



## Glossary of Terms

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**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.