

Policy and Governance Approval Procedures

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.

Policy Types and Required Approvals

All policy must be approved by the appropriate governance body and the President prior to publication and use. See 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 sheet was created for the purpose of guiding the policy through the various governance bodies for review and acquisition of the official respective comments, revisions or 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 to President's Cabinet must be circulated by the Cabinet level supervisor of the relevant unit in advance the week before the Cabinet meeting (usually Wednesday- with allowance for emergencies) and a request to the Executive Assistant to the President for the item to be placed on the Agenda. 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.

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. 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.