

# EVERGREEN

## Policy Approval Form

**(Proposed) Policy Title:** Developing and Approving College Policies

**Policy Steward:** Executive Assistant to the President

**Proposed effective date of this policy:** immediately upon approval

---

### Summary of New Policy - Changes for Updated Policy

This revision makes several changes to the college's policy development process, including:

- A Policy Advisory Committee is formed and it's duties defined.
- A "steward" is assigned to each policy and duties defined.
- The duties of the Policy Coordinator are defined. (These duties are currently performed by a temporary position. After March of this year, the Executive Assistant to the President would perform these duties.)

Other aspects of the policy development process remain unchanged:

- The policy development process should be broadly consultative, inviting and considering input from stakeholders.
- The President and Vice Presidents are the final approvers of college-wide policies.

---

### Consultation in the Development of this Policy:

This draft was developed and edited by the members of the Policy Advisory Committee: John Carmichael, Wendy Endress, Maryam Jacobs, Lee Lyttle, Collin Orr, Kitty Parker, AmyLyn Ribera, and Julie Slone.

#### Approvals:

President:  Date: 1-21-09

VP for Academic Affairs and Provost:  Date: 1-20-09

VP for Finance and Administration:  Date: 1-20-09

VP for Student Affairs:  Date: 1-20-09

VP for College Advancement:  Date: 1-20-09

Date Policy posted to Web: \_\_\_\_\_