PALO ALTO COLLEGE
COLLEGE PROCEDURES

Procedure Number: A 1.0
Procedure Title: Development of College Procedures
Relevant Board Policy: B.5.3 Board Policies
Originating Unit: Office of the President
Maintenance Unit: Office of the President

I.   Purpose: This procedure sets out the format and steps to be followed in the development, revision, and deletion of Palo Alto College procedures.

II. Definition for College Procedure: A College Procedure is a college process that aligns with a District policy, defines the college implementation of a District procedure, or addresses a procedure required by SACSCOC. A college process or practice that does not serve any of these three functions but is still to be codified, will be recorded in the College Process Guide.

III. Procedure Statement:

A. Originating a Procedure

1. A college procedure may originate with any college unit. When the need for a new procedure is identified, consensus among the affected units shall designate the originating unit and the maintenance unit for the procedure. The lead for the designated originating unit will discuss the procedure with the appropriate Dean, Director, and/or VP and this collaboration will produce a draft college procedure. The draft procedure will be written in the format specified in the attachment to this procedure, A1.0, and stamped "Draft."

2. The originating unit lead will submit the draft procedure to all affected units for their recommendations. All recommendations shall be documented and, where deemed appropriate by the originating unit, will be incorporated into the draft.

3. The originating unit Dean, Director, or designee will send the drafted procedure, with the documented recommendations from affected units, to the appropriate College Council for review and comment at next scheduled meeting.

4. The College Council will conduct a review and approval process which solicits recommendations from the Council members and agrees to those recommendations to be incorporated into the draft procedure. A minimum of ten working days shall be provided for review by Council membership. Approval by the Council implies approval by the Vice President chairing the Council. Substantive differences of opinion among Council members will be documented. Upon approval the Vice President will send draft copies of the

procedure, with documented differences of opinion, to the College Leadership Team for review and recommendations.

5. The College Leadership Team will conduct a review and approval process which solicits recommendations from the CLT members and reaches agreement upon the recommendations to be incorporated into the draft procedure. A minimum of ten working days shall be provided for review by the CLT membership.

   a. When the CLT, through a majority vote, approves the draft procedure the procedure will receive final review and approval by the President. The President may take up to ten working days to ask for further clarification and complete the review.

   b. If, following this review, the President wishes to make a change to the procedure, the Vice Presidents and the SACSCOC liaison shall review the proposed changes with the President to confirm that areas of distinct responsibility as required by SACSCOC standards are maintained.

   c. If changes are made the procedure shall go to the CLT as an informational item. The rationale for the changes will be provided.

   d. The procedure becomes operational on the date signed by the President.

   e. Upon receiving the approved procedure, the College Services office will record the date of its arrival and assign it a number. Numbers will be assigned sequentially within the relevant college area of emphasis, as listed below:

Area	Code
Administration	A
Business	B
Facilities	F
Instruction	I
Learning Resources	L
Personnel	P
Student Success	S

   Examples follow:

Scheduling of Rooms by Outside Organizations:	F
Selection of Textbooks:	I
Approval of Student Organizations:	S
Approval of Institutional Research Requests	A
Tenure and Promotion	I
Tuition Refunds	B
Ozuna Library Acquisitions	L

   f. Once approved by the College Leadership Team, the President's Office

will complete the process of updating the *Palo Alto College Procedures Manual* (see section D of this procedure).

    g. The President's Public Relations Office will inform the college at large of this change via a PACALL email with the appropriate procedure attached.

B. Revising Existing Procedures

1. When an existing procedure needs to be revised, the maintenance unit lead will discuss the procedure with the appropriate Dean, Director, or VP, and appropriate representatives from the originating unit. The maintenance unit lead will produce a draft revision. The revised procedure will be written in the format specified in the attachment to this procedure and stamped "Draft."

2. The maintenance unit lead will submit the draft revision to any affected units for their comments, which will then be incorporated into the draft, as appropriate, with all recommendations maintained on a separate document.

3. The maintenance unit Dean, Director, or designee will send the draft revision with the documented recommendations from affected units, to the appropriate College Council for review and comment at next scheduled meeting.

4. The College Council will then conduct a review and approval process which solicits recommendations from the Council members and agrees to those recommendations to be incorporated into the draft revision. A minimum of ten working days shall be provided for review by Council membership. Approval by the Council implies approval by the Vice President chairing the Council. Substantive differences of opinion among Council members will be documented. Upon approval the Vice President will send copies of the draft revision, with documented differences of opinion, to the College Leadership Team for review and recommendations.

5. The College Leadership Team will conduct a review and approval process which solicits recommendations from the CLT members and reaches agreement upon the recommendations to be incorporated into the draft revision. A minimum of ten working days shall be provided for review by the CLT membership.

    a. When the CLT, through a majority vote, approves the draft revision the procedure then receives final review and approval by the President. The President may take up to ten working days to ask for further clarification.

    b. If, following this review, the President wishes to change the revision, the Vice Presidents and the SACSCOC liaison shall review the proposed changes with the President to confirm that areas of distinct responsibility required by SACSCOC standards are maintained.

c. If changes are made the revised procedure shall go to the CLT as an informational item. The rationale for the changes will be provided.

d. The procedure becomes operational on the date signed by the President.

e. Revised procedures will keep their existing number.

f. Once approved by the College Leadership Team, the President's Office will complete the process of updating the *Palo Alto College Procedures Manual* (see section D of this procedure).

g. The President's Public Relations Office will inform the college at large of this change via a PACALL email, with the appropriate procedure attached.

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 for review and approval to delete from the PAC Procedures Manual at its next scheduled meeting. A minimum of ten working days shall be provided for review by Council membership.

2. Once approved for deletion by the appropriate College Council, the procedure will be sent to the College Leadership Team for approval to delete

   a. Once approved for deletion by the College Leadership Team, the President's Office will complete the process of updating the *Palo Alto College Procedures Manual* (see section D of this procedure).

   b. The President's Public Relations Office will inform the college at large of this change via a PACALL email with the appropriate procedure attached.

D. Maintenance for the *Palo Alto College Procedures Manual*

1. Two hard-copy binders of the *Palo Alto College Procedures Manual* will be maintained by the President's office, one in the President's office, and one at the Ozuna Library. An electronic version of the *Manual* will also be maintained by the President's office on media drives or servers, which are maintained by college staff designated by the President.

2. A complete and current online edition of the *Palo Alto College Procedures Manual* will be maintained on the college website. The staff members designated by the President to maintain the online version of the manual will also be responsible for ensuring that the online edition is a current and accurate copy of 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.

E. All procedures will be reviewed every five (5) years.

Attachment: Procedure Template

Date Created: November 4, 2014

Date Updated/ Approved: March 31, 2020

Approved:

(signed: Katherine Doss)
Interim Vice President of College Services

(signed: Beth Tanner)
Vice President of Academic Success

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Vice President of Student Success

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President