BOARD POLICY No. 2001

Policy on Policies

Date Adopted:

Date Revised:

Date Reviewed: 04 September 2014

References:

What is a COM-FSM Policy?

A COM-FSM policy is a governing statement that guides operations and procedures at the college-wide level. All COM-FSM policies shall meet the following requirements:

- Facilitate the institution's ability to fulfill its Mission and effectively deliver its degree and certificate programs.
- Account for and minimize risk to the institution by
    - complying with the Federated States of Micronesia and the United States federal laws;
    - safeguarding human, fiscal and material resources;
    - Providing a safe, healthy and equitable work environment.
    - Adhering to accreditation standards.

- Be endorsed through the college policy approval process.
- Be formatted in the approved college policy template.
- Be reviewed on an established schedule.
- Guide the operations and management of the institutional administrative and academic services.

The current and official body of COM-FSM policies will be maintained electronically on a specific drive on a secure college server. All published versions of college policies must conform to those versions in that drive, whether published electronically or in print. A policy coordinator will be designated to maintain this official body of COM-FSM policies and to coordinate the college's Policy Review Process. While a regular schedule for policy review exists, COM-FSM may revise, review or delete policies as needed based on changing circumstances or regulatory or legal requirements. Policies that are established by the COM-FSM Board of Regents in governing its own operations are exempt from this Policy on Policies.

Violation of a COM-FSM policy may result in disciplinary action -as specified under COM-FSM Human Resources policies and procedures.

What are the Characteristics of an Effective College Policy?

An effective policy statement should:

- Engage senior administrative staff and appropriate stakeholders in the policy preparation process;
- Be reviewed by appropriate college governance bodies;
- Be written in with sufficient clarity and precision to guide development of regular procedures for implementation;
- Be published and accessible to all college stakeholders.

Who Should Write the College Policy?

Any appropriate faculty or staff with the knowledge and understanding of the policy related to his or her field of expertise being authorized by one of the following senior administrative staff:

- president
- vice president of administrative services
- vice president of cooperative and research extension
- vice president of instructional affairs
- vice president of institutional effectiveness and quality assurance
- vice president of student services

These listed senior administrative members also share the role of writing college policies in his or her area of oversight.

There are several paths through which a new policy could be written or an existing policy revised. These steps can be performed by one of the following individuals:

- a senior staff
- a senior staff assigning someone else
- a person from a college committee

Initiating a New Policy

A new policy could be initiated if a faculty, staff, or senior administrator provides justifications why a new policy is needed. The vice president who oversees the department in which the new policy will be implemented for will bring the new policy to cabinet and the executive committee for review and approval. If the policy is approved and endorsed at both cabinet and the executive committee, the new policy will be presented for review and adoption at the Board of Regents meeting.

The diagram belows shows the pathways through which new policies could be developed initiated either from a faculty/staff member or a vice president.

Pathways for Initiating New Policies at COM-FSM.

Faculty/ **Staff** **Member**	Vice President	Standing Committee	Cabinet	Executive Committee	Board of Regents
	Standing Committee	Cabinet	Executive Committee	Board of Regents	
President/ **Vice President** **(senior administrator)**	Standing Committee	Cabinet	Executive Committee	Board of Regents	

Revising Existing Policies

A policy could be revised if a director, dean, chair of council chairs or a vice president provides justification for a revision to a current policy. The vice president who oversees the policy will bring the proposed amended policy to cabinet and the executive committee for review and approval. If the proposed amended policy is approved and endorsed at both cabinet and the executive committee, the proposed amended policy will be presented for review and adoption at the Board of Regents meeting. The diagram below shows alternate routes in which policy revisions could be channeled.

Pathways for Revising Existing Policies at COM-FSM.

Director/ **Dean**	Vice President	Standing Committee	Cabinet	Executive Committee	Board of Regents
Standing Committee	Vice President	Cabinet	Executive Committee	Board of Regents	
President/ **Vice President**	Standing Committee	Cabinet	Executive Committee		Board of Regents

The table below illustrates policy status levels and corresponding responsibilities.

Policy Status Levels with Corresponding Roles and Tasks

Policy Status	Responsible Parties	Task
New Policies	staff faculty senior administrator	Assigned to write up a policy that does not exist in his/her field of expertise.
Policy Coordination	policy coordinator	Ensure policies are organized.
Review and Revision	policy coordinator cabinet executive committee president board of regents	Policy is brought to cabinet and EC by the policy coordinator for review, and adoption. Then, President brings endorsed policy to board of regents for endorsement.
Implementation and Oversight	policy coordinator cabinet	Writing specific procedures to put policy into practice.
Reporting	policy coordinator president	Sharing of policy status to cabinet, EC, and the board of regents.

What are the Critical Criteria in Evaluating New Policies or Revisions to Existing Policies?

1. Conformity with COM-FSM Mission
2. Levels of Risk to the Institution
    A. Health & Safety of Students and Employees
    B. Financial Stability
    C. Compliance with Relevant FSM and U.S. Federal Laws
    D. Compliance with Accreditation Polices and Standards
    E. Institutional Reputation
3. Strategic Directions in the 2013-2017 Master Plan

What Steps Should be Taken to Communicate Policy to Others?

1. If policy should be revised or deleted, consult with Policy Coordinator before proceeding.
2. Members from EC will share proposed policies with their constituents.
3. Standing committees will keep a policy update section on its agenda for all meetings.
4. Announcements of new/revised policies are posted on COM-FSM newsfeed.
5. A policy must be stored on the secure policy server and published on the college website policy page.
6. Each policy should list author(s) as well as dates of revision and approval.