



Procedure Number: AD 1.0
Procedure Title: Development of College Procedures
Relevant Board Policy: [B.5.3 Board Policies](#)
Relevant SACSCOC Principle: http://www.sacscoc.org/pdf/best_practices_for_policy_development_final.pdf
Originating Unit: Office of the President
Maintenance Unit: Office of the President
Contact for Interpretation: President

I. Purpose/Definition(s): The purpose of this procedure is to clarify the process and responsibilities for the development and maintenance of Northeast Lakeview College procedures and this procedures manual. Definitions should be used to define roles or terminology included in the procedure.

II. Procedure Statement:

A. Originating a Procedure

1. A college procedure may originate with any college unit or with a unit specifically designated by the President. When an identifiable procedure needs to be developed, the originating unit head will discuss the procedure with the appropriate Dean or Director and will produce a draft. The draft procedure will be written in the format specified in the attachment to this procedure and stamped "Draft." The appropriate office will be designated as the maintenance unit responsible for updating the procedure as needed.
2. The originating unit, group or office will submit the drafted procedure to all affected units for their comments. Edits will be considered and incorporated or appended to the draft, as appropriate.
3. In accordance with shared governance and as appropriate, the Dean, Director or Vice President will send the drafted procedure, along with any comments from affected units, to the appropriate Council/Committee for review and comment at their next scheduled meeting.
4. Following review by the appropriate Council/Committee, the Dean, Director or Vice President will send draft copies of the procedure to the Executive Leadership Council (ELC) for review and comment and, if appropriate, a vote at a subsequent meeting.
5. Upon receiving the approved procedure, each Vice President's office will log its arrival and assign it a number. Numbers will be assigned sequentially within the relevant college area of emphasis, as listed below:

Area Code

AD = Administration

AS = Academic Success

CS = College Success
FS = Facilities
LLR = Library & Learning Resources
HR = Human Resources
SS = Student Success
OR = Other Resources

6. The President's Office will inform the college at large of any new procedure via an NLC-Pres email with the appropriate procedure attached and include it in the following "Monday Minutes."

B. Revising Existing Procedure

1. Revisions shall be understood to constitute a change in meaning, intent, or process. When an existing procedure needs to be revised, the originating unit will discuss the procedure with the appropriate Dean or Director and will produce a revised draft. The revised procedure will be written in the format specified in the attachment to this procedure and stamped "Draft." The appropriate office will be designated as the maintenance unit responsible for updating the procedure as needed.
2. The originating unit head will submit the revised draft to any affected units for their comments, which will then be incorporated into the draft, as appropriate.
3. In accordance with shared governance and as appropriate, the Dean, Director or Vice President will send the drafted procedure, along with any comments from affected units, to the appropriate Council/Committee for review and comment at their next scheduled meeting.
4. Following review by the appropriate Council/Committee, the Dean, Director or Vice President will send draft copies of the procedure to the ELC for review and comment and, if appropriate, a vote at a subsequent meeting.
5. Challenges or changes to the procedure should be resolved within 10 working days of submission to the ELC. If no comments are received from the ELC, the procedure will be assumed acceptable as written.
6. After all comments are received and accepted, or ten days from its submission to the ELC, the procedure will be distributed as approved by the President's Office, and will become operational as of the date of approval.
7. If the ELC designates the revision as a "working draft," (due to unresolved issues) the working draft will return to the maintenance unit for resubmission to the ELC. Revised procedures will keep their existing number.
8. The President's Office will inform the college at large of any revised procedure via an NLC-Pres email with the appropriate procedure attached and include it in the following "Monday Minutes."

C. Deletion of Existing Procedure

1. When an existing procedure is identified as no longer applicable, the maintenance unit will send the procedure to the appropriate Council/Committee for review and approval to delete from the procedures manual at its next scheduled meeting.
2. Once approved by the appropriate Council/Committee, the procedure is sent to the ELC for approval to delete at a subsequent meeting.

3. Once approved for deletion by the ELC, the President's Office will remove the procedure from the hard-copy of the procedures manual maintained in the President's office, and notify the following to make the necessary updates:
 - a. The Northeast Lakeview Library reserved desk and SACSCOC Repository located in NLIB 320
 - b. Staff members designated to maintain the electronic and online editions of the procedures manual
 - c. Office of the Vice President of College Services for rendering, programming or IT assistance, as required
 - d. The President's Office will inform the college at large of a deleted procedure via an NLC-Pres email and include it in the following "Monday Minutes."

D. A complete and current online edition of the *Northeast Lakeview College Procedures Manual* will be maintained on the college website, allowing internal and external stakeholders to identify and follow the appropriate procedures. The staff members designated by the President to maintain the electronic version of the manual will also be responsible for ensuring that the online edition of the manual is current and in sync with the electronic edition maintained by the President's office on media drives or servers. The office of the Vice President of College Services will provide programming and IT assistance, as required, for completing this process. Two hard-copy binders containing all current college procedures (referred to as the Northeast Lakeview College Procedures Manual) will be maintained, one in the Northeast Lakeview Library and the other in SACSCOC Repository located in NLIB 320.

E. The College will review and update its college procedures on a regular basis to ensure consistency with federal and state laws, with Alamo College District Board of Trustees' policies, and with the institutional mission and goals. The Office of the President will inform Vice Presidents whenever procedures pertaining to their areas need to be updated.

Attachment: [Procedure Template](#)

Originator:

Date Approved:

Last Updated:

Approved:  _____

Title: President