

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	A 001
Procedure Title:	Review and Approval of College Procedures

1. PURPOSE

1.1 The purpose of this procedure is to clarify the process and responsibilities for the development and maintenance of Northwest Vista College (NVC) College procedures and online Procedures Manual.

2. RESPONSIBILITY FOR PROCEDURE DEVELOPMENT

2.1 General responsibility for the development of NVC procedures rests with the President. The President has delegated to each Vice President the responsibility for developing the procedures found in the Procedures Manual related to their area of administrative responsibility.

2.2 The President's Office designee ensures the appropriate review of new and amended NVC procedures. The President's Office designee ensures procedures are reviewed according to the assigned review timeframe and maintains all records according to procedures including all approved implemented and revised procedures, procedures review tracking forms, and associated documents as applicable. The President's Office designee maintains the process of procedures review and updating.

3. OVERVIEW OF REVIEW PROCESS

3.1 The development and review process begins when each Vice President determines the need for a new or revised procedure. The appropriate Vice President (or designee) drafts the procedure. The President's Cabinet reviews new and revised procedures. The appropriate Vice President reviews proposed new and revised procedures to ensure consistency with Alamo Community College District Board of Trustees policies, accreditation standards, and applicable laws and regulations.

3.2 Vice Presidents ensure procedures are reviewed by appropriate advisory boards on campus as applicable (College Services Leads, Student Success leadership, Academic Success-ASLT, Faculty Senate, Staff Senate, Student Government, etc.) before procedures are presented to NVC Cabinet for final review.

3.3. Final approval authority for all procedures and procedure revisions resides with the NVC Cabinet.

4. ACCESSIBILITY OF THE PROCEDURE MANUAL

4.1 The NVC Procedures Manual is published on the NVC website allowing internal and external access.

5. BIENNIAL REVIEW OF EXISTING RULES

5.1 NVC procedures are reviewed biennially or more frequently, if needed. The

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President's Office designee will inform the NVC Cabinet of upcoming review timeframes at least two months in advance of the review date.

Contact for Interpretation: *Office of the President*

Relevant Board Policy:	B.5.3 (Policy) Board Policies
Relevant SACSCOC Documents:	SACSCOC Commission Good Practices: <i>Developing Policy and Procedures Documents</i>
Originating Unit:	Office of the President
Maintenance Unit:	Office of the President
Implementation Date:	September 11, 2016
Revision Date:	September 12, 2019 May 25, 2021