Windward CC Policies
The College Policy Formation Process

Title
The College Policy Formation Process

References
Windward Community College Policies Webpage:
http://windward.hawaii.edu/policies

Faculty Senate Constitution:
http://windward.hawaii.edu/committees/faculty_senate/Faculty_Senate_Constitution.pdf

Policy Template
http://windward.hawaii.edu/policies/template.doc

Background and Purpose
The College Policies Formation Process policy offers the basic framework for the creation, assessment, and modification of campus policies, and establishes a shared vocabulary, format, and filing system for policies documents.

College policies must be publicly available, clearly written, suitable to the institution, free from internal and external inconsistencies, and subject to periodic assessment and modification. The policies must balance the value of shared governance, institutional effectiveness, and the need for flexibility to respond to unanticipated events and conditions.

Authority
The Chancellor has authority over this policy.

Definitions
In this context, “policy” is distinct from “guidelines” in that policies are binding to those subject to them and require following a specific process to adopt or modify them, whereas guidelines are suggestions or recommendations and can be created and changed by an authorized person or office as needed.

Procedures

A. Policy Creation and Revision Process

The typical policy creation and revision process shall be as follows:

Step 1. Creating the Proposal
For a policy that does not exist, the draft policy document should be created under the direction of the person who will have immediate authority over that policy.
For an existing policy, the proposed modification should be created either under the direction of the person who will have immediate authority over that policy or in the way specified in the existing policy document.

The person overseeing the policy change shall also create a memo requesting that the Chancellor authorize the adoption of the policy. The memo, which will be formatted for the Chancellor’s signature and other signatures and initials as needed, will specify the action requested, the purpose of the change, the implementation plan, and other elements as appropriate. This memo will be attached to the policy proposal.

Step 2. Discussion and Other Input
The policy proposal will be posted for comments on the college’s Discussion Board for 10 business days. The discussion can be extended for a specified time at the discretion of the person overseeing the policy change or by the Chancellor.

During the discussion stage, the Director of Planning and Program Evaluation shall ensure that the policy does not conflict with the University of Hawai‘i policies and other relevant policies and regulations.

Other forms of communication may also be used to obtain feedback about the proposed policy changes, such as campus open forums and campus surveys.

The Chancellor or the person overseeing the policy change may also request additional advice from other people and groups both on and off campus.

In cases where a group has a formal recommending role, such as Faculty Senate’s role in providing recommendations on academic matters as enumerated in Article I of the Faculty Senate Constitution, that formal input will be provided directly to the person overseeing the policy change. The formal recommendations will also be forwarded to the Chancellor.

Step 3. Modification of Proposal
In light of the input, the person overseeing the policy change may revise the policy and memo as appropriate. Modifying the proposal in no way guarantees acceptance of the proposed policy.

The person overseeing the policy change may decide, or the Chancellor may require, that the revised policy proposal be submitted for further discussion and input.

If a formal recommendation was made, the Chancellor may request that the recommending body review the final draft.

Step 4. Acceptance
The person overseeing the policy change forwards the policy to all specified signatories and then submits it for final approval to the Chancellor, who will sign and date the memo.

An announcement of the new policy will be sent to the college.

Step 5. Documentation
An digital version of the new policy and the signed memo will be posted on the college’s governance website, the new policy will be posted on the college’s policy page, and other links will be created as appropriate.

The original signed documents will be archived in a place designated by the Chancellor.

Under exceptional circumstances, the Chancellor can create or revise any of the college’s policies without following the stated process. A memo communicating the change and explaining the reasons must be distributed to the college and posted on the College website when the new policy is enacted.

B. Assessing College Policies
Unless otherwise noted in the specific policy document, the Chancellor will establish an ad hoc committee to review all campus policies at least every five years.

Policies shall be assessed for criteria such as currency, internal coherence, consistency with other policies, and relevance to the College’s mission.

Exclusion
There are no exclusions.

Revision
The Chancellor is responsible for revising this policy and will do so in the manner outlined by this policy.

Date
Initially adopted: October 2009
Current revision: ???, 2012
Windward CC Policies
<title of the document>

note: this is a template for Policies. Please delete this note and the notes under each section.

**Title**
note: Include a clear, descriptive, and concise title.

**References**
note: List any applicable laws/policies of the State, BOR, UHCC, UHPA, etc., external sources of information, and relevant documents.

**Background and Purpose**
note: Explain the need for and purpose of the new policy.

**Authority**
note: Identify who or which group has authority over this policy. Include both intermediate and ultimate levels of authority.

**Definitions**
note: This section is optional. If any specific terms or categories are used, define them here.

**Procedures**
note: Describe all procedures connected to the policy. This will likely be the bulk of the document.

note: If a timeline applies to the procedures, specify it in this section. This may include specific dates or general dates (such as “the first week of January” or “the beginning of the Fall semester”).

**Exclusion**
note: Identify any person or situation excluded from this policy and explain.

**Revision**
note: Identify who or what group is responsible for updating this policy.

**Date**
Initially adopted:
Last revised:

note: Include when this policy first became effective and also when this particular revision is effective.
MEMORANDUM

To: <Chancellor's name>
Chancellor, Windward Community College

From: <name of the person overseeing the policy change>
<title>

ACTION REQUESTED
It is requested that the <title of policy>, as modified in <date>, be implemented.

ADDITIONAL COST
No additional costs to the college are associated with this request. <change if necessary>

RECOMMENDED EFFECTIVE DATE AND IMPLEMENTATION PLAN
<date>.

PURPOSE
The <title of policy> will <describe what the policy will do>.

BACKGROUND
<briefly describe the background of the policy - when it was created, major changes, etc.>

CONSISTENCY WITH OTHER POLICIES
The Director of Planning and Program Evaluation verifies that the policy does not conflict with the University of Hawai‘i policies and other relevant policies and regulations.

ACTION RECOMMENDED
It is recommended that the Chancellor authorize the <title of policy>.

Approve / Disapprove

__________________________       _______________________
<put the Chancellor's name here>       Date
Chancellor, Windward Community College