JSCC Policy Revision or Creation Process Flow

Jackson State
COMMUNITY COLLEGE

Policy Revision or Creation, Supervisor Approval	Compliance & Risk Office (CRO) Review	Vice President (VP) Presents to President Cabinet	Cabinet Vote	Revised/New Policy Numbered, Placed in Portal
1	**2**	**3**	**4**	**5**

1
- Originator discusses changes with immediate supervisor, creates Word red-lined version of the existing policy indicating desired updates or creates New Draft Policy, completes Policy Transmittal Form within *Dynamic Forms* (DF) and uploads red-lined policy.
- Supervisor approves via DF
- DF moves to CRO

2
- CRO will review policy confirming local, state and federal guidelines are met.
- Return to Originator with improvement suggestions or Approve
- DF moves to division VP

3
- VP gets the policy review on the next cabinet agenda
- Cabinet reviews, forwards out for 10 day campus review with comments sent directly back to the respective JSCC council rep or to CRO/ President Office (PO) joint policy email:
- policy@jscc.edu

4
- Revised policy with additions from 10-day review comments voted on by cabinet members
- Process to collect electronic votes to be established
- Results of vote/approval shared with cabinet
- President approve DF
- DF moves to CRO/PO

5
- President's office and CRO assign policy number
- CRO/PO approve DF, attaching final numbered version
- DF moves to OIT for uploading to Policy portal
- Send clean copy of revised policy to cabinet for communication to constituents