AGENDA

1. **Enrollment Update** – Denise Vujnovich

2. **Policy Review** – Wade Hackbarth
   - A0119 – Policy Development, Adoption, Review, Revision, Suspension and Discontinuance
   - A0120 – Policy and Distribution
   - D0104 – School Year
   - E0400 – Student Financial Aid
   - G0100 – Use of Data | Research and Information Technology

Attachment(s)
CURRENT POLICY

A0119 POLICY DEVELOPMENT, ADOPTION, REVIEW AND SUSPENSION AND DISCONTINUANCE

COMMUNICATION OF NEW, REVISED, SUSPENDED OR DISCONTINUED POLICIES WILL FOLLOW PROCEDURE A0119P

POLICY DEVELOPMENT
Proposals for new, revised, or suspended policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College. The Board may authorize the President/District Director to draft language for consideration.

The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the College.

The Board is sensitive to staff input regarding the development of College policies. The Board may seek, through the President/District Director, appropriate input from College staff. The College staff may request consideration of policy revisions, deletions, or additions through the Policy & Legislative Team and/or appropriate administrative channels.

POLICY ADOPTION
A policy that is introduced and recommended shall not be adopted until acted upon in two consecutive regular meetings of the Board. Temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

POLICY REVIEW
The Board shall periodically review its policies. The President/District Director is responsible for bringing to the Board policies that are in need of revision and areas for consideration of new policy adoption.

SUSPENSION OF POLICIES
The operation of any section or sections of Board policies not established by law or contract may be temporarily suspended by the majority of the Board members present at a regular or special meeting.

DISCONTINUANCE OF POLICIES
Upon the recommendation of any Board member, any resident of the District, or any employee of the College, a policy may be considered for discontinuance. A similar process to policy development and adoption will be followed.

Suspended and discontinued policies are archived on the College's intranet (WIRE).

Reference: Procedure A0119P

Revised February 16, 2010
Revised June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted September 26, 1979
A0119 POLICY DEVELOPMENT, ADOPTION, REVIEW, REVISION AND SUSPENSION, AND DISCONTINUANCE

SUBMISSION AND COMMUNICATION OF NEW, REVISED, SUSPENDED, OR DISCONTINUED POLICIES WILL FOLLOW PROCEDURE A0119P

POLICY DEVELOPMENT

Proposals for new, revised, or suspended policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College. The Board may authorize the President/District Director to draft language for consideration.

The formulation and adoption of written policies shall constitute the basic method by which the Board shall exercise its leadership in the operation of the College.

The Board is sensitive to staff input regarding the development of College policies. The Board may seek, through the President/District Director, appropriate input from College staff. The College staff may request consideration of policy revisions, deletions, or additions through the Policy & Legislative Senior Leadership Team and/or appropriate administrative channels.

POLICY ADOPTION

A policy that is introduced and recommended shall not be adopted until acted upon in two consecutive regular meetings of the Board. Temporary approval may be granted by the Board in lieu of formal policy to meet emergency conditions or special events which will take place before formal action can be taken.

POLICY REVIEW

The Board shall periodically review its policies. The President/District Director is responsible for bringing to the Board policies that are in need of review and areas for consideration of new policy adoption.

SUSPENSION OF POLICIES

The operation use or implementation of any section or sections of Board policies not established by law or contract may be temporarily suspended by the majority of the Board members present at a regular or special meeting.

DISCONTINUANCE OF POLICIES

Upon the recommendation of any Board member, any resident of the District, or any employee of the College, a policy may be considered for discontinuance. A similar process to policy development and adoption will be followed.

Suspended and discontinued policies are archived on the College's intranet (WIRE).

Reference: Procedure A0119P
Addition/Revision Communication Plan

Contact Person: ___________________________________

Proposals for new policies or changes to existing policies may be initiated in writing by any Board member, any resident of the District, or by any employee of the College.

1) Policy may require input/review by:

_____ Academic Deans Council
_____ Academic Leadership Team
_____ Senior Leadership Team
_____ Student Government Body (student issues)
_____ Union Representatives
_____ Other __________________________________

2) Policy & Legislative Team – Input, Review and Approval
   Approval Date ________________

3) District Board – Review and Approval (2 readings)
   Approval Dates ________________, ________________

4) Communication - Final publication of College policy approvals (as designated by the contact person):

_____ Essential News
_____ Student Newsletter
_____ Handbooks
_____ Specific Groups/Departments
_____ Union Representatives
_____ Information Flow Sheet
_____ Other __________________________________

5) All College policies are maintained on the College’s intranet (WIRE).

Reference Policy A0119

Approved February 16, 2010
A0119p  POLICY DEVELOPMENT, ADOPTION, REVIEW, REVISION, SUSPENSION AND DISCONTINUANCE

Proposals for new policies or revisions to existing policies may be initiated in writing by Board members, residents of the District, or any employee of the College. However, some existing policies may be brought for review by the President.

Policies will then be sent to the Vice President, Strategic Effectiveness and Engagement for review. Requests for additional information will be made as necessary. Policies will then be presented to the Senior Leadership Team for review and preliminary approval. Author(s) of the policy may be asked to present the policy to Senior Leadership Team.

If preliminary approval is given by the Senior Leadership Team, the policy will be sent to the executive assistant to the president who will prepare it for inclusion in the Board packet, and on the Policy and Instruction Committee Agenda for presentation to the District Board. If not approved by the Senior Leadership Team, the policy may be returned to the author with an explanation of the decision and request for additional information.

Though new and revised policies may be brought forward at any time for review, submission for review by the Senior Leadership Team will be scheduled biannually during the months of January and July. This schedule allows for the submission of policies to the District Board in March and September as part of the Policy and Instruction Committee.

Communication of new, revised, suspended or discontinued policy will be made through one or more college-wide communication tools, e.g. employee newsletter, student newsletter, college handbooks, information flowsheet, or other tools as deemed appropriate. All policies will be maintained on the College’s public website.
Current Policy

A0120 POLICY MANUAL AND DISTRIBUTION

The Board authorizes the administration of the College to organize and codify the general policies and practices of the Board to form a Policy Manual.

The Policy Manual will not supersede or override any portion of the employee negotiated agreements or any ruling of any federal or state agency, nor shall it at any time be applicable if contrary to law.

The Policy Manual shall be continuously updated to reflect changes incorporated by the Board, state and federal legal rulings, or negotiated employment agreements. Such substantive changes or additions must be approved by affirmative action of the Board at two consecutive Board meetings and shall become effective as of the date of final adoption or at a date otherwise specified. Any previous policies pertaining to newly adopted policies shall become null and void on the effective date of the new policy.

The administration is authorized to make necessary editorial changes in policies in order to maintain current, accurate terminology or to eliminate sex reference or other biased language, as long as such changes do not alter the substantive context of the policies. Editorial language changes will be submitted to the Board as an Information Item.

The administration shall maintain procedures for the distribution and updating of the Policy Manual. These procedures shall reasonably insure that current Policy Manuals are readily available to the public and that all College employees have access to and acknowledge their familiarity with these policies.

Reviewed June 15, 2004
Reviewed November 17, 1992
Revised April 12, 1988
Adopted November 28, 1979

Suggested Policy Revision

A0120 ELECTRONIC POLICY LIBRARY AND DISTRIBUTION

The Board authorizes the administration of the College to organize and codify the general policies and practices of the Board to form an electronic policy library housed on the Western web site. The policies will not supersede or override any ruling of any federal or state agency, nor shall it at any time be applicable if contrary to law.

The electronic policy library shall be continuously updated to reflect changes incorporated by the Board, or state and federal legal rulings. Such substantive changes or additions must be approved by affirmative action of the Board at two consecutive Board meetings and shall become effective as of the date of final adoption or at a date otherwise specified. Any previous policies pertaining to newly adopted policies shall become null and void on the effective date of the new policy.

The administration is authorized to make necessary editorial changes in policies in order to maintain current, accurate terminology or to eliminate biased language, as long as such changes do not alter the substantive context of the policies. Editorial language changes will be submitted to the Board as an Information Item.

The administration shall maintain procedures for the distribution and updating of the electronic policy library. These procedures shall reasonably insure that current policies are readily available to the public and that all College employees have access to and acknowledge their familiarity with these policies.
D0104 SCHOOL YEAR

The school-year calendar is developed annually by the District and shall meet or exceed all instructional-hour requirements prescribed by the Wisconsin Technical College System Board.
Current Policy

E0400 STUDENT FINANCIAL AID

The College serves as an agent for the receipt and disbursal of financial aid funds for eligible students from federal and state sources which may include but not be limited to federal and state grants, loans, workstudy, veterans benefits and agency funds.

The College complies with all legislation and regulations as required by each source including satisfactory academic progress standards. For purposes of equitable disbursal, the College establishes priorities for awarding the various funds to students based on demonstrated and verified financial need. Priorities shall be carefully evaluated to eliminate any discrimination based on sex, religion, age, race or national origin.

Privately funded scholarships which may be available from the Western Technical College Foundation, Inc. are awarded on the basis of donor requirements and institutionally-established procedures.

Revised April 16, 1996
Adopted May 16, 1989

Suggested Policy Revision

E0400 STUDENT FINANCIAL AID

The College serves as an agent for the receipt and disbursal of financial aid funds for eligible students from federal and state sources which may include but not be limited to federal and state grants, loans, workstudy, veterans benefits, and agency funds.

The College complies with all legislation and regulations as required by each source including satisfactory academic progress standards. For purposes of equitable disbursal, the College establishes priorities for awarding the various funds to students based on demonstrated and verified financial need. Priorities shall be carefully evaluated to eliminate any discrimination based on race, color, ancestry, national origin, sex, sexual preference, disability, age, religion, creed, marital status, or lack of English skills.

Privately funded scholarships which may be available from the Western Technical College Foundation, Inc. are awarded on the basis of donor requirements and institutionally-established procedures.
Western is committed to a data based decision making process as a critical component of its Continuous Improvement program. Key to this process is the use of valid and reliable research, standardized data elements and definitions, management scorecards and information technology for planning and managing College operations and for measuring results.

A Research & Technology Team (RTT) will oversee the institutional research/data management processes as well as setting direction for information technology at the College. The team will be one of the College Steering Teams. The team will determine appropriate data elements, sources and definitions to be used in developing standard information reports and scorecards.

All requests for information and surveys to be administered at Western will be channeled through the Office of Institutional Research. Requests will be shared with the RTT Steering Team for approval and prioritization when an approved standard report or data source is not available. This will help to ensure consistency, reliability and validity of data being collected and used at the College.

Western is committed to data-informed decision making as it pertains to meeting our mission and reaching our vision through the achievement of our strategic goals. Integral to meeting our strategic goals are our organizational key results. The key results are standardized data elements and definitions that define the overall success of the organization and are supported by institutional research and information technology. The key results are used for planning and managing College operations and for measuring organizational performance.

All requests for data, research, information and survey administration at Western will be directed through the institutional research department. The director of institutional research will determine the need for consultation with the Institutional Research Board (IRB) based on the request. Requests will be shared with the Priority Advisory Board for approval and prioritization when an approved standard report or data set is not available. This will help insure the collection and use of consistent, reliable, and valid data.

All requests for operational technology-related processes and reports will be directed through the INMS department. The director of INMS will chair the Priority Advisory Board, and process and project requests will be shared with the Priority Advisory Board for approval and prioritization as needed. This will help insure that operational processes and procedures requiring technology support will be reviewed before resources are committed for implementation.