



POLICIES & PROCEDURES

Title: Developing Policy

Document Number: IN_001

Effective Date: 12/20/2012

Revised Date: 7/28/2023

Department: Academic Affairs

POLICY

Louisiana Delta Community College develops policy designed to outline institutional expectations, ensure compliance with state and federal regulations, enhance operational efficiency, and provide expectations for all faculty, staff, and students. All policy at LDCC is aligned with the mission of the college, developed in a consistent format, and implemented efficiently.

Purpose of Policy

The purpose of this policy is to provide information and guidance to LDCC staff on the processes of policy development, implementation, review, and revision. This policy is designed to encourage a consistent format for policies, as well as foster a better understanding for the policy processes.

Applicability

This policy is applicable to all who engage in policy making processes.

PROCEDURES

LDCC policy should be adopted, implemented, reviewed, and revised in accordance with the following procedures:

Procedures for Creating a New Policy

1. Upon identification of the need for a new policy, the owner of the policy will meet to develop a draft of the proposed policy using the standard policy template.
2. Once policy drafts have been developed, the proposal will be submitted to the Director of Institutional Effectiveness for presentation of the proposal at Cabinet. If recommended policy is denied, explanation will be provided to the recommending staff. Once Cabinet reviews and approves the policy, it will be presented at College Council. If recommended policy is denied, explanation will be provided to the recommending staff.
3. If any recommendations need to be added, the policy will be submitted back to College Council with approved recommendations. Once approved by College Council the policy will be placed in the ICC Teams folder for review for the entire

institution to review. If the policy receives feedback within the 10-day period, the feedback will be directed to the policy owner for determination of the need for changes. If a change is determined as necessary, the policy will move back to Cabinet and then College Council.

4. After ten days the approved policy will move to the Policy Folder in the ICC Teams.

Sources of Policy Revision

Policy revision at LDCC can come from the following sources:

1. Policy changes initiated by statute or rule from the State of Louisiana, the Board of Regents, or the Louisiana Community and Technical College System Board of Supervisors. These changes will be automatically updated by the policy owners upon notification of the changes.
2. Policy changes that are the result of activities by the policymaking bodies of the College. These changes are subject to review and approval by Cabinet and College Council.

Procedures for Policy Revision

1. All policies **MUST** be reviewed by the policy owner on an annual basis.
2. Once policy drafts have been developed, the proposal will be submitted to the Director of Institutional Effectiveness for presentation of the proposal at Cabinet. If recommended policy is denied, explanation will be provided to the recommending staff. Once Cabinet reviews and approves the policy, it will be presented at College Council. If recommended policy is denied, explanation will be provided to the recommending staff.
3. If any recommendations need to be added, the policy will be submitted back to College Council with approved recommendations. Once approved by College Council the policy will be placed in the ICC Teams folder for review for the entire institution to review.

After ten days the approved policy will move to the Policy Folder in the ICC Teams.

PUBLICATION OF NEW OR REVISED POLICY

Upon approval of new or revised policy the Director of Institutional Effectiveness and Accreditation will update the Policy within the ICC Policy Teams folder within 10 days. The new or revised policy will also be published on the LDCC website on the policies and procedures page located under the human resources tab.

ENFORCEMENT

To ensure compliance with the approved policy, the appropriate party shall develop and establish guidelines to support effective implementation. These protocols include appropriate promulgation of information, staff training, and consistent follow up on implementation.

