

NORTHWEST VISTA COLLEGE
PROCEDURES REVIEW TRACKING FORM

Vice Presidents ensure procedures are reviewed by appropriate advisory boards at Northwest Vista College (College Services Leadership Team, Student Success Leadership Team, Academic Success Leadership Team, Faculty Senate, Staff Senate, Student Government, etc.) before procedures are brought to cabinet for final review.

Procedures Review Tracking Form Instructions:

1. Submit one tracking form per procedure.
2. Utilize sections (review unit sections) to record procedures reviews conducted by various leadership groups.
3. Complete one review unit section per review and record comments, follow-up, and approval date per review.
4. Submit completed Procedures Review Tracking Form to the Executive Assistant to the President.

Procedure Number:	AS 004
Procedure Title:	Academic Integrity

Originating Unit:	Dr. Amy Whitworth
Maintenance Unit:	Academic Success
Implementation Date:	2016
Revision Date:	November 2020 - March 2021

Review Unit:	Academic Success Procedures Committee – ad hoc group: Charles Hinkley, Jennifer Comedy Holmes, Heather McCreery, Yael Edrey, Catherine Phillipe, Aaron Prado
Review Date:	November 2020
Review Comments:	Lead: Charles Hinkley
Follow-Up (if needed):	
Approval Date:	December 1, 2020

Review Unit:	Academic Success Leadership Team
Review Date:	January 15, 2020
Review Comments:	
Follow-Up (if needed):	
Approval Date:	January 22 ,2021

Review Unit:	NVC Faculty
Review Date:	February 12, 2021
Review Comments:	Procedure send by ASPC to all faculty for comment via Qualtrics survey
Follow-Up (if needed):	
Approval Date:	Edits applied by ad hoc group: Aaron Prado, Charles Hinkley, Cindy Magruder, Chris Harrison – March 23, 2021

Review Unit:	Academic Success Procedures Committee
Review Date:	March 26, 2021
Review Comments:	Consensus approval
Follow-Up (if needed):	

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Approval Date:	
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Review Unit:	VPAS (Dr. Daniel Powell)
Review Date:	
Review Comments:	
Follow-Up (if needed):	
Approval Date:	March 30, 2021

Review Unit:	Executive Cabinet
Review Date:	
Review Comments:	
Follow-Up (if needed):	
Approval Date:	March 30, 2021