

Administrative Team Policy and Procedures Calendar

Based on Board Policy Review Calendar (allowing one month for Admin Team review and adoption)

Admin Team Meeting Month	Policy	Status	Adoption Date	New	Revised
November 2015	Admissions and Placement Policy (2.A.16)	Adopted	12/09/2015	X	
	Secure Retention of Student Records Policy (2.D.7)	Adopted	12/09/2015	X	
	NWIC Advisory Boards and Committees Policy	Adopted	12/09/2015	X	
December 2015	Financial Aid Policy (2.D.8 – no policy required by accreditation)	Adopted	01/13/2016	X	
January 2016					
February 2016					
March 2016	Comprehensive Emergency Management Plan (2.D.2 – students)	Adopted	03/02/2016	X	
April 2016					
May 2016	Prior Experiential Learning Policy (2.C.7 and recommendation #1)	Adopted	05/11/2016	X	
	Grading Policy (2.D.5)	Adopted	05/11/2016	X	
	Refund Policy (2.D.5)	Adopted	05/11/2016	X	
June 2016	Student Rights and Responsibilities Policy (2.A.15)	Adopted	06/15/2016	X	
	Co-Curricular Activities Policy (2.D.11 – no policy required accreditation)	Adopted	06/29/2016	X	
	Reserve Policy	Adopted	06/29/2016	X	
	Utilization of Current Assets Policy (2.A.30, 2.F.1)	Adopted	06/26/2016	X	
July 2016	Transfer of Credits Policy (2.A.14)	Adopted	08/10/2016	X	
August 2016	Personnel Policy Manual (2.A.18) (Pre-First Read; First Read)	--	--		
September 2016	Personnel Policy Manual (2.A.18) (Continued First Read)	--	--		
October 2016	Personnel Policy Manual (continuation of First Read)	--	--		
	Institutional Budget Policy (2.F.3)	Adopted	10/26/16	X	
November 2016	Personnel Policy Manual (continuation of First Read)	--	--		
December 2016	Personnel Policy Manual (conclude First Read)	--	--		
January 2017 First Read: TBD Second Read: TBD	Personnel Policy Manual (Second Read) Indigenous Research Policy				

Updated December 21, 2016

February 2017 First Read: TBD Second Read: TBD	Academic Freedom Policy (2.A.27) Teaching and Service Policy (2.A.12) Scholarship and Artistic Creation Policy (2.A.12) Creation and Production of Intellectual Property Policy (2.A.24)				
March 2017 First Read: TBD Second Read: TBD					
April 2017 First Read: TBD Second Read: TBD	Conflict of Interest Policy – Governing Board (2.A.23)				
May 2017 First Read: TBD Second Read: TBD	Wellness (Plan) Policy (Placeholder)				
June 2017 First Read: TBD Second Read: TBD					
July 2017 First Read: TBD Second Read: TBD					
August 2017 First Read: TBD					

Second Read: TBD					
September 2017 First Read: TBD Second Read: TBD					
October 2017 First Read: TBD Second Read: TBD					
November 2017 First Read: TBD Second Read: TBD					
December 2017 First Read: TBD Second Read: TBD					

Procedures Required by Accreditation Standards

Admin Team first read date	Procedure Name and Accreditation Standard	Procedure Number	SPA
Already completed	Secure Retention of Records Procedure (2.D.7)		V. Retasket
Already completed	Hazardous Waste Chemical Procedure (2.G.2)		D. Oreiro
Completed May 2016	Refund Procedure (2.D.5)		V. Retasket
Completed June 2016	Student Rights and Responsibilities Procedure (2.A.15)		V. Retasket

Updated December 21, 2016

December 2016	Continuity of Operations Procedure (3.A.5)*		D. Oreiro
TBD	Transfer of Credit Procedure (2.C.8)		V. Retasket
TBD	CEU Procedure (2.C.17)		S. Kinley
May 2017	Wellness Plan Procedure (Placeholder)		T. Williams/Wellness Committee

* While accreditation does not formally require a procedure to address standard 3.A.5, a procedure is being suggested as an effective way to address the standard and the need for an articulated process for continuity and recovery which is part of phase two of the Comprehensive Emergency Management planning process.