

# METROPOLITAN COMMUNITY COLLEGE

## DISTRICT PROCEDURE

2.10020 DP

### DEVELOPMENT, REVISION, AND RESCISSION OF DISTRICT POLICIES AND PROCEDURES

2.10020 DP

The development of board policies and district procedures will follow the guidelines set forth below.

#### I. Definitions

- A. Board Policy (BP): A written statement on a specific subject adopted by the board setting forth the principle which will direct the action of the chancellor.
- B. District Procedure (DP): A written statement approved by the chancellor, which provides rules governing the action to be taken by employees of Metropolitan Community College (the college) in carrying out a board policy or otherwise accomplishing the mission of the college and designating responsibility for the required action.
- C. Chancellor's Policy Review Committee
  - 1. The chancellor will establish the chancellor's policy review committee (CPRC), which shall be comprised of representatives of the three (3) governance groups, and a chair appointed by the chancellor. Each governance group shall be represented on the CPRC by its current president, its current policy committee chair, and two (2) members of its policy committee selected by the governance groups.
  - 2. The committee shall function in a fashion that encourages and allows input and information to and from the CPRC to the governance groups during the development of policies, procedures, revisions, and rescissions. In order to maintain the consistency of the CPRC, it is anticipated that, as much as practicable, members will serve at least one (1) academic year.

#### II. Policy Development Process

- A. The chancellor or any governance group through representatives of the CPRC may propose a new policy procedure, revision, or rescission to the chancellor. The proposed policy, procedure, revision, or rescission will be presented to the CPRC. If not proposed by the chancellor, the chair of the CPRC will facilitate review of the proposed item. The chair will then forward the item to the chancellor, who may determine that the proposed item will be advanced through the CPRC to process. Should the chancellor determine that the item should not move forward, the item will be forwarded to the CPRC with the chancellor's rationale for not proceeding with the item. The representatives of the governance groups will inform their constituents of the chancellor's rationale and discussions of the CPRC and bring back input from the governance groups in the same fashion as any other item being considered by the CPRC. The CPRC will consider the chancellor's rationale and forward its recommendation to the chancellor. The chancellor, after reviewing the recommendation of the CPRC, may proceed with development of the item or end the process.
- B. Should an item proceed through the CPRC process it will be presented to the various governance groups until such time as either a consensus has been reached regarding recommending adoption of the item or until the chancellor determines that sufficient

input has been received from the CPRC and the governance groups to proceed with consideration of the item.

- C. Prior to submission to the board for adoption, proposed board policies developed through the CPRC process will be reviewed by the chancellor's cabinet and approved by the chancellor for recommendation to the board.
- D. Prior to submission to the chancellor for adoption, proposed developed through the CPRC process will be reviewed by the chancellor's cabinet.
- E. This policy is intended to foster shared governance, but not to in anyway interfere with the board's statutory or fiduciary duties and the board reserves the right to act on policy matters at any time as it deems appropriate.

### III. Numbering

- A. Policies and procedures will be represented by a numbering system which involves five (5) decimals (0.00000).
- B. The numbers placed in front of the decimal will be for major divisions:
  - 1. Board of Trustees Bylaws;
  - 2. Administration;
  - 3. Personnel;
  - 4. Business and Finance;
  - 5. Physical Facilities;
  - 6. Curriculum and Instruction; and
  - 7. Student Personnel.
- C. The first two (2) numbers after the decimal subdivide the major divisions (0.01-0.99). For unrelated subdivisions, only those divisible by five (5) are to be used (0.05, 0.10, etc.). Related subdivisions will utilize the numbers not divisible by five (5) (0.01-0.04, 0.06-0.09, etc.) and may utilize numbers in front of the number to which they are related as well as those following.
- D. The last three (3) numbers after the decimal are a further and last subdivision. For unrelated topics in this subdivision, numbers divisible by ten (10) are to be used (0.00010, 0.00020, etc.). Related topics will utilize the number in between (0.00001-0.00009, 0.00011-0.00019, etc.) and may use numbers in front of the numbers to which they are related as well as those following.
- E. In the case of a simple list which is not a part of an outline, a number in parenthesis may be used.
- F. Numbers will be assigned by a designated person.

### IV. Format

In final form, all policies and procedures will conform to a standardized format which includes the subject, document number, definition of terms, the body of the document in standard outline form, the date of adoption or approval, and the dates of all revisions or rescissions.

### V. Distribution

- A. The chancellor is responsible for distribution of adopted board policies and approved procedures.

B. All policies and procedures will be posted on the college's website.

Approved: Chancellor  
Date: October, 1974

Revised: February 15, 1983  
Revised: March 13, 1984  
Editorial Corrections: July 16, 2007  
Editorial Corrections: September 11, 2012