

SAN ANTONIO COLLEGE COLLEGE PROCEDURES

Procedure Number: A. 1

Procedure Title: Development of College Procedures

Relevant Board Policy: B.5.3 – Board Policies

Originating Unit: Office of the President

Maintenance Unit: Office of the President

I. Purpose: This document sets out the format and process to be followed in the development, revision and deletion of San Antonio College procedures.

II. Procedure Statement:

A. Originating a Procedure

1. A college procedure may originate within any college unit, group or office specifically designated by the President. When a procedure is identified that could improve college operations or outcomes, the originating unit, group or office head will discuss the procedure with the appropriate Dean, Director or Vice President and will produce a draft version of the procedure. The draft will be written in the format specified in Appendix A and labeled “Draft.” The most appropriate unit or office will be determined and designated by the College Executive Team (CET) as the area responsible for maintaining and updating the procedure as needed.
2. The originating unit, group or office head will submit the drafted procedure to all affected units for their comments, which will then be considered and incorporated into or appended to the draft as appropriate.
3. The Dean, Director or Vice President will send the revised draft procedure to the CET for review and comment.
4. In accordance with shared governance and as appropriate, the revised or original draft procedure will be sent to the Leadership Team, the Strategic Quality Enhancement Team, Staff Council, Faculty Senate, Adjunct Faculty Council, Joint Chairs, Student Success Council and/or other groups for review, comment and/or a vote, as determined by the President.
5. The draft procedure will then be sent to College Council for review, comment and, if appropriate, a vote.
6. If the adopted procedure is approved by the College President, it will be distributed as approved by the President’s Office and will become operational as of the date of approval.
7. Upon adoption of the approved procedure, the President’s office will log its arrival and assign it a number. Numbers will be assigned sequentially within the relevant college area of emphasis, as listed below:

Area Code

Administration A

Business B

Facilities F

Instruction I

Learning Resources L

Personnel P

Student Services S

8. The President's Office will inform the college at large of any new procedure via a SAC-EMPLOYEE email.

B. Revising Existing Procedure

1. Revisions shall be understood to constitute a change or clarification in meaning, intent or process. When an existing procedure is found to be inadequate to meet current needs, the originating unit, group or office head will discuss the shortcomings of the procedure with the appropriate Dean, Director or Vice President, and will produce a revised draft procedure. The revised procedure will be written in the format specified in Appendix A of this document and labeled "Draft." If the appropriate home office or unit for maintaining and updating the procedure has not been assigned, it will be identified and designated as the responsible unit.
2. Revised drafts of existing procedures will follow the steps outlined in section A, 2-7.
3. Revised procedures will keep their existing number.
4. The President's Office will inform the college at large of any revised procedure via a SAC-EMPLOYEE email.

C. Deletion of Existing Procedure

1. When an existing procedure is identified by any affected unit, office or group as no longer applicable or effective, the affected unit, office or group will notify the CET of their concerns. The CET will notify the appropriate maintenance unit to send the current version of the procedure to the CET for review.
2. The CET will evaluate the existing procedure and send its recommendation to affected parties as well as the Leadership Team, the Strategic Quality Enhancement Team, Staff Council, Faculty Senate, Adjunct Faculty Council, Joint Chairs, Student Success Council and/or other groups for further consideration, as determined by the President.
3. The proposed deletion of the existing procedure will then be sent to College Council for deliberation and approval.
4. If the proposed and approved deletion of the existing procedure is approved by the College President, the procedure will cease to be operational as of the date of approval. The procedure will

then be removed from the college procedures manual (hard copy and electronic versions) and the appropriate college personnel or offices will be notified of the change, including:

- a. San Antonio College Library
- b. Staff members designated to maintain the electronic editions of the procedures manual.
- c. The college at large via a SAC-EMPLOYEE email.

D. Two hard-copy binders containing all current college procedures (referred to as the San Antonio College Procedures Manual) will be maintained, one in the President's office and one at the San Antonio College Library. An electronic version of the complete manual will also be maintained by college staff members who are specifically designated by the President, and made available on the college website.

E. All College procedures will be reviewed at least once every five (5) years. In order to expedite this review process, the following steps will be followed:

1. The adoption date of all new and revised College procedures will be recorded by the CET and scheduled for a five year review by all affected parties, as well as College Council.
2. The affirmation, revision or deletion of any college policy under review shall be subject to the criteria established in the preceding sections.

Attachment: College Procedure Template

Originator: N/A

Date Approved: 2/14/2012

Signed: /Robert E. Zeigler,/ President

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COLLEGE PROCEDURES**

Procedure Number:

Procedure Title:

Relevant Board Policy:

Originating Unit:

Maintenance Unit:

I. Purpose: The purpose of this line of the procedure template is to show the purpose of the procedure.

II. Procedure statement:

If there is prefatory or background information relevant to the procedure, it could be placed here as an unnumbered paragraph in the outline, with actual steps of the procedure beginning with "A." below.

A. First component of Procedure Statement

1. First subcomponent of Procedure Statement

a. First sub-subcomponent of Procedure Statement

b. Second sub-subcomponent of Procedure Statement

2. Second subcomponent of Procedure Statement

B. Second component of Procedure Statement

C. Etc.

Attachments:

Originator:

Date Approved:

Signed: _____, President