# OKLAHOMA CITY COMMUNITY COLLEGE

**NO. 1003     POLICY DEVELOPMENT AND MANAGEMENT**

1.0     PURPOSE. The purpose of this policy is to define the process by which Oklahoma City Community College (OCCC, College) creates, reviews, approves, distributes, and maintains policies and procedures. Defining this process ensures that the OCCC community has ready access to well-developed and understandable college policies. OCCC requires that all college policies be developed according to the standards and procedures described in this policy. Providing the community with policies that are easy to find, read, and understand will:

   1.1     Support the college's mission;

   1.2     Achieve accountability by identifying the offices responsible for policies; and

   1.3     Provide faculty, staff, and students with clear, concise guidelines for conducting college activities.

2.0     DEFINITIONS

   2.1     **College Policy:** Guiding or governing principles formally approved by authorized college officials to aid in the conduct of college affairs. This definition encompasses only college-wide policies and does not include departmental policies and procedures. Policies help to promote compliance with applicable laws and regulations and reduce institutional risk. Only those policies approved under this policy will have the force of college policy and will be published on the college policy website.

   2.2     **Existing Policy:** A policy that predates the implementation of the requirements outlined herein. Existing policies remain official College Policy and, in time, are expected to be revised following the requirements outlined herein.

   2.3     **Interim Policy:** A provisional policy that may be issued when a College Policy is needed within a time period too short to complete the process described herein. An Interim Policy may be implemented immediately with the approval of the President and will remain in effect for no longer than six months. The Interim Policy may remain effective for one additional six-month period with the approval of the President. Interim policies expire when a College Policy covering the same subject matter is implemented.

   2.4     **Departmental Policy:** Policies of departments or operating units that are applicable only to a specific unit and that do not meet all characteristics of a College Policy. No department or operating unit may adopt a policy, procedure, or practice that is inconsistent with College Policy or any policy of the Board of Regents of OCCC. In the event of a conflict between a College Policy and a Department-level Policy, the College Policy will supersede.

   2.5     **Executive Policy Committee:** (Committee) provides oversight for the process

of College-wide policy development and dissemination and for recommending policies for approval by the President. The members of the Committee shall be the Executive Vice President, the Vice President for Academic Affairs, the Vice President for Student Affairs, the Executive Director for External Affairs, and the General Counsel. The Executive Vice President shall Chair the Committee. In the event of their temporary unavailability, members may be represented by designees. The Committee works to ensure that the guidelines in this policy are communicated to and followed by members of the College community. Under the direction of the Committee, the Office of the General Counsel will provide legal and administrative oversight for the policy development process.

The Committee's mission is to review new or amended college policies for content and form, and to ensure that:

    2.5.1    There is a clear process for proposing, approving, updating, and disseminating policies;

    2.5.2    There is consistency in the format and presentation of policies;

    2.5.3    Conflicts between policies are eliminated;

    2.5.4    All policies required by law or other external regulation are in place, well-communicated, and current;

    2.5.5    Policies are properly electronically archived;

    2.5.6    All policies are consistent with the mission of OCCC; and

    2.5.7    A mechanism exists for coordinating web and print dissemination of policies.

2.6 **Procedures:** Statements that provide for orderly implementation of established policies through specific, prescribed actions and are more detailed than a policy. Procedures:

    2.6.1    Identify and link to the applicable college policy;

    2.6.2    Be written in a format that is easy to follow, using numbers or bullets to delineate steps to be followed;

    2.6.3    Be reviewed and updated as necessary to ensure agreement with the most recent revision to the policy; and

    2.6.4    Generally, do not require formal approval by senior College officials.

2.7 **Responsible Official:** The College official charged with overseeing administration of the specific policy.

2.8 **Policy Administrator:** Office of the General Counsel.

2.9 **Affected Party:** A group of people (such as students, faculty, or staff) or a designated representative of a Campus, Operational or Academic Department, or Operational Unit that stands to be affected by the proposed Policy or Policy revisions.

2.10 **Routine Changes:** Routine Changes include only items that do not affect the substance of the policy, including but not limited to new position titles and contact information.

3.0 POLICY APPROVAL PROCESS

    3.1 **Recommendation for New or Revised Policy:** Any member of the college community may make a recommendation to develop or update a policy. These recommendations should be submitted for approval to the Responsible Official.

    3.2 **Appointment of Responsible Official for the Policy:** Once the Committee approves a policy proposal, and if a Responsible Official is not otherwise identified, they will appoint a Responsible Official for the policy who, in consultation with appropriate individuals, will develop a draft policy.

    3.3 **Development and Review of Draft Policy:** The Responsible Official is encouraged to consult with the Committee at any step of the policy development process. The Responsible Official is expected to solicit input from representatives of Affected Parties concerning the draft, to the degree practicable, and then forward a draft policy to the Committee for review of the policy's consistency in format and presentation, potential conflicts with other policies, and compliance with laws and external regulations. For policies submitted by the Instructional Administrative Procedures Committee (IAPC), the Responsible Official shall be the Chair of the IAPC. Other policies that adhere to federal and/or state regulations may be exempt from being reviewed by the Committee as familiarity with regulations may be beyond the scope of the members of the committee. They will be sent to the General Counsel and Executive Vice President before the responsible office seeks approval from the President.

    3.4 **Consent of the Executive Leadership Team and Approval of the President:** Once the policy has been reviewed by the Committee, the Policy Administrator will seek consent of the Executive Leadership Team and approval of the President. Where required in the Governance Policy of the Board of Regents or otherwise determined either by established policy, legitimate past practice, or a decision of the President, some policies may also require the approval of the Board of Regents. The Policy Administrator will not seek Executive Leadership Team consent or the President's approval for revisions that are limited to edits or updates that reflect administrative restructuring.

    3.5 **Dissemination of Policy:** After approval by the President and/or the Board, the Responsible Official working with the Policy Administrator will ensure proper formatting and see that the policy is posted to the college policy webpage. The Responsible Official for each policy is responsible for informing the community and overseeing the implementation of the policies.

4.0 REVIEW OF POLICIES. Each Responsible Official must ensure that policies are reviewed no less than every three years, and sooner if there is a change in the law or other circumstances that necessitate review or potential revision. The Committee will provide oversight to ensure that such regular review occurs.

5.0 ROLE OF RESPONSIBLE OFFICIAL. The Responsible Official will be responsible for enforcing, regularly updating and disseminating the policy. Each of the respective Vice Presidents or Executive Director shall assign a Responsible Official for all existing policies within their area of operations and to any newly generated policies. If no Responsible Official has been assigned, the Vice President or Executive Director for that area of

operations will be considered the Responsible Official.

6.0 POLICY TEMPLATE. A standard template will be used for all college-wide policies. Policies should include as many relevant sections as necessary:
   6.1 Policy number
   6.2 Policy name (required)
   6.3 Scope - who the policy applies to
   6.4 Policy statement
   6.5 Purpose (e.g., the policy addresses a compliance or regulatory requirement)
   6.6 Definitions
   6.7 Procedures (necessary to administer policy)
   6.8 Responsibilities
   6.9 Resources/FAQ
   6.10 Responsible Official or Responsible Office or Contacts (required) (note that this should include the responsible department/office email, rather than an employee´ name and email)
   6.11 History (required) (dates of adoption and revisions)

7.0 POLICY NUMBERING. The Policy Administrator will be responsible for keeping the College's policies in a uniform format and assigning policy numbers. This includes devising and implementing a uniform numbering system for all College policies. To guide this uniform numbering system, College policies will take the following numbers based upon their subject matter:

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| 10 | Institutional & President's Office |
| 20 | HR: Employment & Termination |
| 21 | HR: Compensation |
| 22 | HR: Leave |
| 23 | HR: Employee Benefits |
| 30 | Administrative Services & Planning |
| 40 | Academic Affairs |
| 50 | Student Services |
| 60 | Planning, Research, & Public Information |
| 70 | Marketing |
| 80 | Facilities Management |
| 90 | IT Services |

8.0 PUBLISHING OF POLICIES. All college-wide policies will be published on the official College Policies website. Following final approval, the Policy Administrator will ensure that the policy is formatted in a consistent manner. The Responsible Official is responsible for coordinating with the Office of Marketing and Public Relations and the Policy Administrator to ensure timely posting. Policies under review are not to be removed from the policies website until the updated policy has been approved by the President.
   8.1 All departments that include a College policy on their web page must link their web pages to the official college policies website instead of posting their own versions of the approved policy. Disseminating printed versions of policies is disfavored. In the event a policy is printed, it must include a disclaimer that the official College policies website should be consulted for the latest version. Printed policies that are

inconsistent with the policies published on the policies website are invalid.

    8.2    The OCCC Office of Marketing and Public Relations will maintain the college policies website in a standard electronic format. This does not preclude departments from maintaining internal departmental policies and procedures on their webpages, provided the internal departmental policies and procedures are not identified as official College policies and procedures, and do not conflict with official College policies.  Examples of internal departmental policies and procedures include the following:

        8.2.1    Standard operating procedures promulgated by the Campus Police. Department or other functional area.

        8.2.2    Study abroad application procedures.

        8.2.3    Procedures to request a transcript from the registrar's office.

        8.2.4    Employee or Faculty Handbooks.

        8.2.5    Procedures in a safety manual for student events.

9.0    ARCHIVING OF POLICIES. Archives, on behalf of the Committee, will keep an electronic archive of college policies.

10.0    CONTACT. For more information or if you have any questions about this policy, please contact the Policy Administrator at the Office of the General Counsel.

Effective Date: 01-25-1994
Revised Date: 08-04-2003
Revised Date: 03-05-2024 (Name Change from College Procedures)