



# ACCREDITATION EVIDENCE

**Title:** Western Wyoming Community College: Policies & Procedures Process

**Evidence Type:** Clear

**Date:** 4 May 2021

**WAN:** 22-0058

**Classification:** Resource

**PII:** No

**Redacted:** No





## Board Policy President's Procedure Proposal Form

This Board Policy/President's Procedure proposal form allows the Policies and Procedures Committee to determine if the College has a need for the revision or new policy/procedure and for Administration to determine whether the benefit of the revision or new policy/procedure merits the assignation of resources to the implementation and maintenance of the policy/procedure.

### Instructions:

#### New Policy/Procedure:

- 1) Verify subject matter not covered in existing policies/procedures,
- 2) Submit draft policy and/or procedure language, with completed proposal form, to the Exec. Asst to President or P&P Chair.

#### Revising Current Policy/Procedure:

- 1) Obtain current policy/procedure from Exec Asst to President,
- 2) Make revisions using track changes,
- 3) Submit revisions, with completed proposal form, to the Exec Asst to President or P&P Chair.

Date Submitted: \_\_\_\_\_

\*Submitted By: \_\_\_\_\_

### Policy Category:

\_\_\_Board                      \_\_\_Administration                      \_\_\_Students                      \_\_\_Academics  
\_\_\_\_New Policy/Procedure                      \_\_\_\_\_Revised Policy/Procedure

Policy Number and Title: \_\_\_\_\_

Procedure Number and Title: \_\_\_\_\_

Complete the following sections, attach additional sheets if necessary:

What is the purpose of the revision or new policy/procedure?

Why is the revision or new policy/procedure needed?

What is the risk associated with the absence of the proposed revision or new policy/procedure?

What recent events have prompted this revision or new policy/procedure?

Is the revision or new policy/procedure compliance related? If yes, provide specific requirements being fulfilled.

Will the revision or new policy/procedure allow for manager discretion or flexibility?

What are the best practices in this area, and how are they reflected in the revision or new policy/procedure?

Are there any costs to implement or maintain this revision or new policy/procedure?

\_\_\_\_ Yes (provide detail) \_\_\_\_ No

Draft language for proposed new policies/procedures should include:

Policy:

Purpose statement - the intent of the policy including any specific mandatory compliance fulfillments

Definitions - definitions of items with specialized meaning

Procedure:

Implementation - how the policy would be implemented, responsible parties, etc.

Additional Information:

Policy statements should be broad (the 'what' and 'why');

Procedures should be detailed but not enough to be overly restrictive (the 'how' in general terms);

Task-oriented details should be listed in an office manual or administrative guideline.

Approval Process:

- 1) Steward Review and approval
- 2) P&P Committee Review and approval
- 3) Employee Comment Period
- 4) P&P Final Review
- 5) Legal Review if needed
- 6) Steward Final Review
- 7) President Review
- 8) Board of Trustees consideration, 2 Readings

Process Notes:

Certain suggested revisions/new policies or procedures may proceed without Steward or Presidential approval if the P&P Committee agrees to submit for Board consideration.

\* Items submitted anonymously significantly impact the ability of the P&P Committee to follow up. At least one committee member must have the contact information of the party submitting the proposal.