



Operating Standard

Title: Policy & Operating Standard Development, Review, & Approval

Number: A1000.05

Type: Administrative

Responsible: President

Related Policies: [B2005](#), [A1000](#)

Linked Operating Standards: [A1000.00](#); [A1000.15](#); All

Related Laws: None

Related External Standards: None

HLC Criterion: 1A, 2A, 2B, 2C

1.0 Statement

Shawnee Community College affirms that the structured development, review, and approval of Administrative Policies and Operating Standards strengthens institutional clarity, transparency, and accountability. By maintaining clear processes for these functions, the College ensures that its governance framework remains responsive, values-driven, and aligned with its mission, vision, and strategic outcomes.

2.0 Purpose & Scope

This standard establishes the process for the development, review, and approval of Administrative Policies and Operating Standards under the Shared Governance framework. It applies to:

- All new or revised Administrative Policies.
- All new or revised Operating Standards.
- All Councils, Teams, and governance bodies involved in Shared Governance processes.

This standard operates under the Administrative Policy & Operating Standard Framework ([A1000.00](#)) and is designed to ensure consistency, transparency, and alignment across the governance system.

3.0 Definitions

This OS uses common definitions maintained in the Master Definitions List (see [A1000.15](#)). Definitions are included here for clarity until all terms are fully integrated into the Master List.

- **Administrative Policy** – Values-driven commitments adopted under presidential authority that articulate and guide the College’s culture, behaviors, and impact on students, employees, and community. Administrative Policies provide the foundation for Operating Standards.
- **Interim Policy/OS** – A temporary Administrative Policy or Operating Standard issued by the President in urgent or emergency circumstances, subject to later Executive Council review.

- **Minor Change** – A revision to a policy or that does not alter scope, intent, or application, such as clerical edits, grammar, formatting, or updated titles.
- **Operating Standard (OS)** – An administrative tool that translates Administrative Policy into consistent practices, expectations, and measurable outcomes.
- **Substantial Change** – A revision that alters the scope, intent, or application of an Administrative Policy or Operating Standard. Examples include changes to Council/Team responsibilities, definitions, or institutional commitments.

4.0 Procedures

4.1 Initiation

- Proposals may originate from any Council, Team, Vice President, or employee suggestion.
- All proposals must be formally sponsored by a Council before proceeding, unless they are institution-wide proposals initiated directly by the Executive Council (EC).

4.2 Council-Originated Policies & Operating Standards

4.2.1 First Read (Council Level)

- The sponsoring Council drafts a new policy/OS or proposes revisions.
- The draft is presented to the Council as a **First Read**.
- The sponsoring Vice President, on behalf of the Council, shares the draft with their division's SG structure (Leadership Team + Teams) for awareness and feedback.
- If the proposal has multi-division impact, the VP circulates the draft across all VP areas for college-wide SG review.
- Feedback is collected and returned to the sponsoring Council.

4.2.2 Second Read (Council Level)

- The sponsoring Council considers feedback and revises as appropriate.
- If substantial new concerns emerge, the VP may recirculate the draft for additional input.
- Following review, the Council formally **adopts and recommends** the policy/OS.

4.2.3 Executive Council Review

- The Executive Council reviews Council-approved proposals.
- EC's role is to ensure **consistency, clarity, and alignment with institutional standards and expectations** – not to intervene in or re-draft content developed by Councils.
- EC recommends the policy/OS to the President.

4.2.4 Presidential Approval

- The President has final approval authority for all Administrative Policies and Operating Standards.

4.3 Executive Council-Originated Policies & Operating Standards (Institution-Wide)

4.3.1 First Read (EC Level)

- EC drafts a new institution-wide policy/OS or proposes revisions.
- The draft is presented to EC as a **First Read**.
- Each VP distributes the draft across their entire SG structure (Leadership Teams + Teams) for awareness and feedback.
- Feedback is collected and returned to EC.

4.3.2 Second Read (EC Level)

- EC considers feedback and revises as appropriate.
- If substantial new concerns emerge, EC may recirculate the draft for additional input.
- EC then formally adopts and recommends the policy/OS to the President.

4.3.3 Presidential Approval

- The President has final approval authority for all institution-wide Administrative Policies and Operating Standards.

4.4 Review Cycle

- All Administrative Policies and Operating Standards shall be formally reviewed at least once every five years.
- The President's Office shall track review dates and coordinate reviews through Councils or EC to ensure timely compliance with the five-year cycle.
- Policies/OSs may be reviewed more frequently if requested by a Council, EC, or the President.

4.5 Interim Authority

- The President may issue an Interim Administrative Policy or OS in urgent or emergency circumstances (e.g., compliance, accreditation, or safety).
- Interim policies/OSs must be reported to EC at the next meeting, published for transparency, and reviewed through the standard process within one year.

5.0 Guidelines

5.1 Policy Drafting Guidance

- Administrative Policies should be concise, values-driven, and aligned with the College's mission, vision, and strategic outcomes.
- Policies should avoid overly technical or procedural detail, which is better addressed in Operating Standards.
- In addition to identifying guiding values (e.g., transparency, accountability, equity), drafters must also **make explicit how those values shape behavior and practice** in the relevant area. For example, a policy on enrollment should illustrate how values such as transparency or accountability influence admissions, advising, or financial aid practices.

5.2 Encouraging SCCES & Monitoring Linkages

- Proposals should, where applicable, identify connections to SCCES Key Performance Elements, Areas, or Measures, and/or Monitoring Reports.

6.0 Roles & Responsibilities

- President's Office** – Manages logistics, maintains version control, tracks review cycles, and reports minor changes to the EC.
- Executive Assistant to the President** (Shared Governance) or designee – Serves as custodian for proposal submissions, coordinates Council/Team input, and manages publication of approved policies and OSs.
- Councils** – Sponsors proposals, draft and reviews Administrative Policies and OSs, and recommends them to EC.
- Vice Presidents** – Ensures proposals are distributed through their SG structures during First Read, and across all divisions if multi-division impact is anticipated.
- Executive Council** – Reviews substantial changes, ensures alignment, and recommends policies/OSs to the President; initiates and manages institution-wide policies/OSs through its own First/Second Read process.
- President** – Approves all Administrative Policies and OSs; may issue interim policies/OSs in urgent circumstances.

7.0 Oversight & Review

- The Executive Council shall review proposed Administrative Policies and OSs at least annually during the May meeting, to coordinate the update cycle.
- All Administrative Policies and OSs shall undergo formal review every five years.
- Interim policies/OSs must be reported to EC and brought through the regular process within one year.
- The **online version** of policies and OSs constitutes the official version of record.
- Archival copies are retained annually in PDF form as part of the Shared Governance Manual, published each August.

Change Log		Governance Unit: Executive Council
Date	Description of Change	
10.23.25	Initial Adoption	