



**Title: Policy on Policy Development and Review**

**Effective Date: 11/09/2018**

**Last Revision Date: 06/10/2022**

**Cancellation:**

**Department/Office: Assessment and Compliance**

## *Policy on Policy Development and Review Policy*

### **PURPOSE**

The purpose of this policy is to ensure college-wide standardization of policy development, enforcement, and review. The policy provides for shared governance by establishing effective means whereby students, staff and faculty can have input into the development of policies and programs relating to student and academic issues, while recognizing that the responsibility and authority for decision-making rest solely with the administration.

The vehicles for facilitating input are the Student Government Association, the Academic Council, the Faculty Senate, the Chancellor's Council, and the College standing committee structure. Each council must adopt by-laws that are approved by the College Chancellor.

Definitions:

**Policy:** A policy is defined as a required course of action to be followed.

**Procedure:** A procedure is defined as a detailed, step-by-step action needed to complete a requirement or an advisory statement that provides a framework to fulfilling a policy.

### **SCOPE**

This policy applies to all functional units/departments of the College.

### **POLICY**

Academic and administrative units may develop and adopt unit policies and procedures with appropriate **approvals** as listed. Units are required to follow the policy template, and follow the procedures listed below in this policy.

#### **1. Responsibility**

The Director of Institutional Research, Institutional Effectiveness, and Compliance (Director of IRIE and Compliance) will maintain a record of original policies approved and update the College Policy



Policy & Procedure No. 9.000  
**Nunez Community College**

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and Procedure Manual and will facilitate the publication of all policies and procedures to Nunez Community College's (NCC's) website and in relevant documents. In addition, the Director of IRIE and Compliance will design, implement, and maintain a policy numbering system reflecting unit/departmental responsibility for the respective policies and procedures. Members of the Chancellor's Executive Cabinet will review and approve policies and procedures.

**2. Procedure**

All college units headed by a program chair, director or administrator of equivalent or higher rank has the authority to initiate policies and/or modifications for consideration as college policies.

**I. Policy/Procedure Development**

- (a) All drafts must be reviewed and approved by the initiating department chair, administrator, director, designated personnel, or college committee. The initiator must utilize the policy template and follow this policy.
- (b) The Director of IRIE and Compliance will review the policy and any associated procedures to ensure the policy is not in conflict with Louisiana Community and Technical College System (LCTCS) policies, Louisiana Board of Regents (BOR) policies, and programmatic and regional accreditors, state, and federal agencies' rules and regulations. After reviewing the policy and all supporting materials the Director of IRIE and Compliance will send approval to the Executive Cabinet member responsible for the policy. The Chancellor's Executive Cabinet member will request the policy to be placed on the Chancellor's Executive Cabinet agenda. The policy will be presented and recommended by the responsible Chancellor's Executive Cabinet member for approval by the Chancellor's Executive Cabinet. The Chancellor's Executive Cabinet will discuss and either approve or request additional information.
- (c) All new policies and significant policy/procedure revisions are required to be presented to the Chancellor's Executive Cabinet for review, discussion, and approval by the appropriate cabinet member.
- (d) The Chancellor's Executive Cabinet will review and approve policies for implementation. Should the policy require further development or clarification, it will be returned to the initiating cabinet member. Once revised, the policy will be resubmitted to the Chancellor's Executive Cabinet by the responsible cabinet member.
- (e) The Chancellor's Executive Cabinet may request input from college constituent groups prior to making a decision. Comments may be received from the Student Government Association, the Academic Council, the Faculty Senate, the Chancellor's Council, and/or any standing committee(s) when appropriate. All comments received should be addressed by the appropriate Cabinet member and when appropriate presented to the Chancellor's Executive Cabinet prior to final approval of the policy/procedures.



- (f) The Chancellor’s Executive Cabinet will by majority vote approve or disapprove policies and procedures.
- (g) Upon approval of the policy by the Chancellor’s Executive Cabinet, the Chancellor will sign one copy of the policy/procedures that will become the official policy/procedure of the College.
- (h) The Director of IRIE and Compliance will request publication and updates of policies in print and digital form. The original policy document will be retained by the initiator. The official approved college policies/procedures will be maintained in the Nunez master binder by the Director of IRIE and Compliance.

The Director of IRIE and Compliance will notify the Communications Office upon final approval of the policy. The Communications Office will ensure the policy is posted to the website, other publications, and will notify the college community.

- (i) Upon approval of a new or revised LCTCS or BOR policy, the Office of the Chancellor will send notification to the Chancellor’s Executive Cabinet. The appropriate Chancellor’s Executive Cabinet member(s) will conduct a thorough review of the existing College policies affected by the LCTCS or BOR policy. Appropriate modifications and/or development of new policy/procedures will be made through the process described previously. Policy revisions will also be made when NCC policies or actual college practices change.

## II. Revisions

Policy revisions requiring substantial change must be approved through the same process for the adoption of new policies. Substantive change includes items such as major revisions required by governing boards, or new or revised state and/or federal laws. Editorial changes will require approval of the appropriate Chancellor’s Executive Cabinet member and the Chancellor.

## III. Termination

The Chancellor’s Executive Cabinet member responsible for a policy to be terminated will send the termination request to the Director of IRIE and Compliance for review. The Director of IRIE and Compliance will review the request to ensure termination is warranted and does not violate federal, state, regional and/or programmatic accreditation, or governing board requirements. Upon completion of review by the Director of IRIE and Compliance and approval, the responsible cabinet member will receive notification. The cabinet member will submit the request to the Chancellor’s Executive Cabinet for review and approval. Upon approval, the policy repeal termination date will be recorded, and the policy will be archived by the Director of IRIE and Compliance.



**3. Policy Review**

All college policies will be reviewed a minimum of every five years. All departments are responsible for reviewing policies and ensuring relevance. The Director of IRIE and Compliance will notify the members of the Chancellor’s Executive Cabinet of specific policies to be reviewed for their areas or responsibility each year. A timeline and review schedule will be provided. Reviews without revisions will be submitted annually, by the appropriate Chancellor’s Executive Cabinet member, on a review reporting form to the Office of the Chancellor. The Chancellor who in turn will send to the Director of IRIE and Compliance who will update the review policy dates on the published policy without need for prior cabinet approval.

**APPENDICES, REFERENCES**

- Appendix A – Policy Transmittal Sheet
- Appendix B – Policy Template
- Appendix C – Review Reporting Form

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Director of IE/IR & Compliance	05/30/2022		
	Chancellor’s Executive Cabinet	06/10/2022		

*Policy Reference:* LCTCS Policy Review

*Forms Referenced:* Identify any forms referenced in the policy as “NUNEZ \_\_\_ Form”

*Distribution:* Distributed Electronically via College’s Internet  
Hard Copy Distribution to \_\_\_\_\_

**Chancellor’s Signature/Approval**

**Signature:**   
Chancellor

**Date:** 06/10/2022



**Appendix A: Transmittal Sheet for Policy/Procedure Proposals, Revisions, and Terminations**

<b>Title:</b>
<b>Policy Number:</b>
<b>Effective Date:</b>
<b>Last Revision Date:</b>
<b>Termination:</b>
<b>Department/Office:</b>

**PROPOSAL TYPE:**

- New Policy Proposal/Procedure
- Significant Revision to Current Policy/Procedure
- Editorial Revision to Current Policy/Procedure
- Termination of Policy

**PURPOSE**

Briefly state the purpose of the policy. The reasons for proposing the revision or new policy/procedure.

**SCOPE**

This policy applies to:

**POLICY**

Policy/Procedure Title: \_\_\_\_\_

Policy/Procedure Number (if this is a current policy/procedure) \_\_\_\_\_

LCTCS/BOR Policy Reference (if applicable) \_\_\_\_\_

\_\_\_\_\_  
Executive Cabinet Member's Signature

\_\_\_\_\_  
Date presented to Chancellor's Executive Cabinet



**Appendix B: Policy Template**

<b>Policy Number:</b>
<b>Title:</b>
<b>Effective Date:</b>
<b>Last Revision Date:</b>
<b>Termination:</b>
<b>Department/Office:</b>

**PURPOSE**

Briefly state the purpose of the policy.

**SCOPE**

This policy applies to:

**POLICY**

State the policy.

Include any relevant Definitions, Procedures, or Processes as items A, B, C or I, II, III, etc.

Include any flow charts, diagrams or relevant supporting documentation.

*Review Process:* Provide/edit example table below to document review process and all reviewing entities.

X	Reviewing Council/Entity	Review Date	Effective Date	Notes
	Director of IRIE & Compliance			
	Chancellor’s Executive Cabinet			

*Policy Reference:* LCTCS Policy Review

*Forms Referenced:* Identify any forms referenced in the policy as “NUNEZ Form”

*Distribution:* Distributed Electronically via College’s Internet  
Hard Copy Distribution to \_\_\_\_\_

**Chancellor’s Signature/Approval**

**Signature:** \_\_\_\_\_  
Chancellor

**Date:** \_\_\_\_\_



**Appendix C: Review Reporting Form**

<b>Title:</b>
<b>Policy Number:</b>
<b>Effective Date:</b>
<b>Last Revision Date:</b>
<b>Termination:</b>
<b>Department/Office:</b>

**PROPOSAL TYPE:**

- No Changes Needed
- Revisions Needed: Policy is no longer compliant with LCTCS, BOR, federal requirements, or etc.
- Replaced Policy: Policy replaced by a new policy.
  - New Policy Number: \_\_\_\_\_
  - New Policy Title: \_\_\_\_\_
- Termination: Policy no longer reflects College’s practices

**PURPOSE**

Briefly state the purpose of the policy. The reasons for proposing the revision or new policy/procedure.

**DOCUMENTATION**

Provide documentation to support new policy status.

\_\_\_\_\_  
Executive Cabinet Member’s Signature

\_\_\_\_\_  
Submission Date

\_\_\_\_\_  
Director of IE/IR & Compliance Signature

\_\_\_\_\_  
Date