

Policy Number: L1.101

Effective Date: December 23, 2024

Prior Dates Amended: December 23, 2019

Responsible Office: Office of Planning, Policy & Assessment

Review Date: December 23, 2029

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

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 Body (AGB)

Leeward CC has Authorized Governance Bodies (AGBs). Each of the authorized bodies have a specific purpose, form, and function that amount to their individual memberships, roles, and responsibilities.

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), ensuring the document is ADA compliant.
- C. The OPPA will assist the proposer in the draft development; research applicable governing policies from the University of Hawai'i (UH) Board of Regents (BOR), UH, and University of Hawai'i Community Colleges (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 ensure the policy moves appropriately through the approval process.
- D. The Vice Chancellors, and/or 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 AGBs 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 Proposer provides a brief justification for the new policy or a brief description of the changes made when a policy is revised. This information is provided to the Chancellor when it is submitted for final approval.
- H. The Chancellor reviews and approves all policies.
- I. 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.
- J. 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.
- K. 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

Campus Approvals

Campus Council approval date: December 20, 2024

Chancellor Approval date: December 23, 2024

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 the Proposer. 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, ensuring the document is ADA compliant.

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 ensure the policy moves appropriately through the approval process.

Step 3: VCAA or VCAS (Consultation)

The Vice Chancellors; and/or appropriate administrators, will discuss and review the policy and offer any feedback to the Proposer. The VCAA and/or appropriate administrators are consulted on all academic policies and the VCAS is consulted on non-academic policies.

Step 4: Authorized Governance Bodies (AGBs)

The AGBs will review new or revised policies and offer feedback to the Proposer. 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 Updated on Website and in Catalog (if applicable)

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)

Effective Date:

Prior Dates Amended:

Responsible Office:

Review Date: (completed provided by OPPA)

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.