

UCC Policy Committee Purpose and Definitions

The UCC Policy Committee develops and carries out a process for additions, modifications or decommissions of College Board Policies and Administrative Procedures. This group also communicates the process to the campus community, standardizes the language and style of written policies, and maintains a history of policy development and review.

Board Policies

Board Policies are a type of institutional policy that provides direction for operations, administration, and college programs. A board policy generally has one or more of the following characteristics:

- Broad application
- Manages institutional risk
- Enhances the college's mission
- Ensures compliance with applicable laws and regulations
- Promotes operational efficiency

Administrative Procedure

Administrative Procedure is the written process used in carrying out a Board Policy. These procedures are meant to establish efficiency, consistency, responsibility, and accountability. These procedures are listed next to the corresponding Board Policy on the UCC website.

Departmental Policies

Departmental Policy provides direction for employees, students, or processes within an office, department, organization or other subset within the college. The definition of Board Policy differs from Departmental Policy and is not included in the charge of the policy committee.

Policy Committee Responsibilities for Board Policy and Administrative Procedures

- Review requests for additions, modifications or decommissions
- Review, edit, or write policies and procedures in consultation with internal and external sources, stakeholders, and people who will be responsible for implementing and enforcing them
- In cooperation with College Council, distribute draft policies and procedures to the wider college community for feedback
- Ensure draft policies follow the established review process
- Set and maintain a timeline for review of current policy and procedure

Policy Committee Membership and Reporting

The President appoints members to the Policy Committee for a two-year term. One member of each employee group rotates on/off annually. The Committee shall consist of:

Chairperson, Faculty (2), Classified Staff (2), Administrators (2), Students (s) and ex officio: Vice Presidents, HR Director A quorum is four voting members. The chairperson may break a tie.

The UCC Policy Committee reports to College Council. Draft policy and procedures are forwarded to this group for distribution and feedback.