Colorado College
Policy Administration

NEW POLICY CREATION PROCESS

Overview
Below are the steps and questions that Colorado College community members are asked to contemplate when proposing to create a new all-campus policy that would be placed on the college's [policy website](#).

The process outlined below does not apply to processes laid out in the Faculty Handbook that govern the faculty and academic programs of the college. The process below also **does not apply** to Staff and Student Handbook changes. Please refer to the appropriate Vice President's office for process changes to the college's handbooks.

Policy versus Procedure versus Process
For new policy development, the following definitions will be used to describe the difference between a Policy, a Procedure, and a Process.

- A **Policy** articulates requirements and expectations for behavior, actions, and activities of the college community. A Policy may require or prohibit an action, support compliance with applicable laws and regulations, and/or mitigate risk.

- **Procedures** offer guidance on the practices and processes adopted to support and operationalize the policy. Procedures document a course of action, outline sequence of events, offer transparency, consistency, and fairness to achieve the desired outcome of the policy, and should be informed by evidence-based research. Policies may or may not include procedures.

- **Processes** are a series of tasks and activities that produce an outcome. Processes can also be step-by-step detailed instructions to implement or follow a Procedure. Policies and Procedures within a Policy may or may not include processes.

  To further clarify – a process is the action of 'baking' a cake; a procedure is the recipe on how to do it.

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<u>Policy Development Steps</u>

Initial questions to answer –
   a. What problem are you trying to solve with creating the new policy? What is the overall goal/purpose of creating a new policy? What is the identifiable need for the policy?
   b. Is a new policy the solution to the problem, or would formalizing and documenting a college process solve the issue?
   c. Is there already an existing policy that would solve the issue by modifying the existing policy versus creating a new one?
   d. Has your supervisor and your division's Cabinet member verbally authorized to move forward with proposing to create a new college policy?

The answers to the above questions should be documented and saved as part of the policy development process and shared with the appropriate parties along the development process.

Steps to develop a new policy

   1. Draft the policy using the college's [New Policy Template](#).
   2. Vet the draft with divisional team members, members of the [ADEI Leadership team](#), and representatives of the target audience for the policy as appropriate for each policy.
   3. Once drafted, complete the Policy-Procedure-Practice Comprehensive Equity Analysis Tool or the Equity Impact Analysis form. All questions in either tool must be filled in, even if the answer is not applicable (N/A). Questions on completing the tool and form can be sent to the [ADEI Leadership Team](#). The completed tool and form should be saved and become part of the proposed New Policy packet of materials. The College's Policy Administrator will review the use of the tool for equity considerations and quality assurance
   4. Once the above steps have been adequately followed, you will be directed by the Policy Administrator to coordinate with the divisional Vice President and the Chief of Staff to bring the draft policy to the President's Cabinet for their review and feedback
   5. After the President's Cabinet has reviewed, commented, and approved the draft to move forward, coordinate the campus 30-day open comment period with the college's Policy Administrator.
   6. The 30-day open comment period should consider community members' schedules and the campus calendar. For example, policies impacting faculty or students cannot have their 30-day open comment period over the summer, winter, or spring breaks.
   7. All materials – policy drafts, completed forms and tools, and any other references used in the policy preparation should be kept in Word file formats. If any groups/committees were consulted in the process, as well as the initial questions on the policy template,

should also be documented and saved in the packet. No PDFs, please. All files are retained for documentation and the policy's history by the college's Policy Administrator.

8. The 30-day open comment period process:
    a. Polices (new and revised) that are open for community comment are posted on the "policy open for comment" [webpage](#).
    b. The files to be posted on the webpage include the following –
        i. PDF of the proposed new file
    c. The 30-day open comment period is communicated to the campus community through weekly digest postings. The digest postings are managed by the college Policy Administrator. The 30-day rule is the minimum number of days.
    d. Comments and questions related to the new policy, through the website, are directed to both the college Policy Administrator and the policy developer/owner (responsible party listed in the policy header). The policy developer is responsible for responding to all comments and questions received. The policy developer and administrator should retain copies of the emails received during the 30-day open comment period.
    e. After the comment period, the policy developer is responsible for incorporating any appropriate changes to the policy based on the comments and questions received from the community. After the policy developer has incorporated the feedback, they are to send the final version of the policy (in Word format) to the college Policy Administrator for posting to the college's Policy & Compliance website.
    f. In the rare occasion that the comments and questions result in substantive changes to the proposed policy, the final version of the policy is brought to the President's Cabinet for their final review and approval before posting the policy to the website.

9. After the policy is posted to the college's website, the college's Policy Administrator notifies the policy developer/responsible party that it has been posted. The Administrator then ensures all files related to the policy development are saved in the policy records for reference and policy history. Every college policy has its own network folder within the overall policy network "folder." The college's Policy Administrator is responsible for retaining all documents related to college policies.