

Policy Number: L1.101
Approved Date: December 23, 2019
Review Date: December 23, 2024

Leeward Community College Policy on Policy Development and Review

I. Purpose

This Policy on Policy Development and Review provides the framework and procedures for developing new or revising current 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.

II. Related Policies and Documents

Board of Regents' Policy RP1.210, Faculty Involvement in Academic Decision-Making and Academic Policy Development

UH Executive Policy E1.101 Implementation and Maintenance of Regents Policy on Faculty Participation in Academic Decision-Making and Academic Policy Development

UH Executive Policy E1.201 Faculty Involvement in Academic Policy

UH Executive Policy E2.201 Systemwide Policies and Procedures

Process for New or Changes to the University of Hawai'i Community Colleges (UHCC) Academic Policies, revised 6/20/2013

III. Definitions

A. Policy

A policy is a statement of intent and is implemented as a procedure or protocol.

B. Proposer

The office, subject-matter-expert, or individual responsible for the policy implementation or oversight.

C. Office of Planning, Policy, and Assessment (OPPA)

The Office of Planning, Policy, and Assessment is the Leeward CC office responsible for managing the policy approval process and archiving campus policies.

D. Authorized Governance Bodies (AGs)

Leeward CC has four Authorized Governance bodies (AGs). Each of the authorized bodies have a specific purpose, form, and function that amount to

their individual memberships, roles, and responsibilities. The AGs at Leeward CC include:

- 'Pūko'a no nā 'Ewa Council,
- Faculty Senate,
- Campus Council,
- Student Government.

IV. 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 and review.

V. Procedures and Responsibilities

- A. Attachment A outlines the process for developing a new or revised policy.
- B. The Proposer initiates and drafts the new or revised policy using the Leeward CC policy template (Attachment B).
- C. 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.
- D. The Vice Chancellors, and appropriate administrators, will discuss and review the policy and offer any feedback to OPPA and the Proposer. The Vice Chancellor for Academic Affairs (VCAA) reviews all academic policies and the Vice Chancellor of Administrative Services (VCAS) reviews all non-academic policies.
- E. The AGs will review new or revised policies and offer feedback to the Proposer and/or appropriate Administrator. Faculty Senate has the responsibility to review and make a recommendation for approval on all academic policies. Campus Council has the responsibility to review and make a recommendation for approval on all non-academic policies.
- F. The VCAA provides a final recommendation of all academic policies, and the VCAS provides a final recommendation of all non-academic policies.

- G. The Chancellor reviews and approves all policies.
- H. 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.
- I. Once approved by the Chancellor, the new or revised policy is placed on the Leeward CC policy website. Faculty Senate and/or Campus Council will submit a memo to request approval of the new or revised policy to the Chancellor. Official policy will be posted without the approval memo and/or signature page. Electronic copies of the new policy are distributed to affected bodies on campus.
- J. Policies should be reviewed at least once every five years to ensure currency and relevancy.

VI. Attachments

- A. Attachment A: Leeward Community College's Process for Developing New or Revised Policies Flow Chart
- B. Attachment B: Leeward Community College Policy Template

Attachment A

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

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.

Step 1: 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.

Step 2: OPPA

The Office of Planning, Policy and Assessment (OPPA) 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.

Step 3: VCAA or VCAS (First Review)

The Vice Chancellors, and appropriate administrators, 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 non-academic policies.

Step 4: Authorized Governance Bodies (AGs)

The AGs will review new or revised policies and offer feedback to the Proposer and/or appropriate Administrator. Faculty Senate has the responsibility to review and make a recommendation for approval on all academic policies. Campus Council has the responsibility to review and make a recommendation for approval on all non-academic policies.

Step 5: VCAA or VCAS (Recommendation)

The VCAA provides a final recommendation of all academic policies, and the VCAS provides a final recommendation of all non-academic policies.

Step 6: Chancellor (Final Approval)

Step 7: Policy is Posted on Website

Attachment B

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 sections, and some policies may omit sections.

Policy Number: (provided by OPPA)

Approved Date:

Review Date:

(This section will be completed by the Office of Planning, Policy and Assessment)

Leeward Community College Policy Title

I. Purpose

Provide a brief summary and introduction statement to the policy.

II. Related Policies

List related Board of Regents, University of Hawai'i, and University of Hawai'i Community Colleges policies.

III. Definitions

List the pertinent definitions for the policy.

IV. Policy Objectives

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

V. Procedure and Responsibilities

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.

Identify titles of person(s) who will be responsible for the execution of actions required by this policy and specifically define those actions.

VI. Attachments

Include attachments such as flow charts and templates that are pertinent to the policy.