

NORTHWEST VISTA COLLEGE  
PROCEDURE

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<b>Procedure Number:</b>	A001
<b>Procedure Title:</b>	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. DEFINITIONS

2.1 NVC Procedures Council - a body constituted by a representative from each of the four college units, designated by its respective lead: the President's Office, Academic Success, Student Success, and College Services.

2.2 Procedure Committee – any work group created by a unit leader to generate or review a procedure. Such teams may be standing or *ad hoc* and may work synchronously or asynchronously.

3. RESPONSIBILITY FOR PROCEDURE DEVELOPMENT

3.1 General responsibility for the development of NVC procedures rests with the President. The President has delegated to each Vice President the responsibility for developing entries in the college Procedures Manual related to their area of administrative responsibility through the operation of the NVC Procedures Council.

3.2 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. This may include 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.

3.3 The Vice Presidents and their respective designees are responsible for managing any necessary drafting and subsequent review of procedures relevant to their unit and maintaining any necessary committees.

4. OVERVIEW OF REVIEW PROCESS

4.1 A request to originate, review, or archive a procedure may be initiated by any NVC employee or body/team by completing and submitting [online form]. The President's Office designee facilitates regular review of submissions and provides them to the Procedures Council for acceptance or denial to initiate the requested process. If the Procedures Council declines any request, a short explanation is sent to the initiator by the President's Office designee.

4.2 Accepted requests are sent by the Procedures Council to a relevant body maintained by each respective unit leader or their designee, usually a standing or *ad hoc* procedures committee, at the discretion of each unit leader, which represents the relevant unit's

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interests. Procedures committees should, whenever possible, contain a membership which adequately represents each unit, involving employees from varied organizational levels in the unit, representatives from relevant Senate bodies, and cross-functional members from other units relevant to the committee's present business.

- 4.3 Procedures committees create and follow a work plan for each request sent to them by the Procedures Council, under the guidance of their respective unit leader or designee. Whenever possible or otherwise required by norms of shared governance, committees should solicit feedback on newly drafted or revised procedures from unit employees at large and/or appropriate advisory boards on campus, as applicable (College Services Leads, Student Success leadership, Academic Success-ASLT, Faculty Senate, Staff Senate, Student Government, etc.)
- 4.4 Once a procedure request is deemed completed by a procedure committee, the committee sends it to the President's Office designee who then facilitates review of the procedure by the President's Strategic Planning Team (SPT). SPT ensures consistency with Alamo Community College District Board of Trustees policies, accreditation standards, and applicable laws and regulations. When the President's Leadership Council requests substantive changes to a procedure, the President's Office designee facilitates reconciling such changes with the chair of the originating committee.
- 4.5 Final approval authority for all procedures and procedure revisions resides with the NVC President's Leadership Council. Upon approval, the President's Office designee ensures final copy editing, posting, and internal announcement and communication of new procedures in collaboration with the Office of Marketing and Strategic Communication.

5. ACCESSIBILITY OF THE PROCEDURE MANUAL

- 5.1 The NVC Procedures Manual is published on the NVC website, allowing internal and external access.

6. REVIEW OF EXISTING RULES

- 6.1 NVC procedures are reviewed once every five years, or more frequently, as needed. The President's Office designee will inform the NVC Strategic Planning Team of upcoming review timeframes at least two months in advance of the review date.

Contact for Interpretation: *Office of the President*

<b>Relevant Board Policy:</b>	B.5.3 (Policy) Board Policies
<b>Relevant SACSCOC Documents:</b>	SACSCOC Commission Good Practices: <i>Developing Policy and Procedures Documents</i>
<b>Originating Unit:</b>	Office of the President
<b>Maintenance Unit:</b>	Office of the President
<b>Implementation Date:</b>	September 11, 2016
<b>Revision Date:</b>	September 12, 2019; May 25, 2021; August 19, 2024