

AP 105 – PROCEDURE ON PROCEDURES

Associated Board Policy: 105.00 – Board Policy Approval

Procedure Owner: President

Related Procedures: All

I. Procedure Scope and Purpose

This procedure addresses the process for developing, issuing, and maintaining all Cowley College procedures and applies to all college departments, faculty, staff, and students.

The purpose of this procedure is to ensure that the Cowley College community has ready access to well-developed and understandable procedures. Procedures that are easy to find, read, and understand will:

- A. Support the college mission
- B. Achieve accountability by identifying the offices responsible for specific procedures
- C. Provide faculty, staff, and students with clear, concise guidelines
- D. Document how the college conducts business.

College Procedures will be:

- A. Presented in a common format
- B. Formally approved by the administrative council
- C. Maintained centrally and accessible to all interested parties
- D. Kept current within the framework of an organized system of change control.

Policies will be clearly distinguished from procedures according to the definitions in section III below. Individuals who are responsible for writing, updating, and distributing procedures must comply with this procedure.

II. Definitions

Board Policy: A Board policy is a statement of management philosophy and direction, established to provide guidance and assistance to the college community in the conduct of college affairs. A college Board policy:

- A. Is a governing principle that mandates or constrains actions
- B. Has institution-wide application
- C. Changes infrequently and sets a course for the foreseeable future
- D. Helps ensure compliance with applicable laws and regulations
- E. Reduces institutional risk
- F. Is approved by the Board of Trustees

Procedure: A procedure is a guideline or series of interrelated steps taken to implement college processes.

Initiator: The initiator is any faculty, staff, or student who identifies a college-level issue and develops a procedure.

Owner: The owner is the appropriate college administrator whose jurisdiction covers the subject matter of the procedure.

Stakeholders: Stakeholders are college community members who are affected by the procedure. Procedure

Custodian: The procedure custodian is the Administrative Assistant to the President.

III. Procedure

A. Procedure Development

The initiator may identify a college-level procedure issue and develop it into a procedure proposal. The initiator will submit the procedure proposal for review to and endorsement by the owner. If the procedure is endorsed, a draft procedure will be created following the format outlined in section IV (B) of this procedure.

The owner will review the draft procedure and consult with various stakeholders regarding the procedure's likely impact on the members of the college community, including legal if appropriate. After review and input, the procedure will be submitted to the administrative council for final review and approval. Once the procedure is approved and signed, the owner will forward an electronic copy to the procedure custodian. The procedure custodian will maintain copies of signed procedures and procedure revisions and place an electronic copy on the college procedure web site. The procedure custodian will also notify responsible parties when particular procedures are scheduled for review or revision, and be available to work with the responsible parties during any phase of the procedure development process.

As identified in the particular procedure, the owner will monitor compliance and facilitate remedies for noncompliance as directed by the procedure.

B. Procedure Format

A standard format ensures clarity and consistency. Although not all procedures contain all of the format elements, procedures will be written and maintained following the format described below:

1. Header Information: (mandatory)
 - a. Procedure number
 - b. Procedure name
 - c. Associated Board Policy
 - d. Owner
 - e. Board Policy link(s), if applicable
2. Procedure Scope and Purpose: (mandatory) The scope identifies the parties governed by the procedure. The Purpose of the procedure is the statement of philosophy, position, rule, regulation, or direction.
3. Definitions (optional) Meaning and interpretation of terms used.
4. Procedure: (mandatory) Description of the actual procedure covering topics which include: duties assigned to responsible parties and other parties as necessary; other information specific to a particular subject as needed; and a description of the compliance review process and specific authority to impose penalties or other remedies when noncompliance occurs, if applicable.

5. Effective Date(s): (mandatory) Initial effective date of the procedure and the latest revision date, if applicable.
6. Procedures will be reviewed in conjunction with the associated Board policy review.
7. Signature, title, and date of approval: (mandatory) Required for the initial approval and all subsequent reviews and updates.

C. Forms Management

Any form outlined in a procedure will be added as an appendix to the procedure. Forms will include a footer to indicate the date adopted or revised and the associated procedure number in the lower right-hand corner.

1. Standardized forms associated with college procedures will be maintained under this procedure.
Standardized forms are those used in more than one area of the college (shared by or transmitted between two or more offices).
2. Unique forms (used only within a single office to manage internal procedures) are not subject to the college's standardized forms management process.
3. Upon adoption of a revised standardized form, all previous versions become obsolete and should be recycled or otherwise disposed of in accordance with college records-retention practices.
4. Forms should be made electronic when possible.

D. Location of Procedures

To ensure ready access to college procedures, Cowley College will maintain an official procedure web page with the most current approved version of all college procedures. Departmental web pages that reference procedures must use hyperlinks to the documents on the official college procedures web page. The web page will be maintained by the procedure custodian in a standard electronic format and will follow the structure described in section IV (D) below. The documents on the college procedures web page will constitute the official electronic depository for college-wide policies for Cowley College.

E. Structure and Organization

The college procedure web page will list all procedures by number, name, and category. Procedures will be numbered according to the policy that most closely relates.

Administrative Series 100.00

Academic Series 200.00

Personnel Series 300.00

Student Series 400.00

IV. Effective Date

This procedure first became effective: January 14, 2014

Revised: November 5, 2019

Revised: December 2, 2025

V. Signature and Title

This procedure is implemented by: Dr. Michelle Schoon

Title: President