



Policy and Procedures

*Adapted from Minnesota West Community and Technical College Policy and Procedure Development

Policy/Procedure

Name: _____

Number: _____ Author: _____

Policies and procedures are designed to assist the College in serving its mission, vision, and values, while maintaining accountability through clear, concise, and current requirements.

Please complete the form below to support the College’s Policy and Procedure Review and Approval Process. Send the completed form along with a copy of the policy or procedure for review with tracked changes to Wendy Roberson, (Wendy.Roberson@saintpaul.edu).

Check One

- Change in an Existing Policy/Procedure
- New Policy/Procedure
- Repeal of Existing Policy/Procedure
- Scheduled review of an existing policy/procedure

Does this policy align with an existing system policy?

Yes – If Yes, please identify System Policy Number: _____

No

Please identify the College Learning Outcomes supported by this policy.
Select All That Apply

<input type="checkbox"/>	Communication – Students demonstrate effective communication through a variety of contexts or modes.
<input type="checkbox"/>	Creative and Critical Thinking – Students demonstrate creative and critical thinking skills through qualitative or quantitative methods.
<input type="checkbox"/>	Global Citizenship and Civic Responsibility - Students exercise civic responsibility with a global or local perspective, fostering a culture of belonging, collaboration and mutual respect.
<input type="checkbox"/>	Information & Technology Literacy - Students apply relevant information or technology to solve problems.
<input type="checkbox"/>	Personal Responsibility and Life Skills - Students practice personal responsibility and life skills that allow them to thrive in society.
<input type="checkbox"/>	This policy/procedure does not support a College Learning Outcome.

Please select how the policy/procedure supports the College's anti-racist, trauma-informed commitment.

Select All That Apply

	The policy or procedure will create and support physical and psychological safety.
	The policy or procedure supports transparency and trust.
	The policy or procedure supports self-advocacy.
	The policy supports full participation, sharing of power and decision-making.
	The policy or procedure honors an individualized approach.
	The policy or procedure works to eliminate oppression.
	The policy or procedure will increase access and opportunity for traditionally underserved communities.
	This policy/procedure does not support the College's ARTI Commitment.

Short Answer

1. How does this policy support the mission, vision or values of the College?	
2. What is the intended impact on the College community? (Be specific)	
3. Please identify the groups involved in the development of this proposed policy. (How were underserved populations - communities of color, LGBT, etc.) involved in the development or decision-making process?	