

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 001
Procedure Title:	Curriculum Review

Originating Unit:	Dr. Amy Whitworth
Maintenance Unit:	Curriculum Review Team
Implementation Date:	2013
Revision Date:	October 2020 - March 2021

Review Unit:	Academic Success Procedures Committee – ad hoc group: Aaron Prado, Teri Dimas, Michael Lee Gardin, Greg Ward, Russ Frohardt, Laura Petersen
Review Date:	November 2020
Review Comments:	Lead: CRT chair Teri Dimas
Follow-Up (if needed):	
Approval Date:	December 1, 2020

Review Unit:	Curriculum Review Team
Review Date:	December 2, 2020
Review Comments:	
Follow-Up (if needed):	
Approval Date:	December 10, 2020

Review Unit:	NVC Faculty
Review Date:	January 19, 2021
Review Comments:	Procedure sent by ASPC to all faculty for comment via Qualtrics survey
Follow-Up (if needed):	
Approval Date:	Edits applied by CRT – February 23, 2021

Review Unit:	Academic Success Procedures Committee
Review Date:	February 23-2021
Review Comments:	
Follow-Up (if needed):	
Approval Date:	February 26, 2021

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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