

**THREE RIVERS COLLEGE  
GENERAL ADMINISTRATION REGULATION**

Section: 1000 General Administration	
Sub Section: 1100 College Operations	
Title: GAR 1110 Policy and Regulation Development	Page 1 of 6
Primary Policy: BP 0510 Policy Development, Adoption, and Review	
Associated Policy: GAP 1140 Institutional Effectiveness	
Associated Regulation: GAR 1140 Institutional Effectiveness	
References:	
Supersedes: NA	
Responsible Administrator: College President; Chief Institutional Effectiveness Officer	
Initial Approval: 03-25-2015	Last Revision: 08-22-2018

Three Rivers College is committed to clearly articulating and publicly posting policies and regulations that support the advancement of the College Mission. The process of developing, reviewing, approving, and revising college policies and regulations is overseen by the Office of Institutional Effectiveness at the direction of the College President. The Board of Trustees, in consultation with the College President, approves and adopts policies that serve as the general principles for operations. The College President facilitates the process of creating new and revising existing policy and regulations through the Office of Institutional Effectiveness. The College Cabinet is responsible for ensuring that the perspectives of the College's various constituencies are represented in policy and that operations are clearly articulated through regulations. In this capacity, the College Cabinet serves as advisors to the President.

The College Cabinet membership is broad and includes:

- College President
- Executive Assistant to the President
- Chief Academic Officer
- Chief Financial Officer
- Chief Institutional Effectiveness Officer
- Chief Student Services Officer
- Director of Human Resources
- Chief Technology Officer

**Roles and Responsibilities**

Board of Trustees – Approve and adopt appropriate policies as part of a College governance structure.

College President – Develop policies for submission to the Board of Trustees for approval; Ensure the implementation of policies approved by the Board of Trustees; Develop and ensure

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implementation of regulations in support of College policies.

College Cabinet – Each member of the College Cabinet serves as a representative of a particular group at the College and/or serves as the leader of a significant function of the College. As a representative of a particular group of college employees, the cabinet member is responsible for communicating with members of the group to gather their input regarding college operations and to inform them of decisions made. Those members of the College Cabinet who serve as the leader of a function are responsible for the creation and review of college policy and regulation, subject to the guidance from the Chief Institutional Effectiveness Officer.

When listed as the responsible administrator for a policy or regulation, the Cabinet Member is responsible for ensuring that the policy or regulation is current, is properly implemented and administered by the institution. The Cabinet Member is further responsible for communicating all changes and alterations as well as any and all training required to properly implement the operations of the regulation.

Office of Institutional Effectiveness – The Chief Institutional Effectiveness Officer is responsible for the oversight of the policy and regulatory development process, under the direction of the College President.

While it is the responsibility of each Cabinet Member to maintain its accuracy, current status, ongoing review, and the creation of new policies and regulations for their area of supervision; the Office of Institutional Effectiveness shall ensure the consistency of all policies and regulations, and initiates the revision of existing policy and the creation of new policies and regulations.

This process is facilitated by the Chief Institutional Effectiveness Officer in collaboration with the responsible administrator for each area and other members of the College Cabinet as necessary. The final version of any and all college policies and regulations is submitted to the Office of the President to be processed further by the Executive Assistant to the President.

**Initiation of New or Revision of Existing Policy or Regulation**

New policies and regulations and the revision to existing policies and regulations are initiated by the responsible member of the College Cabinet by contacting the Office of Institutional

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Effectiveness. Alternatively, the Office of Institutional Effectiveness, through its role in providing oversight for the creation and revision of policies and regulations, its oversight of college-wide strategic planning or through its responsibilities in ensuring compliance with accreditation standards shall initiate the creation or revision of college policy and regulation.

Once contacted, the Office of Institutional Effectiveness will provide guidance and direction in the creation or revision of policy and/or regulation. Once a draft is ready for review, the Office of Institutional Effectiveness will submit a draft copy of the newly created or revised policy or regulation to the College President for initial consideration and for review by the College Cabinet. Once the proposed document has been reviewed by the Cabinet, the Office of the President sends a draft of the document for the Board of Trustees for consideration.

Once approved by the Board of Trustees, the Office of the President will send a protected electronic copy to the college community as appropriate, initiate placing the protected document on the college website and ensure that the official copy of the document is retained by the Office of the President. The fully approved and adopted policy or regulation is then assigned to the responsible office; the respective supervisor of that office will have full responsibility for implementing the policy or regulation and training the college community as necessary. Furthermore, the responsible office shall notify the Office of Institutional Effectiveness when said document must be revised.

If the College policy or regulation requires faculty approval the draft of the document goes to the appropriate governance groups and to the faculty at large for review. Once the draft is revised as appropriate, it is then resubmitted to the Office of Institutional Effectiveness for process. Once the document is finalized, the Office of the President facilitates the process through the Board of Trustees approval process as appropriate. All approved College policies and regulations shall be posted on the college's website through facilitation of the Office of the President. The responsible administrator, as indicated on the policy or regulation, shall provide to the college community an explanation of the purpose, how the policy impacts them and how it may be used.

**Definitions**

Policy - broad statements that determine a course of action. A policy describes the rational for the purpose of the action. A policy may provide the foundation for how the Board of Trustees and

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the College shall operate.

Regulation - provides detailed direction and guidance that initiate policy into practice. A regulation shall have an associated policy. A regulation may describe how, by whom, where, and when things are done. Specific language may include guidance as to the steps in completing or initiating a college process and may include the necessary completion and submission of a form.

**Outline of Process:**

1. Cabinet Member contacts the Office of Institutional Effectiveness to begin the development or review process.
2. Chief Institutional Effectiveness Officer seeks approval of the College President to begin the process.
3. A draft is developed by the responsible administrator in council and guidance with the Chief Institutional Effectiveness Officer. Policy and regulation documents that require faculty approval shall move through the faculty development and review process by the Chief Academic Officer.
4. Once prepared for review, the Office of Institutional Effectiveness sends a draft electronically to all Cabinet Members for review prior to the Cabinet meeting whenever possible, time permitting.
5. During the Cabinet meeting, suggestions are recorded. If needed, the Chief Institutional Effectiveness Officer shall revise the draft and resubmit to the Cabinet for a second review. This step may repeat until such time as the Cabinet recommends the document to move forward to the next level in the approval process, as appropriate. If the President determines legal counsel is necessary, a draft shall be sent forward to the College President to initiate the legal review process.
6. When legal counsel is needed, the Office of Institutional Effectiveness prepares a draft copy for the President that then goes to legal counsel for review.

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7. Any changes to the document made through legal counsel are facilitated through the President to the Chief Institutional Effectiveness Officer, and the revised document shall be shared with the College Cabinet for additional review. The Chief Academic Officer shall submit any changes to the document made through legal counsel to the Faculty Executive Committee for review.
8. The Chief Academic Officer shall seek approval from the Faculty-at-large as necessary.
9. The Executive Assistant to the President sends the final draft document for the Board of Trustees to review prior to the next monthly board meeting.
10. The final draft document is presented as appropriate to the Board of Trustees during their regular monthly meeting.
11. Any action taken during the Board Meeting is recorded by the Executive Assistant to the President. The recorded action regarding said document is communicated and the final, approved document and the modifiable document is maintained by the Office of Institutional Effectiveness.
12. The Executive Assistant to the President ensures that the newly approved protected document is posted to the college website, and shall send an electronic copy to the college community as appropriate.
13. Once notified of full Board approval or adoption the responsible administrator shall initiate the appropriate implementation and training processes for said document.
14. Each responsible administrator oversees the implementation of and maintains the accuracy, current status and integrity of all college policies and regulations under their supervision.

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**DOCUMENT HISTORY:**

- 03-25-2015:** Initial approval of regulation GAR 1001 Policy and Regulation Development
- 09-16-2015:** Revision of position title Dean of Institutional Effectiveness to Chief Institutional Effectiveness Officer; Dean of Student Services to Chief Student Services Officer; and Vice President for Learning as Chief Academic Officer.
- 12-09-2015:** Minor edits and added the Chief Institutional Effectiveness Officer as the second responsible administrator.
- 01-13-2016:** Minor revision to GAR 1001 Policy and Regulation Development. GAR 1001 Policy and Regulation Development was revised to GAR 1110 Policy and Regulation Development due to addition of sub section number 1100 college operations to properly align section and subsection numbering system.
- 09-21-2016:** The College Board of Trustees approved the name change of the college from Three Rivers Community College to Three Rivers College.
- 05-25-2017:** Minor language edits and clarification of process.
- 08-22-2018:** Clarification of process to seek faculty approval for policy and regulation documents within section 6000 Instruction, and those with implications for students.