Policy and Governance Approval Procedures

Revisions Adopted by President’s Cabinet 1/27/20
Adopted by President’s Cabinet 11/27/18

This policy addresses the college’s policies and procedure approval process, the role of the college’s governance bodies in the process, the procedure for publication of policies and the policy content on unit webpages.

Policy Creation, Revision, Archival
Policy may be created or revised in response to a policy gap, new policy, directive, law or regulation or revised to correct an inconsistency between existing policy, directive, law or regulation. The policy owner is the person responsible for the final draft of the policy, submitting the draft for approval by the appropriate governing body(ies) as stated in this policy and ensuring that the policy is published in the appropriate location. All college policies and procedures, unless expressly stated otherwise, apply to:

- all faculty and staff;
- all students, regardless of instructional delivery mode;
- the EGSC Swainsboro, Statesboro, Augusta locations;
- all off campus dual enrollment high school locations; and
- all college sponsored events regardless of location.

Policy Types and Required Approvals
All policy must be approved by the appropriate governance body and the President prior to publication and use. (www.usg.edu/policymanual/section3/C337/#p3.2.3_faculty_meetings_rules_and_regulations https://www.usg.edu/policymanual/section2/C322/#p2.6.2_ex_officio_faculty_chair) Policy type dictates the required governance review and approval process.

Administrative policies are policies that address college operations, facilities, non-academic student matters and college personnel. Examples include: Travel Policy, Political Activities Policy, Student Code of Conduct and Disciplinary Process. Administrative policies require approval of the President’s Cabinet only. While policies may originate with a policy owner who is a supervisor in the unit or by a committee, the policies are submitted to President’s Cabinet by the relevant Cabinet member or his or her designee, or a person designated by President.

Academic policies are policies that address academic matters including but not limited to academic personnel and responsibilities, curriculum, grades, award of credit hours and the EGSC Statutes. Academic policies require approval of the Academic Policies and Curriculum Committee (APCC), Faculty Senate, the President’s Cabinet and the President. A routing form (attached) was created for the purpose of guiding the policy through the various governance bodies for review and acquisition of the official respective comments, revisions and approval signatures. For academic policy, the VPASA is the policy owner. The VPASA begins the approval process with submission of the policy and routing sheet to the APCC, then Faculty Senate, then President, and then the Cabinet.

EGSC Statutes are the official rules and regulations of the college, detailing the governance structure of the college, describing the standing committees of the President’s Cabinet and of the President, and addressing faculty duties and responsibilities. Proposals for revisions to the Statutes can originate in the President’s Cabinet or in Faculty Senate, but all proposals require approval of both bodies prior to presentation to the President for final approval. The routing sheet must be used to guide the Statutes revisions through the various governance bodies and document the required approvals.
Standing Committees, Task Forces, Other Committees: The work of standing committees, task forces and other committees includes making recommendations to the President for the adoption of policies and procedures. Policy drafted in such committees is not official college policy until the policy has been submitted and approved by the appropriate governance body and the President as indicated herein.

All policies to be presented at the President’s Cabinet meeting must be circulated to President’s Cabinet and to the Administrative Assistant to the President by the Cabinet level supervisor of the relevant unit for review and comment the week before the Cabinet meeting (usually no later than Wednesday- with allowance for emergencies). The email must include a request to the Administrative Assistant to the President for the item to be placed on the Agenda. Any revisions made to the policy during the circulation period must be incorporated into a final document and sent to the prescabinetmtg@ega.edu address no later than Friday before the Cabinet meeting. The President’s Office will upload the final policy version to the President’s Cabinet folder in One Drive on Friday before the Cabinet meeting. The Cabinet level supervisor or designee will present the item for review and vote at the Cabinet meeting. Upon adoption by the President’s Cabinet and approval by the President, the policy is considered formally adopted.

Publication – Policies and Procedures Page
Publication refers to the posting of the approved policy on the college’s policies and procedures page. After the policy is approved by all relevant governing bodies, the policy is emailed to Legal Counsel/Chief of Staff by the policy owner, in WORD format, along with the routing form as appropriate, for publication by affixing the approval date(s) on the policy and posting on the college’s policy and procedures page. The policies and procedures page is the central repository for all policies, procedures and handbooks of the college.
http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college

Policy Archives Page
When a policy is revised, approved and published using the procedure herein, the policy that it replaces is then moved to the Archives Page. This page is the central repository for outdated policy. The date the policy was adopted is noted in the URL title of the archived policy for reference. This page provides a historical view of college policy for determination of policy that was in place at a particular point in time.

Unit Webpages
To avoid duplication and inconsistencies, unit webpages should not contain the text of a policy. Rather, unit webpages may contain links to relevant unit policies and other college policies from the college’s policies and procedures page. It is the responsibility of the unit head to update his or her respective webpages to reflect current policy links.

Governance Records
Each governance body must maintain a record of policy and procedure, as well as other matters, that it considers. The record should, at a minimum, consist of Meeting Agendas, Meeting Minutes, and drafts of policy and procedure considered at each meeting, arranged by date of each meeting and completed routing form. The record must be publicly available through publication on the college’s governance webpage at www.ega.edu/governance.

Responsible Parties
The Legal Counsel/Chief of Staff maintains the policies and procedures webpage and is responsible for coordinating publication of policy with the Web Services Specialist. Questions concerning this
policy should be directed to the Legal Counsel/Chief of Staff.
ROUTING FORM FOR PROPOSED CHANGES TO ACADEMIC POLICY, CURRICULUM CHANGES, STATUTES
EAST GEORGIA STATE COLLEGE

NAME OF POLICY/PROPOSAL: ________________________________________________________

Attach a complete copy of the proposed change as acted upon by the APCC or Faculty Senate. If changes made to proposal prior to adopting, please note the person and governance body making the change on the proposal, initial and date the change. Copies of appropriate documentation should be attached to the form with each submission and should be retained at each level. Please indicate the type of proposal being submitted:

____ New Course  ____ New Degree Program  ____ Changes to Degree Program Requirements
____ Deactivate Course  ____ Discontinue Course  ____ Reactivate Course
____ Discontinue Course  ____ Deactivate Degree Program  ____ Discontinue Degree Program
____ Reactivate Degree Program  ____ Policy Proposal  ____ Policy Revision
____ Statutes Revision  ____ Other: ____________________________

ACADEMIC POLICIES AND CURRICULUM COMMITTEE (APCC)

Initiated and Submitted to APCC
____________________________________________   _____________________
Signature        Date

Dean Approval:
____________________________________________   _____________________
Signature        Date

APCC Action:  Approved ____   Denied ____ Returned ____ Tabled ____
____________________________________________   _____________________
Signature of Vice President for Academic and Student Affairs, Chair   Date

Comments: _______________________________________________________________________________
_________________________________________________________________________________________

APCC Chair submits to Faculty Senate

FACULTY SENATE

Faculty Senate Action:  Approved ____ Denied ____ Returned ____ Tabled ____
_____________________________________________   _____________________
Signature of Faculty Senate President     Date

Comments: _______________________________________________________________________________
_________________________________________________________________________________________

Faculty Senate President sends to EGSC President and to the Vice President for Academic and Student Affairs

Note: Revisions to EGSC Statutes require approval of President’s Cabinet and must be submitted to Chief of Staff/Legal Counsel for routing to President’s Cabinet and routing to President. Please indicate “EGSC Statutes revision” on this form.

PRESIDENT

President’s (or designee’s) Action:  Approved ____ Denied ____ Returned ____ Tabled ____
_____________________________________________   _____________________
Signature        Date

Comments: _______________________________________________________________________________
_________________________________________________________________________________________

Distribution By:
_____________________________________________   _____________________
Signature        Date

President retains original ACADEMIC POLICY/PROPOSAL ROUTING FORM

President’s Office Distributes Copies To:
Faculty Senate—President                      Date _____________________
Academic Policies & Curriculum Committee—Chair/VPASA  Date _____________________
Chief of Staff/Legal Counsel                  Date _____________________
9/19/18