policy serves to supersede or alter existing collective bargaining agreement language.

Part 2. Definitions.

Subpart A Bargaining Unit.

AFSCME, MAPE, MMA, and MSCF are the bargaining units. For the purposes of this policy, administrators and members of the Commissioner's Plan are not considered representatives of bargaining units.

Subpart B Policy.

Policies are written statements that govern institutional decisions or actions. College policies comply with existing external mandates and promote consistency of action. College policies generally impact the entire institution.

Subpart C. Procedure.

Procedures are written statements of specific processes necessary to implement policy.

Part 3. Policy Committee.

A process for policy development, approval, and dissemination shall be guided by the Policy Committee. The Policy Committee shall include:

1. Provost
2. Student Affairs Administrator
3. Chief Human Resource Officer
4. Academic Dean
5. 1 MSCF member
6. 1 AFSCME member
7. 1 MAPE member
8. 1 MMA member
9. 1 student

Under normal circumstances, the Provost will serve as chair of the committee. In the event that the Provost does not serve as chair, the Policy Committee will determine the chair, taking into account familiarity with the Policy Committee processes and institutional tenure. In the event that the chair is a representative from a bargaining unit, another member from that bargaining unit will serve on the committee.

Part 4. Approval Process.

The need for a new policy or procedure may arise at any time, and any member of the faculty, staff, administration, or Student Senate may bring forth a proposal. In addition, all existing policies and procedures shall require review every five years to determine whether they should be continued, updated, or rescinded. The process for policy development, approval, and dissemination shall occur in the following manner:

Subpart A. Standard Review, Approval, and Communication Process.

1. A draft of a newly proposed policy or procedure, including a statement of need and the impact on the college community shall be submitted to the Policy Committee for consideration.
2. The Policy Committee will convene at the start of each academic year to construct a list of policies and procedures for review during the year. That list will include policies and procedures reaching the end of their five-year effective period and any new policies or procedures submitted to the Policy Committee for consideration. The first meeting of the year will also include an orientation to issues of diversity, equity and inclusion conducted by the Diversity and Inclusion Director.
3. The Policy Committee shall consider submitted proposals and policies up for review. As is needed, the Policy Committee shall call upon content experts or consult with external resources to assist with additional review, research, or revision of policies and procedures.

4. The Policy Committee shall release drafts of policies and procedures to the college community for review and comment, and shall incorporate comments to the drafts as is appropriate.
 - a. The Policy Committee shall maintain a summary of conversation related to comments and provide a rationale for committee decisions. This summary will be shared with the college community.
5. The Policy Committee shall disseminate final revisions to leadership of each bargaining unit, the Shared Governance Council, the Diversity, Equity, and Inclusion Committee, and Student Senate for review and comment, and shall incorporate comments to the drafts as appropriate.
6. The Policy Committee shall present the final drafts to the Executive Team for final recommendation and to the President for final approval. Policies and procedures become effective when approved by the President.
7. The Policy Committee Chair shall communicate the decisions of the President to the campus community as described in Part 6 below.

Subpart B. Expedited Review, Approval, and Communication Process.

Under extraordinary circumstances, a policy or procedure may require changes to ensure compliance with Minnesota State requirements or adherence to federal or state law. On these occasions, the Policy Committee shall seek input from content experts and key constituent groups to the extent possible in a shortened time frame. Final drafts with incorporated comments shall be presented to the Executive Team for a final recommendation and the President for final approval. Policies and procedures become effective when approved by the President. The campus community shall be notified of the change and the expedited policy or procedure will go through the Standard Review, Approval, and Communication process at the first available opportunity.

Part 5. Policy Format

Subpart A. Numbering System.

North Hennepin Community College policies and procedures shall follow the same numbering system as used for corresponding Minnesota State Board Policies and System Procedures. Within the policy or procedure, content should follow the format below:

- Parts (numbered) and Subparts (lettered) for significant content distinctions.
- Within Parts and Subpart, items may be further separated by using numbers or bullets.

Subpart B. Required Elements and Standards.

1. The header of the policy or procedure shall include:
 - a. Policy (or Procedure) Number
 - b. Policy Name
 - c. Policy Author
 - d. Effective Date

- e. Next Review Date
 - f. Regulatory Authority (e.g. Minnesota State Board Policy, federal or state law, and URL if one exists)
2. The body of the policy or procedure may include:
 - a. Background
 - b. Purpose
 - c. Definitions
 - d. Process
 3. The footer of the policy or procedure shall include:
 - a. Review Action and Date of Action
 - b. Policy History

Part 6. Communication.

All policy and procedure decisions shall be communicated to the entire campus community via email. The Policy Committee Chair shall ensure that all final/active policies and procedures are posted, at a minimum, to SharePoint (Groups And Committees > Policy Committee > Policies), and to the NHCC website (<http://www.nhcc.edu/policies>). Posted policies shall include Policy Number, Policy Name, Effective Date, and Next Review Date. Policies and procedures may also be included in the college catalog, student handbook and planner, or other college publication.

Part 7. Campus Review.

Review Action	Date(s)
Campus Community Review Period	06-Nov-2017 through 17-Nov-2017
AFSCME Review	28-Nov-2017
MAPE Review	29-Nov-2017
MMA Review	28-Nov-2017
Shared Governance Council Review	08-Dec-2017
Student Senate Review	30-Nov-2017
President Approval	21-Dec-2017
Campus Community Dissemination	08-Jan-2018

History

- Adopted 21-Oct-2000
- Significantly revised Fall 2011 to create an inclusive and transparent process that requires input from all campus constituents. Effective 23-Dec-2011.
- Reviewed with minor modifications Fall 2017.