

PALO ALTO COLLEGE COLLEGE PROCEDURES

Procedure Number: A 1.0
Procedure Title: Development of College Procedures
Relevant Board Policy: [B.5.3 Board Policies](#)
Originating Unit: Office of the President
Maintenance Unit: Office of the President

I. Purpose: This procedure sets out the format and steps to be followed in the development, revision, and deletion of Palo Alto College procedures.

II. Procedure Statement:

A. Originating a Procedure

1. A college procedure may originate with any college unit or with a unit specifically designated by the President. When a procedure is identified that needs to be developed, the originating unit head will discuss the procedure with the appropriate Dean or Director and will produce a draft. The draft procedure will be written in the format specified in the attachment to this procedure and stamped “Draft.” The appropriate office will be designated as the maintenance unit responsible for updating the procedure as needed.
2. The originating unit head will submit the drafted procedure to any affected units for their comments, which will then be incorporated into the draft, as appropriate.
3. The Dean, Director or Vice President will send the drafted procedure, along with any comments from affected units, to the appropriate College Council for review and comment at next scheduled meeting.
4. Following review by the appropriate College Council, the Dean, Director or Vice President will send draft copies of the procedure to the President’s Executive Council for review and comment at subsequent meetings.
 - a. Challenges or changes to the procedure should be resolved within 10 working days of submission to the Executive Team.
 - b. If no comments are received from the Executive Team, the procedure will be assumed acceptable as written.
 - c. After all comments are received and accepted, or ten days from its submission to the Executive Team, the procedure will be distributed as approved by the President’s Office and will become operational as of the date of approval.
 - d. If the President’s Executive Team designates the new procedure as a “working draft,” (due to unresolved issues) the working draft will

become operational on the date stipulated by the President’s Executive Team until such time as the final draft is approved.

- e. Upon receiving the approved procedure, the President’s office will log its arrival and assign it a number. Numbers will be assigned sequentially within the relevant college area of emphasis, as listed below:

| <u>Area</u> | <u>Code</u> |
|--------------------|-------------|
| Administration | A |
| Business | B |
| Facilities | F |
| Instruction | I |
| Learning Resources | L |
| Personnel | P |
| Student Success | S |

Examples follow:

| | |
|---|---|
| Scheduling of Rooms by Outside Organizations: | F |
| Selection of Textbooks: | I |
| Approval of Student Organizations: | S |
| Approval of Institutional Research Requests | A |
| Tenure and Promotion | I |
| Tuition Refunds | B |
| Ozuna Library Acquisitions | L |

- f. The President’s Office will inform the college at large of any new procedure via a PACALL email with the appropriate procedure attached.

B. Revising Existing Procedure

1. Revisions shall be understood to constitute a change in meaning, intent, or process. When an existing procedure needs to be revised, the originating unit head will discuss the procedure with the appropriate Dean or Director and will produce a revised draft. The revised procedure will be written in the format specified in the attachment to this procedure and stamped “Draft.” The appropriate office will be designated as the maintenance unit responsible for updating the procedure as needed.
2. The originating unit head will submit the revised draft to any affected units for their comments, which will then be incorporated into the draft, as appropriate.
3. The Dean, Director or Vice President will send the revised procedure, along with any comments from affected units, to the appropriate College Council for review and comment at its next scheduled meeting.
4. Following review by the appropriate College Council, the Dean, Director or Vice President will send draft copies of the procedure to the President’s Executive Team for review and comment at subsequent meetings.

- a. Challenges or changes to the procedure should be resolved within 10 working days of submission to the Executive Team.
- b. If no comments are received from the Executive Council, the procedure will be assumed acceptable as written.
- c. After all comments are received and accepted, or ten days from its submission to the Executive Team, the procedure will be distributed as approved by the President's Office and will become operational as of the date of approval.
- d. If the President's Executive Team designates the revision as a "working draft," (due to unresolved issues) the working draft will be return to the maintenance unit for resubmission to the Executive Team.

5. Revised procedures will keep their existing number.

6. The President's Office will inform the college at large of any revised procedure via a PACALL email with the appropriate procedure attached.

C. Deletion of Existing Procedure

1. When an existing procedure is identified as no longer applicable, the maintenance unit will send the procedure to the appropriate Council for review and approval to delete from the procedures manual at its next scheduled meeting.
2. Once approved by the appropriate College Council, the procedure will be sent to the President's Executive Team for approval to delete at subsequent meetings.
3. Once approved for deletion by the President's Executive Team, the President's Office will remove the procedure from the hard-copy of the procedures manual maintained in the President's office, and notify the following to make the necessary updates:
 - a. The Ozuna Library
 - b. Staff members designated to maintain the electronic and online editions of the procedures manual.
 - c. Office of the Vice President of College Services for rendering programming or IT assistance as required
 - d. The President's Office will inform the college at large of deleted procedure via a PACALL email.

D. Two hard-copy binders containing all current college procedures (referred to as the *Palo Alto College Procedures Manual*) will be maintained, one in the President's office, and one at the Ozuna Library. An electronic version of the complete manual will also be maintained by the President's office on media drives or servers that are controlled by the President's Office, and are maintained by college staff members who are specifically designated by the President.

A complete and current online edition of the *Palo Alto College Procedures Manual* will be maintained on the college website. The staff members designated by the President to maintain the electronic version of the manual will also be responsible for ensuring that the online edition of the manual is current and in sync with the electronic edition maintained by the President's office on media drives or servers. The office of the Vice President of College Services will provide programming and IT assistance, as required, for completing this process.

E. All procedures will be reviewed every five (5) years.

Attachment: Procedure Template

Date Approved: November 4, 2014

Signed: (signed) Dr. Mike Flores
President