Checklist for Creating a New Policy

Background

Review the Glossary of Terms located on the Policy website, to determine whether to create a policy, procedure or protocol. To create a new policy, proceed through this checklist.

Research

a) Consult with the policy division representative who will provide guidance throughout the process.

- Academic Services: Kelsey Bright (kbright3@monroecc.edu)

- Administrative Services: Darrell Jachim-Moore (djachim-moore@monroecc.edu)

- Diversity, Equity & Belonging: Shannon Glasgow (sglasgow@monroecc.edu)

- Economic & Workforce Development Center (EDIWS): Kristin Sine-Kinz (ksinekinz@monroecc.edu)

- Institutional Advancement: Karen Chin (kchin@monroecc.edu)

- Student Services: Ryan Messenger rmessenger@monroecc.edu)

b) Discuss the rationale for creating the new policy with the responsible College Officer. If the College Officer supports creating a new policy, the College Officer will inform the College President and identify.

Responsible executive: _____

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

Policy author: _____

(The policy author is responsible for completing this checklist)

College Officer consulted: _____

Date: _____

c) Prior to writing a new policy, identify and consult all key stakeholders (subject matter experts and related policy owners).

Key stakeholders consulted:

d) To write a new policy, use the policy template located on the [Policy website](#).

   Note: Template usage requires Adobe Acrobat Professional software. If you do not have the software contact complianceandaudit@monroecc.edu.

e) Distribute the new policy to the key stakeholders to provide feedback and build consensus.

   - Review the language of the new policy to assure it is understandable with a high probability of clarity by all intended audiences.

   - At this stage, the policy author may determine it is appropriate to develop an accompanying procedure. To write a new procedure, review the checklist located on the [Policy website](#).

f) E-mail the new policy and accompanying procedure (if applicable) to the Executive Director, Human Resources and Organizational Development, Chief Diversity Officer, Institutional Compliance Officer and Internal Auditor, and CFO/Vice President, Administrative Services to assess and review for compliance, legal and financial impact.

   Executive Director, Human Resources and Organizational Development

   Date reviewed: _____

   Chief Diversity Officer

   Date reviewed: _____

   Institutional Compliance Officer and Internal Auditor

   Date reviewed: _____

   CFO/Vice President, Administrative Services

   Date reviewed: _____

   Advise key stakeholders of compliance, legal, and/or financial concerns and recommended actions, *if any*.

   Note: The Faculty Senate and its Academic Policy Committee review all academic policies as part of the stakeholder review process. Academic-related policies move to the Review section after the Faculty Senate endorses the policy.

Review

a) Submit the new policy to complianceandaudit@monroecc.edu. The Institutional Compliance and Internal Audit Office will work with the President's Office to add the policy to the Executive Leadership Team (ELT) meeting agenda for review by College officers. The responsible executive will present the new policy to the College Officers and may ask the policy author to attend.

   Date reviewed at President's Officers meeting: _____

b) Institutional Compliance and Internal Audit will e-mail the revised policy to the shared governance leaders. Shared governance groups may invite the policy author to attend shared governance meetings to provide rationale for the proposed policy revision and answer questions.

   Note: Comments from shared governance groups go directly to the policy author during the 30-day college community review.

c) Upon approval, Institutional Compliance and Internal Audit will notify the college community. Notification will be via the *MCC Daily Tribune* and *Student Tribune*. The review process will automatically close at the end of the 30-day College community review.

d) The Institutional Compliance and Internal Audit Office will work with the author to write an executive summary of the comments received and provide responses to questions and concerns raised via the 30-day College community review.

   Note: Edits made to the new policy after the 30-day college community review must be incorporated in a redline version of the new policy to be included with the executive summary.

   The Institutional Compliance and Internal Audit Office will share the redline documents (if applicable) and the executive summary with the College community via the *MCC Daily Tribune and Student Tribune*, and submit the executive summary to the MCC Board of Trustees for a first read of the new policy.

e) The responsible executive (may ask the author) will attend the next scheduled MCC Board of Trustees meeting to provide the rationale for the new policy and respond to questions.

f) If changes are recommended or questions raised by the MCC Board of Trustees, the new policy will be returned to the policy author for further review and possible recirculation through the review process *(See Review)*.

g) If there are no recommended or questions raised by the MCC Board of Trustees, the Institutional Compliance and Internal Audit Office will prepare a resolution and the new policy will be voted on at the subsequent board meeting.

Board of Trustee Approval

Upon approval by the MCC Board of Trustees, Institutional Compliance and Internal Audit Office will add the new policy to the [Policy website](#).