**Final Policy Review Process**

In support of continuous quality improvement and to ensure compliance with Accreditation Standards, the college will implement the following policy review process. The process will need to be completed before the next accreditation comprehensive evaluation in spring of 2016.

A set timeline has been established to ensure a thorough review and revision of all COM-FSM policies and procedures.

Policies will need to be reviewed by vice presidents (VP) before each Board of Regents (BOR) meetings. Dates are provided on the timeline below. There are eight Board of Regents meeting before spring of 2016.

**Process:**

VPs will identify the total number of policies in their department and categorize policies in these following sections:

1. Needing Revision:

* Policies needing revisions will be made by the respective VP and sent to appropriate committee (s) for review and comments. Revised policies will be sent to the Executive Committee (EC) for review and endorsement. Policies endorsed by EC will be sent to BOR for review and approval for each meeting through 2016.

2. Needing No Revision:

* Policies requiring no revision will be reviewed by BOR through spring of 2016.

3. Obsolete To Be Eliminated:

* Policies have no applicability to the college operations will be reviewed by BOR through spring of 2016.

4. Policies Are Not Truly Policies:

* Policies identified as procedures will be reviewed by BOR through spring 2016.

**Target:**

* In preparation for the BOR March meeting, VPs will submit a slate of policies in categories 2, 3, and 4 for BOR review and endorsement.
* For the remaining BOR meetings, VPs will submit revised policies for review and approval for each meeting through 2016.

Standing Committees should have reviewed revised policies before submitting them to President’s Executive Assistant for inclusion in the BOR Agenda. Dates are provided in timeline below.

All approved policies by BOR will be scanned, and saved on an electronic folder by administrative assistants to respective VPs to reflect the new policy template. This should be completed before the next BOR meeting. Dates are provided in timeline below.

VPs will be responsible to ensure revised policies for their areas are posted to the website.

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| --- | --- | --- | --- | --- |
|  | **COM-FSM Policies and Procedures Timeline** | | |  |
| **March 2014** | |  | **March 2015** | |
| EC Meeting for review | February 6, 2014 |  | EC Meeting for review | February 6, 2015 |
|  | February 20, 2014 |  |  | February 20, 2015 |
|  |  |  |  |  |
| Submission to Norma for BOR agenda | March 7, 2014 |  | Submission to Norma for BOR agenda | March 7, 2015 |
|  |  |  |  |  |
|  |  |  |  |  |
| BOR review: | March 21, 2014 |  | BOR review: | March 21, 2015 |
|  |  |  |  |  |
|  |  |  |  |  |
| **May-14** | |  | **May-15** | |
| EC Meeting for review | April 3, 2014 |  | EC Meeting for review | April 3, 2015 |
|  | April 17, 2014 |  |  | April 17, 2015 |
|  | May 1, 2014 |  |  | May 1, 2015 |
|  |  |  |  |  |
| Submission to Norma for BOR agenda | May 2, 2014 |  | Submission to Norma for BOR agenda | May 2, 2015 |
|  |  |  |  |  |
| BOR review | May 19, 2014 |  | BOR review | May 18, 2015 |
|  |  |  |  |  |
|  |  |  |  |  |
| **Aug-14** | |  | **Aug-15** | |
| EC Meeting for review | May 29, 2014 |  | EC Meeting for review | May 29, 2015 |
|  | June 12, 2014 |  |  | June 12, 2015 |
|  | June 26, 2014 |  |  | June 26, 2015 |
|  |  |  |  |  |
| Submission to Norma for BOR agenda | August 1, 2014 |  | Submission to Norma for BOR agenda | August 1, 2015 |
|  |  |  |  |  |
| BOR review | August 18, 2014 |  | BOR review | August 18, 2015 |
|  |  |  |  |  |
|  |  |  |  |  |
| **Dec-14** | |  | **Dec-15** | |
| EC Meeting for review | September 4, 2014 |  | EC Meeting for review | September 4, 2015 |
|  | September 18, 2014 |  |  | September 18, 2015 |
|  | October 2, 2014 |  |  | October 2, 2015 |
|  | October 16, 2014 |  |  | October 16, 2015 |
|  | October 30, 2014 |  |  | October 30, 2015 |
|  |  |  |  |  |
| Submission to Norma for BOR agenda | November 14, 2014 |  | Submission to Norma for BOR agenda | November 14, 2015 |
|  |  |  |  |  |
| BOR review | December 1, 2014 |  | BOR review | December 7, 2015 |

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