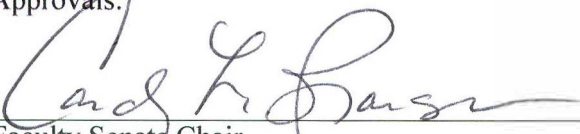




Kapi 'olani Community College  
 K 1.100 Policy on the Policy Development Process

As this policy forms the basis for all other policy development, all reviewing bodies have signed to indicate approval of the process. Other policies developed by this process will require only the Chancellor's signature.

Approvals:

 9/29/17  
 Faculty Senate Chair Date

 09.28.17  
 Student Congress President Date

 10/02/17  
 Staff Council Chair Date


 10/16/17  
 Kalāupani Chair Date

 9.29.17  
 Vice Chancellor for Academic Affairs Date

 10/2/17  
 Vice Chancellor of Administrative Services Date

 9/27/17  
 Vice Chancellor for Student Affairs Date

 9/28/17  
 Dean, Office of Community & Continuing Education Date

 10/18/17  
 Chancellor Date

Policy Number: K1.100  
Approved Date: September 26, 2017  
Review Date: September 26, 2022

## **Kapi'olani Community College**

### **Policy on the Policy Development Process**

#### **I. Introduction**

This Policy on the Policy Development Process provides the framework and procedures for developing new or revised policies for Kapi'olani Community College. This policy supports the College's core value of Kūpono, specifically institutional integrity, by promoting a culture of continuous improvement to open pathways to student success and productive futures. This policy allows for organized involvement of all appropriate governing bodies in the development and maintenance of college policies.

#### **II. Related Policies and Documents**

- A. Board of Regents' (BOR) Policy Section 1-10, Faculty Involvement in Academic Decision- Making and Academic Policy Development  
<http://www.hawaii.edu/offices/bor/policy/borpchl.pdf>
- B. University of Hawai'i (UH) Executive Policy E1.101 Implementation and Maintenance of Regents Policy on Faculty Participation in Academic Decision-Making and Academic Policy Development  
<http://www.hawaii.edu/svpa/ep/e1/e1101.pdf>
- C. University of Hawai'i (UH) Executive Policy E1.201 Faculty Involvement in Academic Policy  
<http://www.hawaii.edu/svpa/ep/e1/e1201.pdf>
- D. Process for New or Changes to the University of Hawai'i Community Colleges (UHCC) Academic Policies, revised 10/29/12  
[http://uhcc.hawaii.edu/OVPCC/policies/docs/Academic\\_Policy\\_Flowchart\\_10-29-12.pdf](http://uhcc.hawaii.edu/OVPCC/policies/docs/Academic_Policy_Flowchart_10-29-12.pdf)

#### **III. Policy Objectives**

- A. Provide clear direction for the process of developing and maintaining College policies.
- B. Promote participatory governance by allowing all appropriate governance bodies to review and approve policies and procedures that involve more than one administrative unit policies.
- C. To establish a process that promotes effective and timely policy development and review.

#### **IV. Procedures and Responsibilities**

Any time a policy is rejected or changes are recommended, the policy is returned to the Proposer to implement the changes and re-submit the policy for approval.

**V. Definitions**

A. Policy

A policy is a statement of intent and is implemented as a procedure or protocol. Policies are recommended by the Chancellor's Advisory Council (CAC) and approved by the Chancellor. Policies in the form of resolutions may come from the Authorized Governance Organizations (AGOs): Faculty Senate, Student Congress, Staff Council and Kalāualani. However, not every resolution is a policy. Resolutions that are not policies will not go through the approval process outlined below.

B. Proposer

The office, subject-matter-expert, or individual responsible for the policy implementation or oversight initiates and drafts the new or revised policy using the Kapi'olani CC policy template (Attachment A). The proposer will research applicable governing policies from the Board of Regents, University of Hawai'i, and University of Hawai'i Community College; research similar college policies and their effects; research best practices; and submit the policy through the approval process.

C. Vice Chancellor for Academic Affairs (VCAA), Vice Chancellor of Administrative Services (VCAS), Vice Chancellor for Student Affairs (VCSA) and/or Dean of the Office of Community and Continuing Education (OCCE)

The VCAA, VCAS, VCSA and/or Dean of OCCE discuss the new or revised policy and offer feedback. The VC for Academic Affairs reviews all academic policies, the VC of Administrative Services reviews non-academic policies, the VC for Student Affairs reviews policies for student affairs, and the Dean of OCCE reviews all community and continuing education policies in consultation with the AGOs. Some policies may require feedback from more than one program administrator.

D. Authorized Governance Organizations (AGOs) - Faculty Senate, Student Congress, Staff Council and Kalāualani

The AGOs will review the new or revised policy and offer feedback to the Proposer or VCAA, VCAS, VCSA and/or Dean of OCCE.

E. Chancellor's Advisory Council (CAC)

The Chancellor's Advisory Council reviews and recommends all policies to the Chancellor for approval.

F. Chancellor

The Chancellor reviews and approves all policies.

**VI. Dissemination of New Policy**

Once approved by the Chancellor, the policy is placed on the Kapi'olani Community College policy website. Electronic copies of the new policy are distributed to stakeholders on campus.

**VII. Policy Review**

Policies should be reviewed every five years or sooner, if necessary.

**VIII. Related Documents**

- A. Attachment A: Kapi'olani Community College Policy Template
- B. Attachment B: Kapi'olani Community College's Process for Developing New or Revised Policies – Flow Chart

## K1.100 Kapi'olani Community College Policy on the Policy Development Process

### Attachment A

#### **Kapi'olani Community College Policy Template**

*This template is a general guideline to use for the development of new or modified policies. Some policies may require additional or omitted sections.*

**Policy Number:** Policy number to align with BOR, UH, and UHCC policy numbers, whenever possible.

**Approved Date:** Date the policy is approved by the Chancellor.

**Review Date:** Review date should be five years or sooner from the approved date.

#### **Kapi'olani Community College Policy Title**

##### **I. Introduction**

Provide a brief summary and introductory statement to the policy.

##### **II. Related Policies**

List related Board of Regents, University of Hawai'i, and University of Hawai'i Community Colleges policies.

##### **III. Policy Objectives**

Policy objectives should be listed here in clear and direct language.

##### **IV. Procedures**

Describe how the policy is to be implemented. The actions included here should clearly describe the process for accomplishing tasks governed by this policy. Include applicable guidelines for accomplishing tasks and definitions that support the policy. Procedures may alternatively or additionally be attached as a related document.

##### **V. Responsibilities**

Identify titles of person(s) who will be responsible for the execution of actions required by this policy and specifically define those actions. This section may be combined with the Procedures section.

##### **VI. Approval**

The Chancellor approves all policies. The approved policy will be placed on the Kapi'olani Community College policy website page. Electronic copies of the new policy will be distributed to stakeholders on campus.

##### **VII. Evaluation**

Each policy will be evaluated for its effectiveness on a regular basis.

**Attachment B**

**Kapi'olani Community College's Process for Developing New or Revised Policies**

**Flow Chart**

Any time a policy is rejected or changes are recommended, the policy is returned to the Proposer to address the recommendations and re-submit the policy for approval.

