



**Title of Procedures:**

PROCEDURES FOR THE DEVELOPMENT, REVISION AND COMMUNICATION OF COLLEGE POLICY

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**Applies to (check all that apply):**

Faculty \_\_\_ Staff \_\_\_ Students \_\_\_

Division/Department: \_\_\_ College X\_\_\_

**Topic/Issue:**

The procedures for developing, reviewing and communicating policies to the College community are stipulated.

**Background to Issue/Rationale for Procedure:**

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 or College Policy (cite if applicable):**

Baltimore City Community College – Development, Revision and Communication of College Policy

**Proposed Procedural Language:**

An official repository of current policies approved by the Board of Trustees is to be maintained by the Office of the President on the College website and other media accessible to all constituents. Each policy will include the following information:

- Policy Title
- Topic or issue that the policy addresses and to whom it applies
- Federal, State or college requirements satisfied by the policy
- Precise policy language, including applicable sanctions for noncompliance
- Proposed implementation date

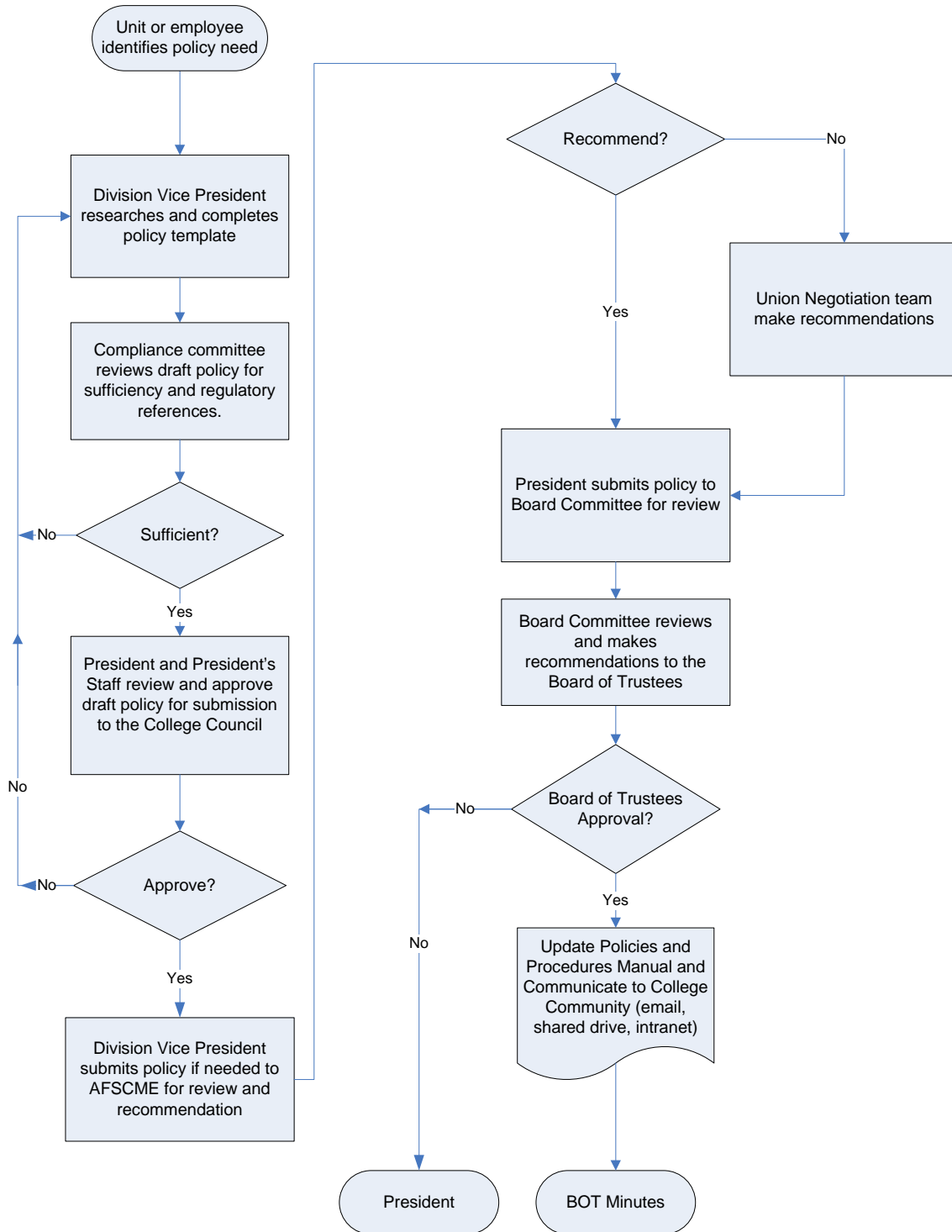
- VP or senior staff person and division of origin
- Board of Trustees approval date

Each policy is developed at the division level. Vice presidents and/or senior staff are responsible for ensuring the need for initiation of policy proposals and having them presented to the Policies and Procedures Committee. Vice presidents and/or senior staff are also responsible for periodic review and revision of the policy and its accompanying procedures at least every three years.

**Implementation Date:** November 26, 2007

**Proposed by:** Office of the President

**Baltimore City Community College  
POLICY DEVELOPMENT FLOWCHART  
Revised 08/07/07**



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ComplCmte/Policy Flowchart  
Rev Lmg08/07/07