

College Board of Education Series—1000

## **POLICY FORMULATION/REVISION**

- Initiating Group/  
Individual:**
1. Forwards proposed or revised policy to **director of legal resources**.
- Director of Legal Resources:**
1. Researches possible impact with other policies.
  2. Researches legal implications, if necessary.
  3. If new, determines appropriate placement in Policy and Procedure Manual.
  4. Applies form and style.
  5. Presents to **college president/CEO**.
- College President/CEO:**
1. Consults with appropriate governance group (e.g. PAC, Academic Standards Committee) to review the proposed policy.
  2. Consults with Executive Team for final policy review before taking policy to the College Board of Education.
  3. Forwards proposed policy to **director of legal resources**.
- Director of Legal Resources:**
1. Formalizes policy document.
  2. Confirms that policy is on board agenda.
  3. May present policy to the College Board of Education.
- College Board of Education:**
1. Approves, rejects or modifies proposed policy.
- College President/CEO:**
1. Forwards any approved or modified policies to **director of legal resources**.
- Director of Legal Resources:**
1. Updates policy records and publishes any new or modified policies.

July 15, 1991

---

*Adopted College Council*

December 7, 2005

---

*Revised*

January 7, 2011; July 10, 2012;

February 26, 2015

---

*Revised by College Executive Administration*