

Policy Revision Guide

The Policy Councils and Task Teams will initiate the review process and decide if a policy supports the college's strategic plan. If a policy is retained, the "Policy Template," available on the Governance and Policy Web site (www.gpc.edu/governance), will provide the structure for the policy while the "Policy Revision Guide" will address the textual revisions.

1. Distinguish between "Policy" and "Administrative Procedure."

- **Part One: "Policy":** Definition of the policy. The policy is the focal point, stated succinctly, occasionally in a single sentence (e.g. "There will be no smoking on any GPC campus.") The "policy" should rarely exceed one or two sentences.
- **Part Two: "Procedure":** Implementation of the policy. The "procedure" will be more detailed than the policy, and it will describe how the policy will be enforced. (e.g., What will the college do to ensure that no one smokes on any GPC campus? The "Procedure" provides the answer.) The Policy Councils or Task Teams should delete any discussions that are unrelated to the specific policy application, including policy justification or tangential facts. If necessary, the Councils or Task Teams may include a concise summary of deletions in their minutes, which will be published on the Governance and Policy Web site but not in the Policy Manual.

Some policies and procedures are lengthy, similar to a brochure or pamphlet. (e.g. See Policy 333 "Distance Learning.") The Policy Councils and Task Teams may

recommend that the “pamphlet” be distributed to the appropriate constituents in its current form. For the Policy Manual, however, the document should be reconfigured into several distinct policies. Though information may be related to the subject matter covered within the policy, it may not directly describe policy implementation. Accordingly, it should be deleted.

2. Update Material.

- To reflect changes at the college, Councils and Task Teams should eliminate, for example, references to DeKalb College and to provosts.
- Many of the policies do not address distance learning since they were developed prior to GPC Online’s existence. Task Teams and Policy Councils should determine if a policy covers all campuses, faculty, and students. Alternatively, the uniqueness of the online environment may require the modification of a particular policy.

3. Determine if a policy requirement is unnecessary or unrealistic.

- If a policy requires that all search committees share interviewing schedules with the college or that references are contacted prior to every applicant’s interview, for example, the Policy Council and Task Team would determine if such requests are reasonable and/or necessary.

4. Determine if the document is a “policy.”

- Is it a “guideline,” “procedure,” or a “recommendation” instead?

- If so, it should be removed from the Policy Manual and relocated to another area on the college's Web site (e.g. Student Affairs Handbook, Academic Procedures, The Business Procedures Manual, etc.)

5. Eliminate ambiguity.

- The policy and procedure should be stated concisely and precisely, minimizing the potential for confusion or misunderstanding.

6. Embedded Definitions

- When definitions are essential, they should be embedded into a sentence under "Procedure" rather than listed as a series of items. The definition should be precise and succinct.

7. Proofread

- Omit second person ("you")
- Avoid repetition

The Policy Councils and the Task Teams will forward the **new or revised policy** and their **approved minutes** as **WORD** attachments to the Office of Governance and Policy: Beth.Jensen@gpc.edu