

Pine Technical and Community College Procedure

1.PTCC.1.1 Policy and Procedure Development, Approval, and Review

Chapter: 1 – College Organization and Administration

Date: 03/12/2025

Part 1: Overview

PTCC utilizes policies and procedures to memorialize and communicate important College philosophies, obligations, and processes to external and internal constituencies. These written statements are intended to guide decision-making across the College and to ensure consistent application of these philosophies, obligations, and processes across time and College operations.

Part 2: Definitions

Policy	Procedure
Widespread application	Narrow application
Usually stated in broad and encompassing terms	Often stated in detail
Statements of what and/or why	Statements of how, when, where, and/or who
Answers major operational issue(s)	Describes process (a set of steps to follow to achieve desired result)
Regulates, directs, or controls actions or conduct	A repetitive way of doing something
Sets the standard	Instructions or detailed actions to follow the standard
Changes less frequently	Changes more frequently than policy
Expressed in standard sentence paragraph format	Expressed in steps, play scripts, special formats, bulleted or numbered lists, and flow charts

Part 3: Policy and Procedure Development

All policies and procedures for Pine Technical and Community College are created in the format outlined in the PTCC Policy and Procedure Style Guide found at S:/Policies, Procedures, and Operating Instructions/Policy and Procedure Development Resources/Format Templates.

Proposed policies or policies with significant modifications may be initiated by any college employee or group of college employees. Prior to submission, the employee shall vet the proposal or modifications through appropriate stakeholders to ensure viability and collective input. Proposals will be submitted to the responsible cabinet member who will sponsor the proposal through the approval process.



Initiator and Cabinet Sponsor

1. For a new policy or procedure:
 - a. **Initiator:** Consult with the Cabinet sponsor to be assigned a policy or procedure number. The assigned number should, whenever possible, reflect the Minnesota State framework of policies, procedures, and operating instructions. If no related Minnesota State policy, procedure, or operating instruction exists, a number can be assigned within the appropriate chapter.

Policy and Procedure Numbering System

Numbering Examples:

- 1.PTCC.1 – Policy
- 1.PTCC.1.1 - Procedure
- 2.PTCC.2 – Policy
- 2.PTCC.2.1 – Procedure

- b. Access the appropriate template in the Policies and Procedures Resources sub-folder. Save a copy to the “DRAFTS in Progress” sub-folder within the appropriate chapter folder.
 - c. Update the information as required for the new policy or procedure.
 - d. Use the PTCC Policy and Procedure Style Guide to properly format the document.
 - e. List any related documents in the appropriate section.
 - f. Clear out any dates in the Policy (or Procedure) History section.
2. For a revision to an existing policy or procedure:
 - a. Current MS Word versions of approved policies and procedures are located at S:/Policies, Procedures, and Operating Instructions/[Chapter]/APPROVED MS Word Version.
 - b. **Cabinet sponsor:** Move the document requiring revision from the APPROVED MS Word Version” to the “DRAFTS in Progress” sub-folder.
 - c. **Initiator:** Make changes to the current version using the Review/Track Changes feature of MS Word.
 - d. Use the PTCC Policy and Procedure Style Guide to properly format the document.



3. Request that key stakeholders review the proposed changes. This does NOT include standing committees such as Academic Affairs & Standards Council and Faculty Shared Governance Council. This occurs later in the process.
4. Identify other documents that would be impacted if the policy or procedure changes (e.g., Student Handbook, College Catalog). Upon approval ensure the changes are carried forward to these documents as needed.
5. Submit the final proposed policy or procedure to the appropriate Cabinet member who is responsible for seeing the proposed document through the approval and storage process.

Part 4: Policy Approval and Storage

Subpart A. Approval

Once submitted to cabinet, the sponsor will bring the proposal to the following groups to obtain approval, as appropriate.

- Policies require a public comment period prior to Cabinet approval. Procedures do not require a public comment period.
 - Send proposed policy out to all faculty and staff via email indicating the public comment window, which is generally two weeks.
 - At the end of the public comment window, gather any feedback and ask the initiator to consider the feedback. Policies revised based on public comment do not require another public comment window.
- Academic Affairs Standard Council (for curricular matters) and/or Faculty Shared Governance Council (for general faculty matters).
- Cabinet Meeting for consensus and approval.

All policies and procedures, new and revised, will be brought forward to the Cabinet for adoption and approval.

Subpart B. Storage and Publishing

Newly approved policies and procedures are stored on the College shared drive in both MSWord and PDF formats.

All policies are also published on the College webpage. Only those procedures which convey a student-facing process (e.g., the Admissions Procedure, Grade Appeal Procedure) are published on the webpage.

Cabinet Sponsor

1. Once approval is received, make any final changes to the document based on feedback received.
2. Update the Date in the heading to reflect the date of the approval.
3. Update the “Date of Adoption” if the policy or procedure is new.
4. Update the “Last Reviewed” date.
5. Update the “Cabinet Approved” date.
6. Update the “Next Review Date” to reflect 5 years from the approval date.
7. Update the History section, including an explanation of any revisions.
8. Move the original APPROVED PDF Version of the document to the “Archived” sub-folder in the appropriate chapter.
9. Save the revised MS Word version of the document in the “APPROVED MS Word Version” sub-folder in the appropriate chapter sub-folder using the appropriate naming convention: [Policy Number] [Policy Title]. It is not necessary to add the word “Policy” or “Procedure” to the title as the policy/procedure number indicates this information.
10. Save a .pdf version of the finalized document in the “APPROVED PDF Version” sub-folder in the appropriate chapter sub-folder using the appropriate naming convention: [Policy Number] [Policy Title]. It is not necessary to add the word “Policy” or “Procedure” to the title as the policy/procedure number indicates this information.
11. Remove the document from the “DRAFTS in Process” sub-folder.
12. Email the Marketing Department to notify them of the need to update the College Policy and Procedure webpage, including the .pdf version of the document.
13. Update the Policy-Procedure Tracker spreadsheet to reflect the new information.

Part 5: Policy and Procedure Review

Responsibility for the review of policies lies with the leadership of the organizational unit responsible for that policy. Each policy shall be reviewed every five years. The Policy Tracker Spreadsheet found at S:/Policies, Procedures, and Operating Instructions indicates the responsible Cabinet member for each policy and procedure.



Related Documents:

Minnesota State Board Policy 1A.1

1.PTCC.1 Policy Development and Revision Policy

PTCC Policy and Procedure Style Guide

Date of Adoption: 4/10/2019

Last Reviewed: 3/27/2024

Next Review Date: 3/12/2030

Cabinet Approved: 3/12/2025

Custodian of Policy: Chief Human Resources Officer

Procedure History:

Date and Subject of Amendments:

03/12/2025 – Significant update to include policy and procedure development, approval, and storage process