Colorado College
Policy Administration

PROCESS for REVISING an EXISTING COLLEGE POLICY

Overview
Below are the steps that Colorado College community members are asked to follow when proposing to/**update or revise** an existing 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.

Steps for Revising an Existing Policy

Revisions to existing policies can follow two tracks.

- Track one pertains to simple updates like contact information, position titles, office names, etc. Track two pertains to substantive changes to the policy itself.
- Substantive changes involve how a policy is followed and experienced by college community members. Substantive changes can also result from changes to federal, state, and local regulations.

The process for the two tracks is outlined below.

Track One – simple updates

1. Using the current language of the policy that is on the website, create a Word file with tracked changes of the updates. A Word file of the current language can be obtained in two ways. One, using the copy and paste function, highlight the entire policy on the web and copy, pasting the text in a blank Word file. Don't be concerned with the format of the text at this juncture. The second way of obtaining a Word copy of the current language is to contact the college's Policy Administrator, who maintains the official college records of all policies.
2. Update the policy using the track-changes function within Word. Save the final version of the update using the name of the policy and today's date.
3. Email the Word file of the revised policy to the Policy Administrator and request that the policy be updated on the website.
4. The Administrator will review the proposed changes and determine whether they are simple or substantive updates. If the Administrator determines the changes are simple updates, they will update the website and save the new policy in Word format in the

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official policy folder maintained by their office. If the Administrator determines the proposed changes are substantive, the policy owner will be asked to follow the steps listed below in Track Two.

Track Two – substantive changes

1. Follow steps outlined above in **Track 1** steps 1-3.
2. Vet the revised draft with divisional team members, members of the ADEI Leadership Team, and representatives of the target audience for the policy as appropriate.
3. Once the revision is in its final draft form, 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 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 revisions to the policy showing the tracked changes. If a complete rewrite of the policy was done, the proposed new policy and the old version of the policy are both posted to the open-comment website.
   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.

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      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 revisions, the final version of the revised policy is brought back to the President's Cabinet for their final review and approval before posting the revised 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.