Leeward Community College
Policy on the Policy Development Process

Introduction:

This Policy on the Policy Development Process provides the framework and procedures for developing new or revised policies for Leeward Community College. This policy supports the College’s core value of Integrity, specifically institutional integrity, by promoting a culture of continuous improvement to open pathways to student success. This policy and the procedures inscribed allow for organized involvement of all appropriate governing bodies in the development and maintenance of college policies.

Related Policies and Documents:

Board of Regents’ (BOR) Policy Section 1-10, Faculty Involvement in Academic Decision-Making and Academic Policy Development

University of Hawai’i (UH) Executive Policy E1.101 Implementation and Maintenance of Regents Policy on Faculty Participation in Academic Decision-Making and Academic Policy Development
http://www.hawaii.edu/svpa/ep/e1/e1101.pdf

University of Hawai’i (UH) Executive Policy E1.201 Faculty Involvement in Academic Policy
http://www.hawaii.edu/svpa/ep/e1/e1201.pdf

Process for New or Changes to the University of Hawai’i Community Colleges (UHCC) Academic Policies, revised 10/29/12

Policy Objectives:

1. Provide clear direction for the process of developing and maintaining College policies.

2. Promote shared governance by allowing all appropriate governing bodies to review and approve academic and non-academic policies and procedures.

3. To establish a process that promotes effective and timely policy development.
Procedures and Responsibilities:

If at any time the policy is rejected or changes are recommended, the policy is returned to OPPA. OPPA will work with the Proposer to implement the changes and re-submit the policy for approvals.

**Proposer**

The office, subject-matter-expert, or individual responsible for the policy implementation or oversight initiates and drafts the new or revised policy using the Leeward CC policy template.

**Office of Planning, Policy and Assessment (OPPA)**

The Policy Analyst in the OPPA will: assist the proposer in the draft development; research applicable governing policies from the BOR, UH, and UHCC to ensure that the College is in accordance with these policies on the subject matter; research similar college policies and their effects; research best practices; and submit and manage the policy through the approval process.

**Vice Chancellor for Academic Affairs (VCAA) or Vice Chancellor of Administrative Services (VCAS) (Discussion only)**

The Vice Chancellors will discuss and review the policy and offer any feedback to OPPA and the Proposer. The VCAA reviews all academic policies and the VCAS reviews all non-academic policies. Some policies may require input from both VCs.

**Faculty Senate (FS) and FS Subcommittees**

Faculty Senate reviews and approves all academic policies.

**Campus Council**

Campus Council reviews and approves all non-academic policies. Campus Council will review and approve academic policies if they involve significant planning or budget allocations.

**Vice Chancellor for Academic Affairs (VCAA) or Vice Chancellor of Administrative Services (VCAS) (Approval)**

The VCAA approves all academic policies and the VCAS approves all non-academic policies. Some policies may require approval from both VCs.

**Chancellor**

The Chancellor reviews and approves policies with all prior approvals in place.

**Dissemination of new policy**

Once approved by the Chancellor, the policy is placed on the Leeward CC policy website. Electronic copies of the new policy are distributed to affected bodies on campus.

Related Documents:

Leeward Community College’s Process for Developing New or Revised Policies Flow Chart

Leeward Community College Policy Template
Leeward Community College’s Process for Developing New or Revised Policies
Flow Chart

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**Proposer**
The office, subject-matter-expert, or individual responsible for the policy implementation or oversight initiates and drafts the new or revised policy using the Leeward CC policy template.

**OPPA**
The Policy Analyst in the Office of Planning, Policy and Assessment will: assist the proposer in the draft development; research applicable governing policies from the BOR, UH, and UHCC; research similar college policies and their effects; research best practices; and submit and manage the policy through the approval process.

**VCAA or VCAS (Discussion only)**
Vice Chancellors discuss the new or revised policy and offer feedback. The VC for Academic Affairs reviews all academic policies and the VC of Administrative Services reviews non-academic policies.

**Faculty Senate (Approval for Academic Policies)**
Faculty Senate reviews and approves academic policies.

**Campus Council (Approval for Non-academic Policies)**
Campus Council reviews and approves all non-academic policies. Campus Council will review and approve academic policies only if they involve significant planning or budget allocations.

**VCAA or VCAS (Approval)**
The VC for Academic Affairs reviews and approves all academic policies and the VC of Administrative Services reviews and approves all non-academic policies.

**Chancellor (Final Approval)**

1/10/13
Leeward Community College Policy Template
This template is a general guideline to use for the development of new or modified policies. Some policies may require additional or omitted sections.

Policy Number:
Approved Date:
Review Date:
(This section will be completed by the Office of Planning, Policy and Assessment)

Leeward Community College
Policy Title

Introduction:
Provide a brief summary and introduction statement to the policy.

Related Policies:
List related Board of Regents, University of Hawai‘i, and University of Hawai‘i Community Colleges policies.

Policy Objectives:
Policy objectives should be listed here in clear and direct language.

Procedures
Describe how the policy is to be implemented. The actions included here should clearly describe the process for accomplishing tasks governed by this policy. Include applicable guidelines for accomplishing tasks and definitions that support the policy. Procedures may alternatively or additionally be attached as a related document.

Responsibilities
Identify titles of person(s) who will be responsible for the execution of actions required by this policy and specifically define those actions. This section may be combined with the Procedures section.

Approvals
Faculty Senate approval date: February 7, 2013
Campus Council approval date: February 8, 2013
Chancellor approval date: February 20, 2013

1/10/13