

NORTHWEST VISTA COLLEGE
PROCEDURE

Procedure Number:	A 001
Procedure Title:	Review and Approval of College Procedures

1. PURPOSE

1.1 The purpose of this procedure is to clarify the process and responsibilities for the development and maintenance of NVC College procedures and this Procedures Manual.

2. RESPONSIBILITY FOR PROCEDURE DEVELOPMENT

2.1 General responsibility for the development of NVC procedures rests with the President. The President has delegated to each Vice President the responsibility for developing the procedures found in the Procedures Manual related to their area of administrative responsibility.

2.2 The Executive Assistant to the President ensures the appropriate review of new and amended rules. The Executive Assistant to the President ensures procedures are reviewed according to the assigned review timeframe and maintains all records according to procedures including official signed procedures, procedures review tracking forms, etc. The Executive Assistant to the President maintains the process of procedures review and updating.

3. OVERVIEW OF REVIEW PROCESS

3.1 The development and review process begins when each Vice President determines the need for a new or revised procedure. The appropriate Vice President (or designee) drafts the procedure. The President's Cabinet reviews new procedures. The appropriate Vice President reviews proposed new procedures to ensure consistency with Alamo Community College District Board of Trustees policies.

3.2 Vice Presidents ensure procedures are reviewed by appropriate advisory boards on campus (College Services Leads, Student Success leadership, Academic Success-ASLT, Faculty Senate, Staff Senate, Student Government, etc.) before procedures are brought to cabinet for final review.

3.3 Final campus authority for approval of all proposed administrative procedures resides with the NVC Cabinet. Signature authority resides with President or the originating Vice President.

4. ACCESSIBILITY OF THE PROCEDURE MANUAL

4.1 The NVC Procedures Manual is found on the NVC website allowing internal and external stakeholders to identify and follow the appropriate procedures.

5. BIENNIAL REVIEW OF EXISTING RULES

5.1 The College will review and update its campus procedures on a regular basis to ensure consistency with federal and state laws, with Alamo Community College

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District Board of Trustees policies, and with the institutional mission and goals. The Executive Assistant to the President will inform the NVC Cabinet and Vice Presidents of upcoming review timeframes at least two months in advance of the review date.

Contact for Interpretation: *Office of the President – Executive Assistant to the President*

Relevant Board Policy:	B.5.3 (Policy) Board Policies
Relevant SACSCOC Documents:	SACSCOC <i>Principles of Accreditation</i> Section 6: Faculty SACSCOC <i>Principles of Accreditation</i> Section 9: Educational Program Structure and Content SACSCOC <i>Principles of Accreditation</i> Section 10: Educational Policies, Procedures, and Practices SACSCOC <i>Principles of Accreditation</i> Section 12: Academic and Student Support Services SACSCOC <i>Principles of Accreditation</i> Section 14: Transparency and Institutional Representation SACSCOC Commission Good Practices: <i>Developing Policy and Procedures Documents</i>
Originating Unit:	Office of the President
Maintenance Unit:	Office of the President
Implementation Date:	September 11, 2016
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Approved (Signature):	