

Baltimore City Community College



Changing Lives...Building Communities

Policy No. 1001

Title of Policy: DEVELOPMENT, REVISION AND COMMUNICATION OF COLLEGE POLICY

Applies to (check all that apply):

Faculty _____ Staff _____ Students _____
Division/Department _____ College X

Topic/Issue:

To provide guidance for the issuance, review and publication of College policies and to ensure consistent practices throughout the College.

Background to Issue/Rationale for Policy:

The College must establish processes for developing policies and administrative procedures. These processes assure that the proper parties are involved, as appropriate, in deliberations; and that an orderly system prevails. The Board of Trustees discusses proposed policies in light of given conditions and approves, modifies or rejects them, with the intent to guide the College in pursuit of its mission.

State/Federal Regulatory Requirements (cite if applicable):

Annotated Code of Maryland, Education Article, Title 16 Community Colleges, Subtitle 5 Baltimore City Community College, section 16-504 Boards of Trustees and section 16-505 (b)(1) and(c)(2)

Policy Language:

It is the policy of Baltimore City Community College to achieve efficiency and effectiveness of operations by initiating, reviewing, revising, approving and/or eliminating College policies as appropriate. Policies are to be reviewed at least every three years to ensure that they are updated and compliant with current requirements.

DEFINITIONS

Policy:

A statement of a rule that is generally broad in scope and subject to approval by the Board of Trustees to provide direction and assistance to the College community in the conduct of College affairs.

Procedure:

A statement of rule that prescribes more specific action which conforms with established policy and is subject to approval by the president.

Implementation Date: November 26, 2007

Originator/Division: Office of the President

Approved by the Board of Trustees: November 26, 2007