Policy and Regulation Development

Three Rivers College is committed to clearly articulating and publicly posting policies and regulations that support the advancement of the college mission. The process of developing, reviewing, approving, and revising college policies and regulations is overseen by the Office of Institutional Effectiveness at the direction of the college president. The Board of Trustees, in consultation with the college president, approves and adopts policies that serve as the general principles for operations.

The college president facilitates the process of creating new and revising existing policy and regulations through the Office of Institutional Effectiveness. The college cabinet is responsible for ensuring that the perspectives of the college's various constituencies are represented in policy and that operations are clearly articulated through regulations. In this capacity, the college cabinet serves as advisors to the president.

The cabinet membership is broad and includes:

- College President
- Coordinator of Executive Services
- Executive Vice President
- Chief Financial Officer
- Dean of Institutional Effectiveness
- Dean of Academic Instruction
- Dean of Career and Workforce Development
- Dean of Student Services
- Director of Human Resources
- Director of Technology
- Director of Communications
- Off-campus Locations Representative
Roles and Responsibilities

Board of Trustees – Approve and adopt appropriate policies as part of a college governance structure.

College President – Develop policies for submission to the board of trustees for approval; Ensure the implementation of policies approved by the board of trustees; Develop and ensure implementation of regulations in support of college policies.

College Cabinet – Each member of the college cabinet serves as a representative of a particular group at the college and/or serves as the leader of a significant function of the college. As a representative of a particular group of college employees, the cabinet member is responsible for communicating with members of the group to gather their input regarding college operations and to inform them of decisions made. Those members of the college cabinet who serve as the leader of a function are responsible for the review and creation of college policy and regulation, subject to the guidance from the Office of Institutional Effectiveness.

When listed as the responsible party for a policy or regulation, the cabinet member is responsible for ensuring that the policy or regulation is current, is properly implemented and followed by the institution. The cabinet member is further responsible for communicating all changes and alterations of the policy as well as any and all training required to properly implement the operations of the regulation.

Office of Institutional Effectiveness – The Dean of Institutional Effectiveness is responsible for the oversight of the policy and regulatory development process, under the direction of the college president. While it is the responsibility of each cabinet member to maintain its accuracy, current status, review, revise and create new policy and regulation as pertinent to their area of supervision, the Office of Institutional Effectiveness shall ensure the consistency of all policies and regulations, and shall initiate new or revisions of existing policy and regulation. This process is facilitated by the Dean of Institutional Effectiveness in collaboration with the responsible party and other members of the cabinet as necessary. The final version of any and all college policy and regulation is submitted to the Office of the President to be processed further by the Coordinator of Executive Services.
Initiation of New or Revision of Existing Policy or Regulation

New policies and regulations and revision to existing policies and regulation are initiated by the responsible member of the cabinet by contacting the Office of Institutional Effectiveness. Alternatively, the Office of Institutional Effectiveness, through its role in providing oversight for the creation and revision of policies and regulation, its oversight of college-wide strategic planning or through its responsibilities in ensuring compliance with accreditation standards shall initiate the creation or revision of college policy and regulation.

Once contacted, the Office of Institutional Effectiveness will provide guidance and direction in the creation or revision of policy and/or regulation. Once a draft is ready for review, the Office of Institutional Effectiveness will submit a draft copy of the newly created or revised policy or regulation to the president for consideration and for review by the college cabinet. Once the proposed document has been reviewed by the cabinet, the Office of the President prepares a draft of the document for the Board of Trustees to consider.

Once approved, the Office of the President will send an electronic copy to the college community as appropriate, initiate placing the document on the college website and ensure that the official copy of the document is housed by the Office of the President. The fully approved and adopted policy or regulation is then assigned to the responsible office; the respective supervisor of that office will have full responsibility for implementing the policy or regulation and training the college community as necessary. Furthermore, the responsible office shall notify the Office of Institutional Effectiveness when said document must be revised.

If the college policy or regulation requires faculty approval the draft of the document goes to the appropriate governance groups and to the faculty at large for review. Once the draft is revised as appropriate, it is then resubmitted to the Office of Institutional Effectiveness for process and shall be brought to the College Cabinet for review. Once the document is finalized, the Office of the President facilitates the process through the Board of Trustees as appropriate. All approved college policies and regulations shall be posted on the college’s website through facilitation of the Office of the President.

The responsible office, as indicated on the policy or regulation, shall provide to the college community an explanation of the purpose, how the policy impacts them and how it may be used.
Definitions

Policy - are broad statements that determine a course of action. A policy describes the rational for the purpose of the action. A policy may provide guidance for how the board and the college shall operate.

Regulation - provide detailed direction and guidance that initiate policy into practice. A regulation shall have an associated policy. A regulation should describe how, by whom, where, and when things are done. Specific language may include guidance as to the steps in completing or initiating a college process and may include the necessary completion and submission of a form.

Outline of Process:

• Cabinet member contacts the Office of Institutional Effectiveness to begin the development process.
• Dean of Institutional Effectiveness seeks approval of the College President to begin the process.
• A draft is developed by the responsible supervisor in council and guidance with the Dean of Institutional Effectiveness.
• A draft copy is sent electronically to all cabinet members for review prior to the cabinet meeting.
• During the cabinet meeting, suggestions are recorded. If needed, the Dean of Institutional Effectiveness shall revise the draft and resend to the cabinet for a second review. This step may repeat until such time as the cabinet recommends a final draft be sent forward to the College President to initiate a legal review though the college legal counsel.
• The Office of Institutional Effectiveness prepares a draft copy for the President that then goes to legal counsel for review.
• The College President seeks legal counsel regarding document.
• Any changes that are made through legal counsel are facilitated through the Dean of Institutional Effectiveness and the revised document will be shared with the college cabinet.
• The Coordinator of Executive Services prepares the document for the Board of Trustees to review prior to the next monthly board meeting.
• The document is presented as appropriate to the Board of Trustees during their regular monthly meeting.
• Any action taken during the board meeting is recorded by the Coordinator of Executive Services. The recorded action regarding said document is communicated and the final approved document is housed by the Office of the President.
• The responsible party is notified by the Coordinator of Executive Services.
• Once notified of full board approval or adoption the reasonable party shall initiate the appropriate implementation and training processes for said document.
• The Coordinator of Executive Services ensures that the newly approved document is posted to the college website, is cataloged and housed by the Office of the President and shall send an electronic copy to the college community as appropriate.

• Each responsible office oversees the implementation of and maintains the accuracy, current status and integrity of all college policies and regulations under their supervision.