

Piedmont Community College
Policy Review Process Overview

Step 1	A copy of all current policies will be available in the <i>PCC Policies</i> OneDrive folder (MM). When slated for review, MM will navigate to the <i>Monitoring Authority</i> subfolder, and then the <i>Microsoft Word</i> folder to access a copy of the policy for editing. The first step upon opening the file is to save the file with a new name using the following naming convention: policynumber_policyname_year_review (e.g., 1.4_governance_2021_review).	
Step 2	MM will review and, if necessary, make routine revisions (e.g., job title changes), check all links for accuracy, and prepare for review group. When the policy edits are completed and all MAs have approved the proposed revisions, the draft will be placed in the <i>Pending Committee Approval</i> folder for approval by the assigned standing committee, if applicable.	When review is complete, MM will review the format for accuracy and make a note when definitions are added or edited for the glossary.
Step 3	Once approved by standing committee, MM will send to EC for review and have it added to the EC consent agenda. MM will place the policy in the <i>Pending EC Approval</i> folder.	
Step 4	The EC will review policies as needed and may approve a new or revised policy as submitted or with additional revisions or may refer the policy back to the MA/review group for additional revisions. Once approved, the policy will either be moved to the <i>Pending Board Approval</i> folder or be posted.	Only changes to policy title or policy statement trigger BOT approval.
Step 5	Policies approved by EC which require BOT approval will be placed in the <i>Pending Board Approval</i> folder and will be sent to the Administrative Assistant to be included in the appropriate BOT sub-committee agenda and will be added to the full Board Agenda by LA. Policies which do not require BOT approval will be posted on the College website (MM).	
Step 6	The Board may approve a new or revised policy as submitted or with additional revisions or may refer a policy back to the Executive Council for additional revision. If approved, the policy will be posted (MM). If not approved, the policy will be moved back to the EC folder for further revision.	

Legend

Key Staff

for

Policy Review

Board of Trustees (BOT): The College's governance body.

Executive Council (EC): The College's leadership team.

Lisa Ashley (LA): Executive Assistant to the President & Board of Trustees

Dr. Michele Mathis (MM): Director, Research and Institutional Effectiveness; Policy Review Coordinator.

MA: Monitoring Authority (varies with each policy)

All policies should be reviewed and updated as needed, and at a minimum of once every three years.

A PDF copy of each approved policy will be maintained in the *Current Policies* subfolder of the *Monitoring Authority* folder and posted to the proper section of the College Policies and Procedures webpage. Old policy versions and policies approved for deletion will be moved to the *Archived Policies* folder in the *Monitoring Authority* folder. Once updated policies are posted, MM will send an email to "PCC All Users" to notify the college community of the updates.