

## ACADEMIC POLICY AND PROCEDURE DEVELOPMENT PROCESS GUIDE

### COMMITTEE DESCRIPTION AND GOALS

This Academic Policies and Procedures Committee (APPC) creates a forum for the faculty to work in collaboration with academic administration to develop a comprehensive set of academic policies and procedures. Membership includes one Division Chair, one representative from each division, Faculty Association President, the VPAA, and Registrar or designee. Membership is nominated by the Division Chairs.

The enduring concern of the APPC is ensuring the quality of the learning experience and the integrity of the USAO degree, and advancing an institutional perspective and practice in all areas of academic affairs. The initial goals for the committee are:

- Collect and centralize all current academic policies and procedures
- Establish a common format for the articulation of policies and procedures
- Develop an effective communication system for engagement with draft policies and procedures by faculty, academic administration, students, and staff in other divisions.
- Develop a systematic approval process reflecting the shared governance of academic policy and procedure.
- Develop an effective notification system for the communication of finalized policies and procedures to the same groups.
- Draft and bring forward for discussion and approval policies and procedures required to meet the requirements of the Higher Learning Commission, state statute and policy, and federal statute and policy.
- Review policies annually and make recommendation to the VPAA for which policies may need updating.

### POLICY CONTENT

This Guide articulates the criteria that guide academic policy development and review, establishes standard procedures to ensure that policies are developed, approved, and reviewed consistently, and provides a single point of reference for information related to policy development and review. The process is designed to insure that academic policies undergo comprehensive review and meet certain standards.

The APPC endeavors to make sure that all university academic policies:

- ...apply broadly across the University.
- ...are reflective of best practice.
- ...align with the University's mission, values, and principles.
- ...that new policy and policy revisions are consistent with existing policies.
- ...reflect current law and are compliant with current federal and state requirements.

- ...are written clearly and use consistent terminology and complement each other.
- ...are organized for continuity.

**DEVELOPMENT PROCESS:** Initiation, development, review, approval, and implementation and maintenance.

**I. Initiation**

Any member of the University community may suggest the need for new policy or revisions to existing policy by submitting a request to the Chair of the Academic Policies and Procedures Committee. Issues may emerge from trends on campus, through federal or state legislation or regulation, changes in best practices, new mandates, or in a variety of other ways. When reviewing a request, the APPC identifies the issues and then determines, in consultation with Administration and other stakeholders, whether a need exists for policy creation or change. The APPC conducts research and analysis of University policy history, comparator institution policy, current campus practice, and existing policy including APPC, Regental, Presidential, and Faculty Association policy (to identify overlap). A policy consultation path and timeline are determined and colleagues and/or constituents with subject matter expertise are contacted.

**II. Development**

The APPC discusses policy concepts and changes and consults stakeholder offices as needed (Business, Admissions, Financial Aid, Registrar, Student Services, Academic Affairs, University Committees, Faculty Association Committees, Information Technology, Library Services, and the President), prior to drafting and during all stages of review. Conceptual discussions take place with Faculty Association. The APPC prepares an initial draft, incorporating input from these discussions, benchmarking, and best practice information as appropriate. The APPC, after identifying stakeholders, will determine if it is necessary to designate the process of completing the policy development, review, and approval to a more appropriate committee. If the policy is forwarded to another committee for completion, it is that committee's responsibility to complete process in a timely manner.

**III. Review**

The APPC formally circulates the proposed policy to solicit feedback after every draft. Proposed draft policies and background material are posted for a defined comment period. Comments are analyzed and integrated into new draft language.

**IV. Approval**

Once a policy has gone through considerable drafting, it will be brought before faculty association for approval. If approved by faculty association it will continue to the President and the Board of Regents. Approval/rejection of the

policy must be communicated to the chair of the APPC within one week of occurrence.

**V. Implementation and Maintenance**

If approved, the chair of the APPC will update the policy and procedures website and notify faculty of the change.

**POLICY RECOMMENDATION**

Any member of the University community may suggest the need for new policy or revisions to existing policy by submitting a request to the Chair of the Policies and Procedures Committee. The request will then be forwarded to the APPC. To recommend a policy or policy change, provide the following information in your request (see sample below).

- Your Name
- Policy Title
- Request Date
- Purpose: Provide a clear, concise purpose for the policy or
- Scope: Provide a list of those that the policy/procedure pertains to.
- Stakeholders: provide a list of the university and/or faculty committees and offices who should be responsible for modification, updating, or deletion of the policy/procedure.

**Example:**

Name: Dr. L. Arts

Policy Title: Lecture Capture Policy

Date: 3/14/19

Purpose: The purpose of this request is to update the current lecture capture policy to include a timeline for data retention after the completion of a course.

Scope: University faculty, students, and staff.

Stakeholders: Faculty association, Academic Policies and Procedures Committee, Instructional Technology, university students.