

Colorado College Policy

Administration

PROCESS for REVISING an EXISTING COLLEGE POLICY

Overview

Below are the steps that Colorado College community members are asked to follow when proposing to **significantly/update or revise** an existing all-campus policy that would be placed on the college's [policy website](#).

The process outlined below **does not apply** to processes laid out in the Faculty Handbook that govern the faculty and academic programs of the college nor to Staff and Student Handbook changes. Please refer to the appropriate Vice President's office for process changes to the college's handbooks.

Also please note that for **minor changes, track one** should be followed as these will not go through the open comment period.

Steps for Revising an Existing Policy

Revisions to existing policies can follow two tracks.

- **Track one** pertains to simple updates like contact information, position titles, office names, etc.
- **Track two** pertains to substantive changes to the policy itself. Substantive changes involve how a policy is followed and experienced by college community members. Substantive changes can also result from changes to federal, state, and local regulations.

The process for the two tracks is outlined below.

Track One – simple updates

1. Using the current language of the policy that is on the website, create a Word file with tracked changes of the updates. A Word file of the current language can be by using the copy and paste function, highlight the entire policy on the web and copy, pasting the text in a blank Word file. Don't be concerned with the format of the text at this juncture.
2. Update the policy using the track-changes function within Word. Save the final version of the update using the name of the policy and today's date.

Colorado College Policy

Administration

PROCESS for REVISING an EXISTING COLLEGE POLICY

3. Email the Word file of the revised policy to operationalgovernance@coloradocollege.edu with “Policy Update” in the heading and request that the policy be updated on the website.
4. A member of the COO team will review the proposed changes and determine whether they are simple or substantive updates. If it is determined the changes are simple updates, they will update the website and save the new policy in Word format in the official policy folder maintained by their office. If it is determined the proposed changes are substantive, the policy owner will be asked to follow the steps listed below in Track Two.

Track Two – substantive changes

1. Follow steps outlined above in **Track 1** steps 1-3.
2. Vet the revised draft with divisional team members and representatives of the target audience for the policy as appropriate.
3. Once the revision is in its final draft form, send it to operationalgovernance@coloradocollege.edu with “Policy Name - Policy Update” in the Subject line.
4. Once the above steps have been completed, you will be directed by a member of the COO team to coordinate with your divisional Vice President and the Chief of Staff to bring the draft policy to the President’s Cabinet for their review and feedback.
5. New institution-wide policies or major revisions to an existing one must be submitted to the cabinet leader by **Week 2 of Block 2** to be included in the **Block 3** open comment period and by **Week 2 of Block 6** for the **Block 7** open comment period.
6. After the President’s Cabinet has reviewed, commented, and approved the draft to move forward, send the final policy to operationalgovernance@coloradocollege.edu with “Policy Name: Ready for 30-Day Comment Period” in the Subject Line.
7. The policy will be included in the Block 3 or Block 7 30-Day Comment period.
8. All materials – policy drafts, completed forms and tools, and any other references used in the policy preparation should be kept in Word file formats. If any groups/committees were consulted in the process, as well as the initial questions on the policy template, should also be documented and saved in a WORD only packet. No PDFs, please. All files are retained for documentation and the policy’s history and should be sent to operationalgovernance@coloradocollege.edu with “Policy Name documentation” in the Subject Line to be saved in a relevant TEAMS folder.
9. The 30-day open comment period process:

Colorado College Policy Administration

PROCESS for REVISING an EXISTING COLLEGE POLICY

- a. Policies (new and revised) that are open for community comment are posted on the “policy open for comment” TEAMS page.
- b. The files to be posted on the TEAMS page include the following –
 - i. PDF of the proposed revisions to the policy showing the tracked changes. If a complete rewrite of the policy was done, the proposed new policy and the old version of the policy are both posted to the TEAMS page.
- c. The 30-day open comment period is communicated to the campus community through weekly digest postings and the Work of the College Newsletter. It will always occur in **Block 3 and Block 7**. The 30-day rule is the minimum number of days.
- d. Comments and questions related to the new policy should be sent to operationalgovernance@coloradocollege.edu with and the policy name in the title. This information will be sent to the developer/owner (responsible party listed in the policy header). The policy developer is responsible for responding to all comments and questions received. The policy developer and administrator should retain copies of the emails received during the 30-day open comment period.
- e. After the comment period, the policy developer is responsible for incorporating any appropriate changes to the policy based on the comments and questions received from the community. After the policy developer has incorporated the feedback, they are to send the final version of the policy (in Word format) to operationalgovernance@coloradocollege.edu with “Final Policy Name ready to post” in the Subject Line.
- f. In the rare occasion that the comments and questions result in substantive changes to the proposed revisions, the final version of the revised policy is brought back to the President’s Cabinet for their final review and approval before posting the revised policy to the website.