Kapi ̒olani Community College

K1.101 Policy on the Policy Development Process

Approvals:

Faculty Senate Chair Date

Chancellor’s Advisory Council Date

[CAC Policy Work Group Chair?]

Vice Chancellor for Academic Affairs Date

Vice Chancellor of Administrative Services Date

Vice Chancellor for Student Affairs Date

Chancellor Date

# Kapi ̒olani Community College

**Policy on the Policy Development Process**

**Introduction:**

This Policy on the Policy Development Process provides the framework and procedures for developing new or revised policies for Kapi ̒olani Community College. This policy supports the College’s core value of Kūpono, specifically institutional integrity, by promoting a culture of continuous improvement to open pathways to student success and productive futures. This policy allows for organized involvement of all appropriate governing bodies in the development and maintenance of college policies.

# Related Policies and Documents:

Board of Regents’ (BOR) Policy Section 1-10, Faculty Involvement in Academic Decision- Making and Academic Policy Development <http://www.hawaii.edu/offices/bor/policy/borpch1.pdf>

University of Hawai‘i (UH) Executive Policy E1.101 Implementation and Maintenance of Regents Policy on Faculty Participation in Academic Decision-Making and Academic Policy Development

<http://www.hawaii.edu/svpa/ep/e1/e1101.pdf>

University of Hawai‘i (UH) Executive Policy E1.201 Faculty Involvement in Academic Policy

<http://www.hawaii.edu/svpa/ep/e1/e1201.pdf>

Process for New or Changes to the University of Hawai‘i Community Colleges (UHCC) Academic Policies, revised 10/29/12 <http://uhcc.hawaii.edu/OVPCC/policies/docs/Academic_Policy_Flowchart_10-29-12.pdf>

# Policy Objectives:

1. Provide clear direction for the process of developing and maintaining College policies.
2. Promote shared governance by allowing all appropriate governing bodies to review and approve academic and non-academic policies and procedures.
3. To establish a process that promotes effective and timely policy development.

# Procedures and Responsibilities:

If at any time the policy is rejected or changes are recommended, the policy is returned to the designated [Policy Analyst in the Office for Institutional Effectiveness (OFIE)?]. The [Policy Analyst] will work with the Proposer to implement the changes and re-submit the policy for approvals.

# Proposer

The office, subject-matter-expert, or individual responsible for the policy implementation or oversight initiates and drafts the new or revised policy using the Kapi ̒olani CC policy template.

# [Policy Analyst]

The [Policy Analyst] will: assist the proposer in the draft development; research applicable governing policies from the BOR, UH, and UHCC to ensure that the College is in accordance with these policies on the subject matter; research similar college policies and their effects; research best practices; and submit and manage the policy through the approval process.

# Vice Chancellor for Academic Affairs (VCAA), Vice Chancellor of Administrative Services (VCAS), Vice Chancellor for Student Affairs (VCSA) and/or Top-Level Administrator (Discussion only)

The Vice Chancellors will discuss and review the policy and offer any feedback to the [Policy Analyst] and the Proposer. The VCAA reviews all academic policies, the VCAS reviews all non-academic policies, the VCSA reviews all policies for student affairs. For the areas that do not report to a Vice Chancellor, the policy will be reviewed by the top-level administrator (or senior administrator?) administrator for that area. Some policies may require input from more than one VC.

# Faculty Senate (FS) and FS Subcommittees

Faculty Senate reviews and approves all academic policies.

# Chancellor’s Advisory Council

Chancellor’s Advisory Council reviews and approves all non-academic policies. The Advisory Council will review and approve academic policies if they involve significant planning or budget allocations.

# Vice Chancellor for Academic Affairs (VCAA), Vice Chancellor of Administrative Services (VCAS), Vice Chancellor for Student Affairs (VCSA) and/or Top-Level Administrator (or Senior Administrator?) (Approval)

The VCAA approves all academic policies, the VCAS approves all non-academic policies, the VCSA approves policies for student affairs. For the areas that do not report to a Vice Chancellor, the policy will be approved by the top-level administrator (or senior administrator?) for that area. Some policies may require approval from more than one VC.

# Chancellor

The Chancellor reviews and approves policies with all prior approvals in place.

# Dissemination of new policy

Once approved by the Chancellor, the policy is placed on the Kapi ̒olani CC policy website. Electronic copies of the new policy are distributed to affected stakeholders on campus.  
  
**Revision of the Policy**

Revision of the policy should be five years after the approved date or sooner, if necessary.

# Related Documents:

Kapi ̒olani Community College’s Process for Developing New or Revised Policies Flow Chart Kapi ̒olani Community College Policy Template

**Kapi ̒olani Community College’s Process for Developing New or Revised Policies**

**Flow Chart**

If at any time the policy is rejected or changes are recommended, the policy is returned to the [Policy Analyst] who will then work with the Proposer to address the recommendations and re-submit the policy for approvals.

# Proposer

The office, subject‐matter‐expert, or individual responsible for the policy implementation or oversight initiates and drafts the new or revised policy using the Kapi‘olani CC policy template.

# Policy Analyst

The designated Policy Analyst will: assist the proposer in the draft development; research applicable governing policies from the BOR, UH, and UHCC; research similar college policies and their effects; research best practices; and submit and manage the policy through the approval process.

**VCAA, VCAS, VCSA and/or Top-Level Administrator (or Senior Administrator?) (Discussion only)**

Vice Chancellors discuss the new or revised policy and offer feedback. The VC for Academic Affairs reviews all academic policies, the VC of Administrative Services reviews non-academic policies, and the VC for Student Affairs reviews policies for student affairs.

**Academic Policies** **Non-Academic Policies**

**Chancellor’s Advisory Council (CAC)**

Chancellor’s Advisory Council reviews and approves all non-academic policies. The CAC will review and approve academic policies only if they involve significant planning or budget allocations.

**Faculty Senate (Approval for Academic Policies)**

Faculty Senate reviews and approves academic policies.

(If applicable)

**VCAA, VCAS, VCSA and/or Top-Level Administrator** **(or Senior Administrator?) (Approval)**

The VC for Academic Affairs reviews and approves all academic policies, the VC of Administrative Services reviews and approves all non-academic policies, and the VC for Student Affairs reviews and approves all policies for student affairs.

**Chancellor (Final Approval)**

# Kapi ̒olani Community College Policy Template

*This template is a general guideline to use for the development of new or modified policies. Some policies may require additional or omitted sections.*

# Policy Number: Policy number to align with BOR, UH, and UHCC Policy numbers.

# Approved Date: Date the policy is approved by the Chancellor.

# Review Date: Review date should be five years from the approved date.

(This section will be completed by the designated [Policy Analyst].)

# Kapi ̒olani Community College

# Policy Title

**Introduction:**

Provide a brief summary and introduction statement to the policy.

# Related Policies:

List related Board of Regents, University of Hawai‘i, and University of Hawai‘i Community Colleges policies.

# Policy Objectives:

Policy objectives should be listed here in clear and direct language.

# Procedures

Describe how the policy is to be implemented. The actions included here should clearly describe the process for accomplishing tasks governed by this policy. Include applicable guidelines for accomplishing tasks and definitions that support the policy. Procedures may alternatively or additionally be attached as a related document.

# Responsibilities

Identify titles of person(s) who will be responsible for the execution of actions required by this policy and specifically define those actions. This section may be combined with the Procedures section.

# Approvals

Governing body approval dates are added by the [Policy Analyst].