

Adoption:	05/16/02
Revised:	05/12/21
Last Reviewed:	05/12/21 (AASC) 02/03/21 (SGC)
President Approved:	05/28/21
Next Review Date:	05/20/26
Authority:	MinnState Board Policy 1A.1
Custodian of Policy:	Vice President of Academic Affairs

IMPLEMENTATION PROCEDURE

Any Hennepin Technical College employee or student may identify an area where a need for policy development or revision exists and shall forward the need, in writing, to the president or designee. The designee for students will be their campus student senate's representatives on the policy committee, or Vice President of Student Affairs.

If it is determined that a policy is needed, the following procedure will be followed:

1. Custodian of Policy is Appointed

The President of the College will appoint a custodian for development or revision of a policy draft.

2. Drafting of Policy and Procedure

The custodian will develop a draft of the new or revised policy and present it to the Policy Committee for review.

Policies that are required by Minnesota State policy will be informational only as we cannot change system policy.

A separate procedure shall be developed that accompanies the policy. Subsequent changes to a procedure after the initial policy and procedure have been approved will be sent as informational only to stakeholders.

3. 30-day Review Period

Following initial approval from the policy committee, the policy will be posted for a 30-day review period. All college stakeholders will be able to provide feedback during this 30-day review period.

The custodian will gather the feedback and review it for consideration. The custodian will make any changes to the policy and bring it to the Policy Committee for review.

4. Policy Committee Approval

The Policy Committee will move the policy forward for review to Shared Governance (SGC) and/or Academic Affairs Standards Council (AASC).

5. Council Review

a. Shared Governance Council Review

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The custodian will present the new or revised policy and procedure for consideration to SGC, as agreed by MSCF and college administration.

The SGC will convey its recommendations to the chair of the Policy Committee and the custodian, who will report to Cabinet (executive leadership). The custodian will make note of any suggested changes and move the policy forward for final approval from Cabinet.

Changes suggested to a proposed policy or a decision by SGC to not recommend adoption of a policy will be incorporated into the Policy Committee's report to Cabinet that will accompany each policy.

b. Academic Affairs Standards Council Review

All Academic Policies and Procedures will be presented at AASC. The custodian will present the new or revised policy and procedure for consideration to AASC, as agreed by MSCF and college administration. The AASC will convey its recommendations to the chair of the Policy Committee and the custodian. Changes to a proposed policy or a decision by AASC to not recommend adoption of a policy will be incorporated in the Policy Committee's report to Cabinet that will accompany each policy.

6. Cabinet Review

The Custodian and/or Policy Committee Chair will present the policy and all feedback from stakeholders and AASC or SGC to the Cabinet for consideration. Cabinet will decide whether to accept the policy as written, adopt the recommendations of AASC or SGC, or they may resubmit the policy to the Policy Committee for further consideration and potential revisions.

7. President Approval

President approves, rejects, or modifies and notifies Policy Chair of decision, and policy returns to the policy committee. The appropriate council is notified. The President will sign off on the official policy approval form.

8. Posting of Policy and Procedures

Upon approval all policies and procedures will be posted on the HTC website. Policies shall include adoption date, revised date, and last review date.

9. Notification to Stakeholders

The Policy Committee Chair will notify all stakeholders via email of newly approved policies.