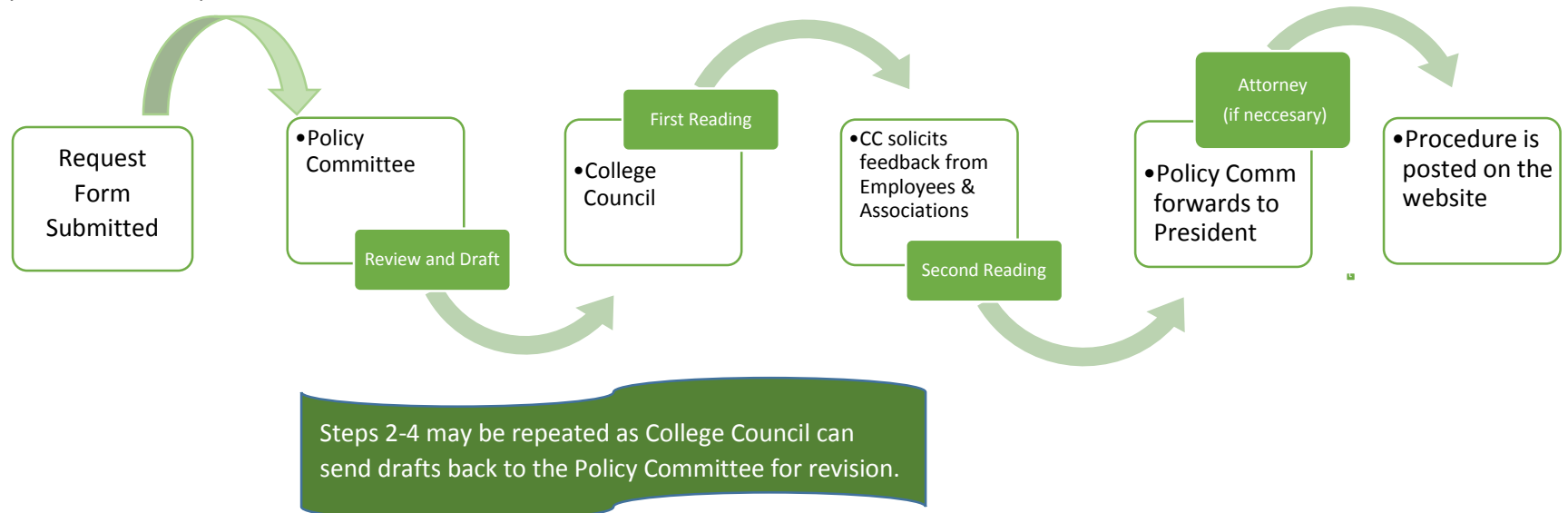


UCC Administrative Procedure Approval Process

Below is the process used at Umpqua Community College for Administrative Procedure proposals, modifications, decommissions and reviews. The UCC Board of Trustees may circumvent this process if circumstances call for immediate action.



Administrative Procedure Process

1. Additions and modifications to administrative procedures may be requested by submitting a request form to the Policy Committee (PC) chairperson. Procedure proposals may be submitted for current board policy or concurrently with proposed board policy.
2. PC will review the request and draft procedure to determine if it deems further consideration*. Committee members will revise, edit, or draft procedure wording based on feedback from internal and external sources, stakeholders, and the people who will be responsible for implementing and enforcing policy.
3. PC will submit a draft procedure to College Council for feedback and review. Between the first and second reading, College Council will send out the draft to employee groups and association chairpersons with a deadline for feedback. College Council will consolidate the feedback and report at second reading.
4. College Council may ask the PC to revise the draft based on feedback received, they may pass the draft procedure on the second reading, or the draft procedure may die for lack of support. Steps 2-4 may be repeated as needed.
5. Upon approval from College Council, PC forwards the draft procedure to the president. The president may request that the draft procedure be submitted to the college's attorney.
6. Once the procedure is approved by College Council (and reviewed by the college's attorney if applicable), the draft becomes official administrative procedure. PC or designee posts the approved policy on the college's website.

*Appeals may be made to the president regarding requests that are not approved for further consideration.