

Piedmont Community College
Policy Review Process

<p>Step 1</p>	<p>A copy of a policy to be reviewed will be available in the <i>PCC Policies</i> OneDrive folder. Monitoring Authorities (MA) should 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: <i>polycynumber_ polycynumber_year_review</i> (e.g., <i>1.4_governance_2021_review</i>).</p>	<p>When review is complete, MA will notify Lisa Cooley (LC) to review the format for accuracy.</p>
<p>Step 2</p>	<p>LC will review and, if necessary, make revisions to the policy format. When the policy meets the standard, it will be placed in the <i>Pending Committee Approval</i> folder for approval by the assigned standing committee, if applicable.</p>	<p>Once approved by standing committee, the MA will notify LC of any revisions and ask to have it added to the Executive Council (EC) agenda. LC will place the policy in the <i>Pending EC Approval</i> folder.</p>
<p>Step 3</p>	<p>The EC will review policies on the first and third meetings of the month (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 for additional revisions. Once approved, the policy will either be moved to the <i>Pending Board Approval</i> folder or be posted.</p>	<p>Only changes to policy title or policy statement trigger BOT approval.</p>
<p>Step 4</p>	<p>Policies approved by EC which require BOT approval will be placed in the <i>Pending Board Approval</i> folder and will be added to the Board Agenda by Felicia Holt. Policies which do not require BOT approval will be sent by LC to Lisa Palmer for posting on the College website.</p>	
<p>Step 5</p>	<p>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 sent by LC to Lisa Palmer to be posted. If not approved, the policy will be moved back to the EC folder for further revision.</p>	

Legend

Key Staff
 for
 Policy Review

MA: Monitoring Authority (Varies with Policy – all are President’s direct reports)

Lisa Cooley (LC): Assistant to the President / Faculty

Felicia Holt: Executive Assistant to the President & Board of Trustees

Lisa Palmer: Institutional Researcher (College Policies and Procedures webpage manager)

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 (Lisa Palmer). Old policy versions and policies approved for deletion will be moved to the *Archived Policies* folder in the *Monitoring Authority* folder.