From “Regulations” to Policies & Procedures

ASF SIA Presentation
May 6, 2014
WSU Regulation 1.1 refers to MnSCU Policy 1A.1 as the rationale for having “Regulations…”

The word “regulation” does not appear in the MnSCU Policy.
New Definitions

Policies
• Policies are institutional statements of values and beliefs which establish guiding principles that give direction to the university and its members.

Procedures
• Procedures describe the series of steps to be taken to implement a policy or accomplish an objective.
Task Force

• Review definitions
• Review current regulations, policies and procedures
• Develop an implementation plan
Other Fixes Needed

- Inconsistent format
- Responsible offices and authors not identified
- Timeline for review not established
- Review process time-consuming
- Dissemination not documented
Winona State University

Number:

Title: *(Keep it brief. Do not use the words policy, procedure or guidelines in the title.)*

<table>
<thead>
<tr>
<th>Policy:</th>
<th>Responsible Cabinet Member: Click here to enter text.</th>
<th>Future review required:</th>
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</thead>
<tbody>
<tr>
<td>Procedure:</td>
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<td>IFO: ☐</td>
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<tr>
<td>New:</td>
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<td>ASF: ☐</td>
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<td>AFSCME: ☐</td>
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<td>MAPE: ☐</td>
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<td>Dissemination:</td>
<td>Sent to: Click here to enter text.</td>
<td>Students: ☐</td>
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<td>Info Only: ☐</td>
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</table>
(For policies)
PURPOSE: (Briefly explain why this policy is needed or what concern it addresses, and to who or to what the policy applies.)

(For procedures)
PURPOSE: (Identify the policy implemented by this procedure or briefly explain the intent of the procedure.)

DEFINITIONS: (Provide an alphabetical list defining special terms unique to the policy.)

ELIGIBILITY, CRITERIA OR LIMITATIONS: (List special requirements, if appropriate.)

PROCEDURE: (Outline of actions to be taken by whom in the order they would occur.)

RECORDKEEPING REQUIREMENTS: (Describe any records to be kept for how long.)

Signature .................................................................................. Date of approval:
HISTORY:
Authoritative References:
Related References:
Initial approval:
Revision dates:
Forms:
Task Force (TF)

- TF continues next year
- Offices directed to re-format “regs” for TF review for consistency
- Sent to constituency groups for confirmation of future review plans
Future Process

• New P&Ps initially sent to all groups for OK
• Response within 30 business days or approval assumed
• WSU Home Page links to internal and external policies
Implementation

• An office is assigned permanent responsible for P&Ps
• All-University Policies & Procedures Committee – Advisory
  • Identify existing P&Ps that should be added to official list
  • Establish numbering system and assign same
  • Review P&Ps for consistency before submission to constituency groups
Best of Luck with this Endeavor

Respectfully Submitted -- Nancy Kay “Pete” Peterson – a.k.a The Penguin