

Glossary of Terms

Categories: The classification based on the subject matter. The categories include, Board of Trustees, Academic, Administration, Human Resources, Public Safety, Students, and Technology.

College Officers: College President and Vice Presidents.

Key stakeholders: Internal subject matter experts, and/or related policy owners.

Policy: The formal guidance needed to coordinate and execute activity throughout the institution. The policy helps to focus the attention and resources on high priority issues - aligning and merging efforts to achieve the institutional vision. Policies provide the operational framework within which the institution functions and are approved by the MCC Board of Trustees.

Policy division representative: The representative provides guidance on the creation, revision, and approval process for the policy, procedure, and protocol development.

Policy, Procedure, Protocol author: The individual designated by the responsible executive to write or revise the policy, procedure, and/or protocol.

Procedure: The operational processes required to implement an institutional policy. While procedures are always tied to policies, not every policy requires a procedure.

Protocol: The College-wide processes, (e.g., employee parking, college keys process) or established operational criteria, at an office or division level, that allow for no discretion in interpretation or implementation.

Responsible executive: College Officer or their appointed designee.

Revision:

Minor revision: Revisions that do not affect the basic requirements, principles, scope or intent of a policy, but instead consist of non-substantive or technical corrections, updates or clarifications. Minor revisions may include, substituting a new title or department name; adding a reference to a new regulation or guideline; re-ordering information for clarity; or inserting a definition.

Substantive revision: Revisions that introduce a significant change to the scope or consequence of a policy. Substantive revisions alter the underlying principles or intent of the policy, or significantly modify the requirements of the policy.

Shared Governance Leaders: The MCC [Shared Governance policy](#) recognizes five institutional constituencies within its shared governance framework.