



Minnesota
STATE COLLEGES
& UNIVERSITIES

DRAFT

ACADEMIC & STUDENT AFFAIRS DIVISION

POLICY AND PROCEDURE DEVELOPMENT
AMENDMENT AND REPEAL PROCESSES

MINNESOTA STATE COLLEGES
AND UNIVERSITIES

Office of the Chancellor
Academic and Student Affairs Division

1/7/03; Revised 12/8/04; 1/12/05; 4/6/05; 11/19/07; 9/18/08

Introduction

The Academic and Student Affairs Division (A&SA) within the Minnesota State Colleges and Universities (MnSCU) Office of the Chancellor manages the development, amendment, repeal and approval of A&SA policies and procedures classified under chapters two and three of the Board of Trustees Policy web site www.mnscu.edu. The process used by the A&SA division to develop, amend and repeal A&SA policy and procedure is described in this document. The Minnesota State Colleges and Universities Board of Trustees has sole authority to establish board policy that guides the operation of the system. Policy action requires two readings by the Board of Trustees; however, the board may suspend its rules and take action on a policy after one reading.

Anyone who would like to be added to the A&SA policy review and comment mailing list should contact Kathy Weersma at Minnesota State Colleges and Universities, Wells Fargo Place, Suite 350, 30 7th Street East, St. Paul, MN 55101-7804; phone 651/296-3874 or kathy.weersma@so.mnscu.edu. Questions about this document should be directed to Mike López, associate vice chancellor for student affairs at mike.lopez@so.mnscu.edu or to the address noted above.

Policy Identification and Drafting Process

1. **Requests to Undertake Policy Work:** Requests for proposed new policy and amendment to or repeal of existing policy (chapters two and three of Board of Trustees policy) may be initiated by anyone by submitting a request to Mike López, associate vice chancellor for student affairs, Minnesota State Colleges and Universities, Wells Fargo Place, Suite 350, 30 7th Street East, St. Paul, MN 55101-7804 or mike.lopez@so.mnscu.edu. Please copy Kathy Weersma on e-mail requests to Mike López regarding policy work.
2. **Recommendation by the Senior Vice Chancellor:** Requests for proposed new policy and amendment to or repeal of existing policy are reviewed by an office of the chancellor A&SA policy development work group. This work group of A&SA staff submits a recommendation on proposed action on each policy request to the senior vice chancellor for Academic & Student Affairs.

After review of the recommendations, the senior vice chancellor determines which policy actions will be addressed, and the decisions are incorporated into the annual Academic and Student Affairs Policy and Procedure Work Plan as noted in item three that follows. A notice of the decision regarding policy work for the fiscal year is sent to each individual who submits requests for policy action.

3. **A&SA Policy Work Plan:** An annual academic & student affairs (A&SA) policy work plan is developed which addresses proposed amendments, repeals, and development of new policy and procedure. The A&SA Policy Work Plan is reviewed by multiple system groups including the faculty associations, student associations, Academic & Student Affairs Policy Council, Academic and Student Affairs Advisory Council, the chancellor's cabinet, and the leadership council. Comments and proposed changes to the policy work plan may be submitted by any of the groups identified or by any individual. This work

plan is revised periodically to reflect changes in time lines, scope and focus of policy/procedure work, and/or staff assigned.

4. **A&SA Staff Assignment:** An office of the chancellor A&SA staff member is assigned to lead work for a specific policy/procedure topic identified in the A&SA work plan. This staff member researches the policy issue, convenes advisory constituent groups as needed to assist in the policy development work, prepares drafts of the proposed policy, reviews drafts with various constituent groups, proposes resolution of controversial issues, responds to comments received from constituent groups and individuals, prepares summaries of comments received as a result of the review and comment process, and prepares policy documents for Board of Trustees' meetings.
5. **Group Policy Drafting Assistance:** Discussion policy drafts may be reviewed by the following groups who may make recommendations for change:
 - a. **Office of the Chancellor Academic and Student Affairs Policy Work Group:** This is a group of office of the chancellor staff primarily from the A&SA division; however, other office of the chancellor staff may participate in this work group as appropriate.
 - b. **Constituent Advisory Groups:** These include existing committees convened specifically to advise on a proposed policy issue/topic or committees or groups established specifically to address one or more policy issues. Constituent advisory groups may include students, faculty, administrators, campus staff, office of the chancellor staff, business and industry representatives and others as needed to advise on an issue/topic.
 - c. **Student Associations:** This includes MSUSA and MSCSA.
 - d. **Faculty Associations:** This includes IFO, MSCF and MSUAASF.
 - e. **Academic and Student Affairs Policy Council:** This is a council of individuals representing students, faculty, deans, chief academic officers, and chief student affairs officers. This council advises office of the chancellor A&SA staff on proposed policy issues, language, and actions related to academic and student affairs topics.
 - f. **Academic and Student Affairs Advisory Council:** This is a committee of chief academic officers who provides advice to the senior vice chancellor for academic and student affairs.
 - g. **Leadership Council:** This group is comprised of system college and university presidents and office of the chancellor staff.
 - h. **System Constituents:** This includes individuals representing students, faculty, administrators and other staff identified under item number one of the policy review and comment process below.

Policy Review and Comment Process

The work undertaken under the preceding *Policy Identification and Drafting Process* section of this paper results in a policy review and comment document that is disseminated widely throughout the system to solicit comments about proposed policy action. This review and comment process starts with the review and comment documents being disseminated electronically via e-mail to the list of individuals noted under item number one below with in-person review by the groups specified in item two below.

1. **Policy Review and Comment E-Mail Distribution Group:** Proposed policy review and comment drafts are disseminated via e-mail to system constituents for input. Proposed policy drafts may be disseminated more than once and are sent to the following:
 - a. College and university presidents
 - b. Chief academic officers
 - c. Chief student affairs officers
 - d. Academic deans
 - e. State faculty union presidents
 - f. State student association leadership and staff
 - g. Inter faculty organization faculty union institutional presidents
 - h. Other state level employee associations
 - i. Academic and student affairs policy council
 - j. Office of the chancellor staff
 - k. Individuals who request to receive policy drafts
 - l. Constituent advisory groups (these groups vary based on policy topic)

It is the responsibility of recipients to share policy review and comment drafts with the appropriate constituents.

2. **Policy Review Groups:** Policy review and comment drafts are reviewed by the following groups.
 - a. **Faculty Unions:** Policy drafts are reviewed at IFO, MSCF, and MSUAASF Meet and Confer and/or at other meetings as requested by the faculty unions.
 - b. **Student Associations:** Policy drafts are reviewed by student request at chancellor's meetings with MSUSA and MSCSA and/or at other meetings as requested by the student associations.
 - c. **Academic and Student Affairs Policy Council:** Policy drafts are reviewed at meetings scheduled throughout the year. This council meets approximately five times per year for the specific purpose of advising the academic and student affairs division of the office of the chancellor on proposed policy and procedure issues and language.

- d. **Leadership Council.** This group meets approximately ten times per fiscal year and policy proposals are reviewed prior to Board of Trustee meetings where policy action is scheduled. The A&SA committee of the leadership council is responsible for reviewing A&SA related policy and recommending policy action to the full leadership council.
 - e. **Academic and Student Affairs Advisory Committee:** Proposed policy is reviewed as needed with this advisory committee which meets approximately five times per fiscal year.
3. **Revision Process:** Policy comments are summarized by the A&SA staff member assigned to the policy. If the extent and nature of the comments received reflect substantive concerns, the policy is reviewed again with appropriate groups to determine if changes are needed. If substantive changes are made to the proposed policy or policy amendment, a second policy review and comment draft is prepared and disseminated for review and comment. This iterative process continues until the senior vice chancellor for academic and student affairs determines when the policy document will be submitted to the Board of Trustees for action.

Policy Action Process

1. Proposed academic and student affairs policy is reviewed by the general counsel and the chancellor's cabinet and revisions made as needed prior to approval by the senior vice chancellor for academic and student affairs.
2. The senior vice chancellor determines if and when a proposed policy action is submitted for inclusion on the Board of Trustee agenda.
3. Policy action requires two separate readings by the academic and student affairs committee of the Board of Trustees. The educational policy committee recommends a policy action to the full Board of Trustees. Policy action requires two readings by the full Board of Trustees.
4. Board of Trustees documents are labeled "First Reading" or "Second Reading." Input on a proposed policy or policy amendment is considered until final Board of Trustees' action on a policy has occurred. Revisions may be made to the Board of Trustees' first reading document and reflected in the Board of Trustees' second reading policy document.
5. The Board of Trustees acts on a proposed policy, policy amendment or policy repeal after two readings. In practice, the second reading and the action usually occur at the same meeting. The Board of Trustees may suspend its rules and act on a policy in a single reading.

Distribution of Approved Policy

1. After approval by the Board of Trustees, the new, amended, or deleted policy is posted on the Minnesota State Colleges and Universities website, www.mnscu.edu.
2. A notice of Board of Trustees' policy action is disseminated by the office of the chancellor academic and student affairs division to all individuals who receive policy review and comment drafts. This list of individuals is identified in item one of the Policy Review and Comment Process section of this document

Procedure Development and Approval Process

1. The development, amendment or repeal of procedure follows a process identical to that described under Policy Identification and Drafting Process and Policy Review and Comment Process up to Board of Trustee approval. This process includes dissemination of proposed procedure via e-mail to system constituents. The Board of Trustees does not approve procedure; however, procedure documents may be provided to the board for information.
2. The senior vice chancellor for academic and student affairs recommends procedure actions to the chancellor for approval.
3. The chancellor approves a procedure action or returns it to the senior vice chancellor for review and recommendation.
4. A notice of approved A&SA procedure, amendment to procedure, or repeal of procedure is posted on the Minnesota State Colleges and Universities policy website, www.mnscu.edu and is disseminated via e-mail to system constituents.

Please direct questions about this document to Mike López at 651/296-9447 or mike.lopez@so.mnscu.edu.