



## **Policy on Policies and Procedures**

This document guides Anoka Technical College's (ATC) Policies and Procedure system for the development, distribution, implementation, review and revision of all operating policies and procedures. The document offers the principles that guide action and shall be consistent with MnSCU and relevant federal laws, rules and regulations. Finally, this document outlines the model for a central repository for policy maintenance and establishes a record and retention schedule.

### **Objectives of the ATC Policy on Policies and Procedures Guidelines:**

1. Ensure clarity and consistency of ATC policies and procedures.
2. Ensure the regular review of ATC policies and procedures.
3. Ensure ATC compliance with MnSCU and federal regulations.
4. Ensure that ATC policies and procedures reflect best practice.
5. Ensure retention and distribution of policies and procedures.

### **The Policy and Procedure Development Outline**

- 1.1 The Vice President for Academic and Student Affairs, along with Faculty Shared Governance, will annually agree upon members for the Policy and Procedure Committee responsible for collection of any proposed policy changes and new policy requests to ensure compliance with established protocol and to be responsible for tracking and dissemination. This committee will consist of: one administrator who will serve as co-coordinator with a faculty member, one more person from academic affairs and one person from student affairs and an AFSME member.
- 1.2 Through the committee, all formalized policies and procedures will be maintained in electronic format and made accessible to all staff and students as applicable.
- 1.3 For tracking purposes and to ensure proper feedback, all policies and procedures will be assigned to one of the following areas:
  - 1.3.1 Academic Affairs
  - 1.3.2 Student Affairs
  - 1.3.3 Facilities & Technology
  - 1.3.4 Finance
  - 1.3.5 Safety and Security
- 1.4 Where applicable, each policy and procedure should be benchmarked against current best practice and similar policies and procedures at other institutions.
- 1.5 The Policy and Procedure Committee has the authority to correct obvious typographical errors and to make minor administrative changes to policies and related documents; limited to updating contact details and updating the titles of committee members.
- 1.6 All policies and procedures are to be reviewed or approved by Faculty Shared Governance or Academic Affairs and Standards Council where required. As well, all policies and procedures should be reviewed by any external constituencies as required or

appropriate. Final approval shall be granted by the Vice President for Academic and Student Affairs for 1.3.1 and 1.3.2 and by the president for 1.3.3, 1.3.4, and 1.3.5.

- 1.7 All policies and procedures must be reviewed by the Policy and Procedures Committee and presented in common format using the approved Policies & Procedures template.
- 1.8 All policies and procedures are subject to ongoing review and a review cycle commencing no more than five years from the date of approval of the policy or procedure.