



# Checklist for Creating or Revising a Protocol

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Review the [Glossary of Terms](#) located on the [Policy website](#), to determine whether to create a policy, procedure or protocol. To create or revise a protocol, contact your [policy division representative](#) who will provide guidance throughout the process.

## Policy Division Representatives

- Academic Services: Kelsey Bright at [kbright3@monroecc.edu](mailto:kbright3@monroecc.edu)
- Administrative Services: Darrell Jachim-Moore at [djachim-moore@monroecc.edu](mailto:djachim-moore@monroecc.edu)
- Diversity, Equity & Belonging: Shannon Glasgow at [sglasgow@monroecc.edu](mailto:sglasgow@monroecc.edu)
- EDIWS: Kristin Sine-Kinz at [ksinekinz@monroecc.edu](mailto:ksinekinz@monroecc.edu)
- Institutional Advancement: Dolores Pasto-Ziobro at [dpastozibro@monroecc.edu](mailto:dpastozibro@monroecc.edu)
- Student Services: Ryan Messenger at [rmessenger@monroecc.edu](mailto:rmessenger@monroecc.edu)

Note: The review process for approved protocols is a five-year cycle. Institutional Compliance and Internal Audit will notify the responsible executives and the division representative when a protocol is due for review. Exceptions to the five-year cycle are legal, compliance regulations, and/or reorganizational changes that require immediate attention.

1. If creating a new or revising an existing protocol, discuss the rationale with the responsible College Officer. If the College Officer supports the creation of a new or the revision of an existing protocol, the College Officer will inform the College President and identify:

Responsible executive: \_\_\_\_\_

*(The responsible executive is the College Officer or their designee)*

Protocol author: \_\_\_\_\_

*(The protocol author is responsible for completing this checklist)*

College Officer consulted: \_\_\_\_\_

Date: \_\_\_\_\_

Note: The Institutional Compliance and Internal Audit Office will notify the responsible executive when a protocol is due for the five-year review cycle unless the protocol requires an immediate revision.

2. Prior to writing a new protocol or revising an existing protocol, identify and consult all key stakeholders (e.g., subject matter experts and related policy owners).

Key stakeholders consulted:

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3. If a new protocol or revisions are deemed necessary, the protocol should be submitted on the Protocol Template, located on the [Policy website](#).

NOTE: Revised protocols must utilize track changes to create a redline version.

NOTE: Template usage requires Adobe Acrobat Professional software. If you do not have the software contact [complianceandaudit@monroecc.edu](mailto:complianceandaudit@monroecc.edu).

4. Distribute the new or revised protocol to the key stakeholders to provide feedback and build consensus.
  - Review the language of the protocol to assure it is easily understood with a high probability of clarity by all intended audiences.
5. Submit the new or revised protocol to [complianceandaudit@monroecc.edu](mailto:complianceandaudit@monroecc.edu). Institutional Compliance and Internal Audit Office will work with the President's Office to add the new or revised protocol to the President's Officers meeting agenda for review and approval by College Officers. The responsible executive will present the protocol to the College Officers and may ask the protocol author to attend.

Date reviewed at President's Officers meeting: \_\_\_\_\_

6. Upon approval by the College Officers, the new or revised protocol will be added to the [Policy website](#) by the Institutional Compliance & Internal Audit Office.
7. The responsible executive will communicate the new or revised protocol as appropriate with impacted groups.