

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.

1. Research

- a. Consult with the policy division representative who will provide guidance throughout the process.
- 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 (e.g., 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](#).

- 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 easily understood with a high probability of clarity by all intended audiences.
 - At this stage, the policy author may determine that an accompanying procedure should be developed. 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 Assistant to the President, Human Resources and Organizational Development, Chief Diversity Officer, Institutional Compliance and Internal Audit, and CFO/Vice President, Administrative Services to assess and review for compliance, legal and financial impact.

NOTE: The policy author may be contacted to answer questions.

Assistant to the President, Human Resources and Organizational Development

Date reviewed: _____

Chief Diversity Officer

Date reviewed: _____

Institutional Compliance and Internal Audit

Date reviewed: _____

CFO/Vice President, Administrative Services

Date reviewed: _____

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

2. Review

- a. Submit the new policy to the Executive Assistant to the President, who will add the policy to the President’s Staff meeting agenda for review by members of President’s Staff. The responsible executive will present the new policy to President’s Staff and may ask the policy author to attend.

Date reviewed at President’s Staff meeting: _____

- b. E-mail the new policy to the shared governance leaders. The policy author may be invited to attend shared governance meetings to provide rationale for the new policy and answer questions.

NOTE: Comments from shared governance groups should be provided directly to the policy author during the 30-day College community review.

- c. E-mail the new policy to the Assistant to the President, Strategic Initiatives for preparation of the 30-day College community review.

NOTE: When a new policy is open for review, the College community will be notified by the Assistant to the President, Strategic Initiatives via the *MCC Daily Tribune* and *Student Tribune*. The review of the new policy will automatically close at the end of the 30-day College community review.

- d. Write an executive summary of the comments received and provide responses to questions and concerns raised via the 30-day College community review. Submit to the Assistant to the President, Strategic Initiatives.

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 Assistant to the President, Strategic Initiatives 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. 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 2: Review*).
- g. If no changes are recommended or questions raised by the MCC Board of Trustees, the Assistant to the President, Strategic Initiatives 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, the new policy will be added to the [Policy website](#) by the President's Office.