EL PASO COMMUNITY COLLEGE PROCEDURE

BH-1   **College Procedures**   **APPROVED**: November 4, 1979   **REVISED**: January 4, 2021
Year of last review: 2023
AUTHORIZING BOARD POLICY: BH

Classification: Institutional
Responsible Vice President or Associate Vice President: Vice President of Research, Accreditation & Planning
Designated contact: Director of Institutional Effectiveness

OBJECTIVE: To provide a process for the development, review, revision, approval, maintenance, dissemination, and deletion of College Procedures.

PROCEDURE:

I.   General

A.   **Implementation:** A College procedure describes the method by which a Board policy will be implemented by the President.

B.   **Types of Procedures:** A College procedure is classified as Institutional or Administrative. Institutional procedures have College-wide impact, whose nature could have a fundamental effect on the Mission of the College. Administrative procedures impact specific areas that have localized, functional impact on administrative processes. The Institutional Effectiveness (IE) Office shall maintain a database of procedures and of Cabinet Administrators responsible for each. The IE Office shall place the procedures on the College's web page.

C.   **Staggered Review:** Procedure review shall be staggered so that one-third (1/3) of the procedures shall be reviewed every year. Each year, the review shall commence with those procedures with the oldest approval date and with no revision date, and then progressing to those with the oldest revision date. The IE Office shall annually create a review calendar. Revised or proposed procedures shall not be reviewed or approved between May 1 and August 31, except as authorized by the President. The most recent date of review shall be noted on each Board policy and College procedure.

D.   **Who may submit Procedures for Review:** Generally, any College employee may submit to the IE Office for consideration a new procedure or a revision to an existing procedure; otherwise, the normal three-year review cycle will be followed. The Cabinet Administrator most impacted submits the recommended new or revised procedure (or the document for deletion) to the President and Cabinet. If the submission is new, the appropriate format must be used (See *Style Sheet for Writing and Revising College Procedures* in this procedure). If a revision is submitted, strikeouts denote material proposed for deletion; shading denotes material proposed for addition. Proposals to delete procedures shall follow the process used to create and revise such documents.

E.   **Working Draft:** If the Cabinet Administrator requests the President and Cabinet to allow the new or revised procedure to be implemented as a "working draft" for sixty (60) days, pending approval, the Cabinet Administrator shall forward the "working draft" to the IE Office, which shall place the draft on the College web page. The "working draft's" authority shall expire sixty 60 days after its effective date, after which the current procedure's authority is restored. In extenuating circumstances, a thirty (30) day extension may be granted by the President.

II.   Process

A.   The Cabinet Administrator most affected will submit the recommended, newly developed, or revised procedure or the document for deletion to the President and Cabinet for review. A procedure that is discovered to have been inadvertently omitted from the recognized canon of procedures will follow the same process as if it were a new procedure. If approved by the President and Cabinet, the Cabinet Administrator shall send the draft procedure or the document for deletion to the IE Office.

B.   Types of Review: The process shall be either a District Review (most common) or a Cabinet and President Review.

    1.   **District Review:**

        a.   Normally, the IE Office emails the draft procedure (or the document for deletion) to the District for twenty-one (21) days of review and comment and gathers the comments. The IE Office shall maintain a file of comments.

        b.   The IE Office sends to the Cabinet Administrator a packet of documents with comments (if any).

        c.   The Cabinet Administrator submits the packet to the President for approval. The President signs the Presidential Approval of College Procedures form and sends the form to the IE Office, which maintains a file of the approval forms and which gives the draft procedure its final version.

        d.   The IE Office disseminates, via the College's web page, the procedure and informs College employees of the new or revised procedure (or informs employees of a deletion). The IE Office ensures that deleted procedures are removed from the College's web page and archived.

    2.   **Cabinet and President Review:** If the procedure addresses Federal or State requirements, or addresses non-substantive changes, the President normally signs the form Presidential Approval of College Procedures without a District twenty-one (21) day review and comment, and sends the form to the IE Office. The IE Office shall maintain a file of the review forms, shall give the draft procedure its final version, and shall place the procedure on the College web page.

PRESIDENTIAL APPROVAL OF COLLEGE PROCEDURES

PROCEDURE NUMBER AND TITLE:

Proposed Change: _____ **Revision** _____ **New** _____ **Deletion**

Merge into College Procedure (No. and Title): _____

Other change: _____

       In accordance with College Procedure BH-1 *College Procedures*, the signature of the President indicates that the creation, revision, deletion, or other change to the above procedure has been approved and that the Office of Institutional Effectiveness has been directed to disseminate the procedure or remove the deleted document from the College web site, while archiving a copy of the deleted document. The Office of Institutional Effectiveness shall maintain a copy of this form.

_____   _____

Signature of the President   Date of Signature

OFFICE OF THE VICE PRESIDENT OF RESEARCH, ACCREDITATION & PLANNING

The EPCCCD does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity. **Page 3 of 5**

STYLE SHEET FOR WRITING AND REVISING COLLEGE PROCEDURES

Authorization: See College Procedure BH-1 *College Procedures*, for information on the process by which College Procedures are created, developed, and approved. The Office of Institutional Effectiveness (IE) is responsible for directing the foregoing efforts and may be contacted for assistance at 915-831-6740. Board Policies are approved by the Board; College Procedures are approved by the President.

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REVISING BOARD POLICIES AND COLLEGE PROCEDURES

Using an editable version of the College Procedure provided by the IE Office, indicate by gray shading material to be added and indicate by strike-outs material to be deleted. The IE Office will provide the revision date after the revision is approved.

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WRITING NEW COLLEGE PROCEDURES

FIRST CONSIDERATIONS:

- The purpose of a procedure is to enumerate and describe the steps of a ***PROCESS***. Non-process content would be more suitable for other publications, such as the College *Catalog*, a Board Policy, an existing procedure, or the College web page.

- The process must implement some aspect of a Board Policy and cannot contradict or go beyond a Board Policy. The IE Office will help the writer of a process to identify the applicable Board Policy.

- The writer of a procedure must be certain that the College has no other procedure with the same objective and that the process under consideration cannot be added to an existing procedure.

- The writer must consider whether to add one or more cross-references to other College Procedures whose processes may impact, or be impacted by, the contemplated new procedure.

- The procedure must clearly indicate the office responsible for the process and all the actions that the office must take to achieve the objective.

- As all College Procedures appear on the College web page, the procedure must be succinct and understandable to College employees, students, accrediting agencies, and the public.

TYPE FACE AND FONT: College Procedures are written in Times New Roman 10-point type. The margins are: Top .5"; bottom .5"; left .7"; and right .7." The text is single space with double spacing between paragraphs.

FORMAT: College Procedures use an outline format, as exemplified by the template below. The IE Office will provide the standardized heading of the procedure's first page (e.g. College logo, section for number, title, and approval date).

PROCEDURE NUMBER: The number of the procedure will be supplied by the IE Office. The procedure number consists of the associated Board Policy number to which two or more digits unique to the procedure are added.

TITLE: The procedure's title should accurately and succinctly identify the objective.

APPROVAL DATE: The approval date will be determined by the President and added to the procedure by the IE Office.

OBJECTIVE: Beginning with the word "To," is a phrase stating what the procedure is designed to achieve. For example, College Procedure BH-1 *College Procedures*, has the following objective:

> "OBJECTIVE: To provide a process for the development, review, revision, approval, maintenance, dissemination, and deletion of College Procedures."

PROCEDURE: Following the objective is the procedure. Normally, the procedure consists of two parts.

Part I: The first part is normally entitled "General" or "General Provisions." This section is an introduction, which may contain a list of definitions, the rationale for the process, and/or other preliminary information needed to understand the context of the process.

Part II: This section is the "Process." This section identifies the steps of the process. If the process requires forms, the forms should be appended to the procedure and referenced in Part II. If referring to related handbooks, the writer should be aware that the College has no mechanism for reviewing and updating handbooks; thus, handbooks may become obsolete and/or irrelevant to the procedure.

PROCEDURE TEMPLATE (Provided by the IE Office)

EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional Effectiveness: (915) 831-6740

[No. supplied by IE Office] [Title]	APPROVED: [Date supplied by REVISED: IE Office] Year of last review: [Date supplied by IE Office] AUTHORIZING BOARD POLICY:

Classification:

Responsible Vice President or Associate Vice President:

Designated Contact:

OBJECTIVE: To ….

PROCEDURE:

I.   General Provisions:

    (e.g. Definitions, rationale, impetus (If any))

II.   Process

    A.

        1.
        2.

    B.

        1.
        2.

    Etc.