

ISA Policy Process

STEP 1 ► REVIEW

A review of all ISA policies and procedures shall be conducted every 3 years, completed on the first year of a new Educational Master Plan. The policy team will conduct research of policies from other community colleges for comparison and to inform the work.

The policy team will determine whether the policy is operational or mandated, or discretionary.

STEP 2 ► DRAFT

Existing policies are considered a working draft and a starting point to the vetting process.

New policies will be identified and developed by the policy team. A working draft will be created by this group for vetting by the ensuing focus group and digital survey.

STEP 3 ► FOCUS GROUP

Senate invites a select focus group of targeted faculty stakeholders to review the proposed policy and procedure and solicit feedback from all potentially impacted areas of the college.

Attention will be given to invite, not only the impacted curriculum areas, but also the potentially impacted administrative units in student services.

Additionally, a Formstack survey will be sent to faculty and staff for input.

The working draft of the policy will be sent to impacted areas 7 days prior to the focus group and survey deployment.

STEP 4 ► FEEDBACK

Feedback from the targeted focus group will be collected and brought back to the ISA Policy team for consideration. This feedback, in addition to the Formstack Survey results, will inform proposed changes into *existing policy or procedure* or the creation of a new policy or procedure. Creation of the new policy, or revision of the existing policy, will incorporate or address substantive comments as applicable.

STEP 5 ► SECOND EDIT

Revisions are then submitted to all faculty/staff stakeholders for greater input/feedback/vetting. Two options shall be used to gather feedback: face-to-face session(s) and an electronic survey. Substantive and applicable revisions will occur.

STEP 6 ► FACULTY AND STAFF SUPPORT

A survey vote of support/non-support will be conducted of faculty and staff of ISA. A majority of respondents will signal endorsement by faculty and staff will result in the forwarding of the policy.

Procedures will be concluded at this point, whereas policies continue to the next step.

STEP 7 ► PAT SUPPORT

The SVPISA presents the new or revised policy as an informational item to the President's Advisory Team. As per our governance process, if members of the PAT confirm that any policy is discretionary and impacts the college at-large, this would make it appropriate for an All-College Assembly vote. If the Assembly vote affirms the policy, and the president agrees, it will be forwarded for Board of Trustees approval. If declined, the policy returns to the ISA Policy team.

If PAT confirms policy is operational and mandated, the policy will be forwarded to the Board for their approval.

Procedures do not require a motion of support, nor Board of Trustees approval.

STEP 8 ► BOARD APPROVAL

All instructional policies that have met the approval threshold of faculty, PAT and/or the All-College Assembly, and the president, will be forwarded to the ACM Board of Trustees for their approval.

The board approved policy will be placed in the Board of Trustees Repository.



1 REVIEW



DRAFT **2**



3 FOCUS GROUP



FEEDBACK **4**



5 SECOND EDIT



FACULTY AND
STAFF SUPPORT **6**



7 PAT SUPPORT



BOARD
APPROVAL **8**

