Colorado College Policy Administration

NEW POLICY CREATION PROCESS

<u>Overview</u>
Below are the steps and questions that Colorado College community members are asked to contemplate when proposing to create a new all-campus policy that would be placed on the college's [policy website](#).

The process outlined below does not apply to processes laid out in the Faculty Handbook that govern the faculty and academic programs of the college. The process below also **does not apply** to Staff and Student Handbook changes. Please refer to the appropriate Vice President's office for process changes to the college's handbooks.

<u>Policy versus Procedure versus Process</u>
For new policy development, the following definitions will be used to describe the difference between a Policy, a Procedure, and a Process.

- A **Policy** articulates requirements and expectations for behavior, actions, and activities of the college community. A Policy may require or prohibit an action, support compliance with applicable laws and regulations, and/or mitigate risk.

- **Procedures** offer guidance on the practices and processes adopted to support and operationalize the policy. Procedures document a course of action, outline sequence of events, offer transparency, consistency, and fairness to achieve the desired outcome of the policy, and should be informed by evidence-based research. Policies may or may not include procedures.

- **Processes** are a series of tasks and activities that produce an outcome. Processes can also be step-by-step detailed instructions to implement or follow a Procedure. Policies and Procedures within a Policy may or may not include processes.

  To further clarify – a process is the action of 'baking' a cake; a procedure is the recipe on how to do it.

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Policy Development Steps

Initial questions to answer –
    a. What problem are you trying to solve with creating the new policy? What is the overall goal/purpose of creating a new policy? What is the identifiable need for the policy?
    b. Is a new policy the solution to the problem, or would formalizing and documenting a college process solve the issue?
    c. Is there already an existing policy that would solve the issue by modifying the existing policy versus creating a new one?
    d. Has your supervisor and your division's Cabinet member verbally authorized to move forward with proposing to create a new college policy?
    e. Is the policy required to support compliance with applicable laws and regulations?

The answers to the above questions should be documented and saved as part of the policy development process and shared with the appropriate parties along the development process.

Steps to develop a new policy

1. Draft the policy using the college's [New Policy Template](#).
2. **Vet the draft** with **divisional team members** and **representatives of the target audience** for the policy as appropriate for each policy.
3. [Complete CC's Equity Audit Tool using the Equity Audit Rubric provided.](#)
4. Once the revision is in its final draft form, send it to operationalgovernance@coloradocollege.edu with "Policy Name – New Policy" in the Subject line.
5. Once the above steps have been completed, you will be directed by a member of the COO team to coordinate with your divisional Vice President and the Chief of Staff to bring the draft policy to the President's Cabinet for their review and feedback.
6. New institution-wide policies must be submitted to the cabinet leader **by Week 2 of Block 2** to be included in the **Block 3** open comment period and by **Week 2 of Block 6** for the **Block 7** open comment period.
7. After the President's Cabinet has reviewed, commented, and approved the draft to move forward, send the final policy to operationalgovernance@coloradocollege.edu with "Policy Name: Ready for 30-Day Comment Period" in the Subject Line.
8. The policy will be included in the Block 3 or Block 7 30-Day Comment period.

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9. All materials – policy drafts, completed forms and tools, and any other references used in the policy preparation should be kept in Word file formats. If any groups/committees were consulted in the process, as well as the initial questions on the policy template, should also be documented and saved in a WORD only packet. No PDFs, please. All files are retained for documentation and the policy's history and should be sent to operationalgovernance@coloradocollege.edu with "Policy Name documentation" in the Subject Line to be saved in a relevant TEAMS folder.

10. The 30-day open comment period process:
    a. Polices (new and revised) that are open for community comment are posted on the "policy open for comment" TEAMS page.
    b. The files to be posted on the TEAMS page include the following –
        i. PDF of the proposed revisions to the policy showing the tracked changes. If a complete rewrite of the policy was done, the proposed new policy and the old version of the policy are both posted to the TEAMS page.
    c. The 30-day open comment period is communicated to the campus community through weekly digest postings and the Work of the College Newsletter. It will always occur in **Block 3 and Block 7**. The 30-day rule is the minimum number of days.
    d. Comments and questions related to the new policy should be sent to operationalgovernance@coloradocollege.edu with and the policy name in the title. This information will be sent to the developer/owner (responsible party listed in the policy header). The policy developer is responsible for responding to all comments and questions received. The policy developer and administrator should retain copies of the emails received during the 30-day open comment period.
    e. After the comment period, the policy developer is responsible for incorporating any appropriate changes to the policy based on the comments and questions received from the community. After the policy developer has incorporated the feedback, they are to send the final version of the policy (in Word format) to operationalgovernance@coloradocollege.edu with "Final Policy Name ready to post" in the Subject Line.
    f. In the rare occasion that the comments and questions result in substantive changes to the proposed revisions, the final version of the revised policy is brought back to the President's Cabinet for their final review and approval before posting the revised policy to the website.