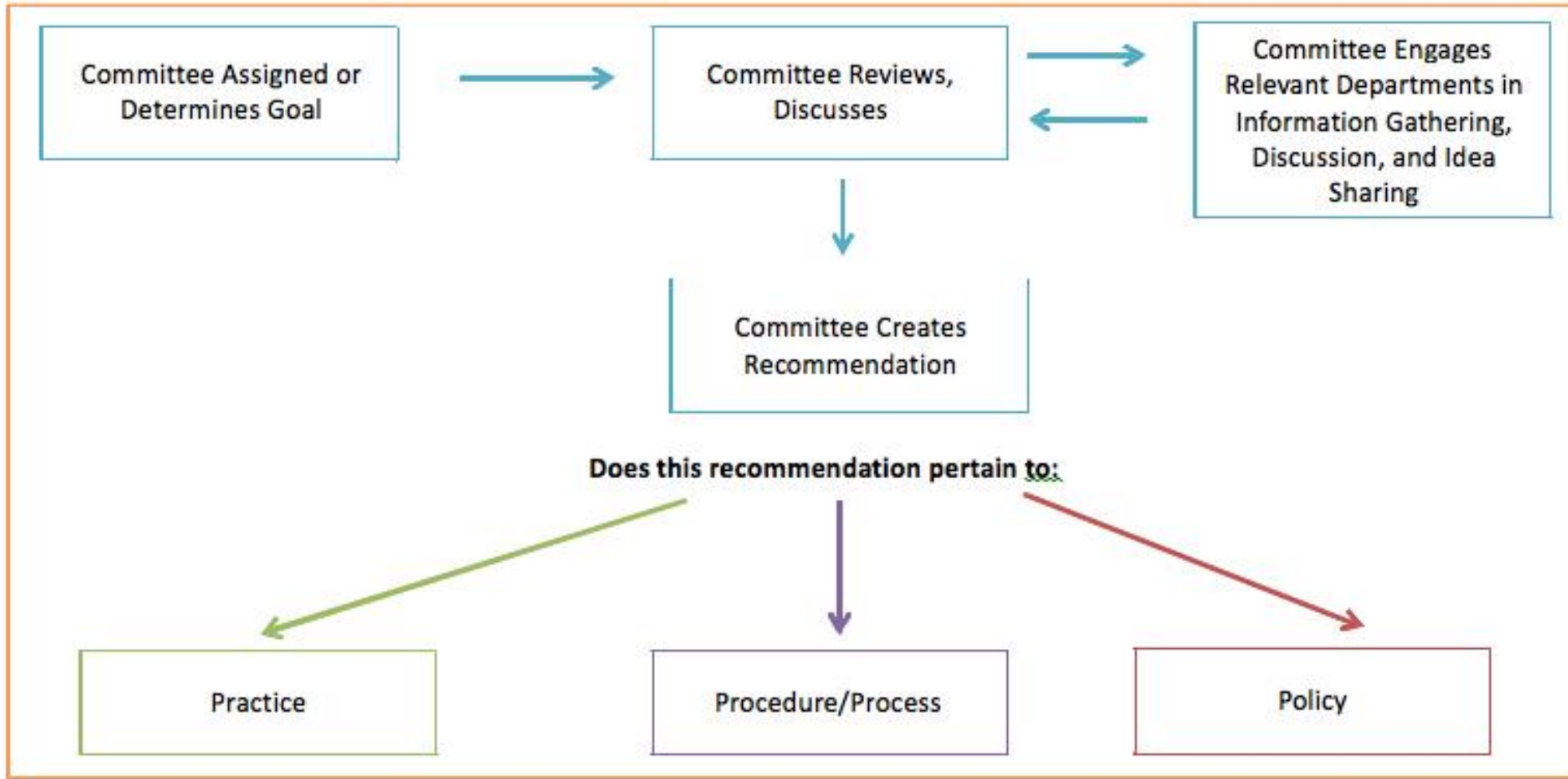# Shared Governance Process Flow

Definitions:

Policy - a definite course of action adopted for the sake of prudence, expediency, or facility (must be approved by the Board of Trustees)

Procedure - the particular mode of action involved with respect to implementing and executing a policy, viz., instructions for executing policy
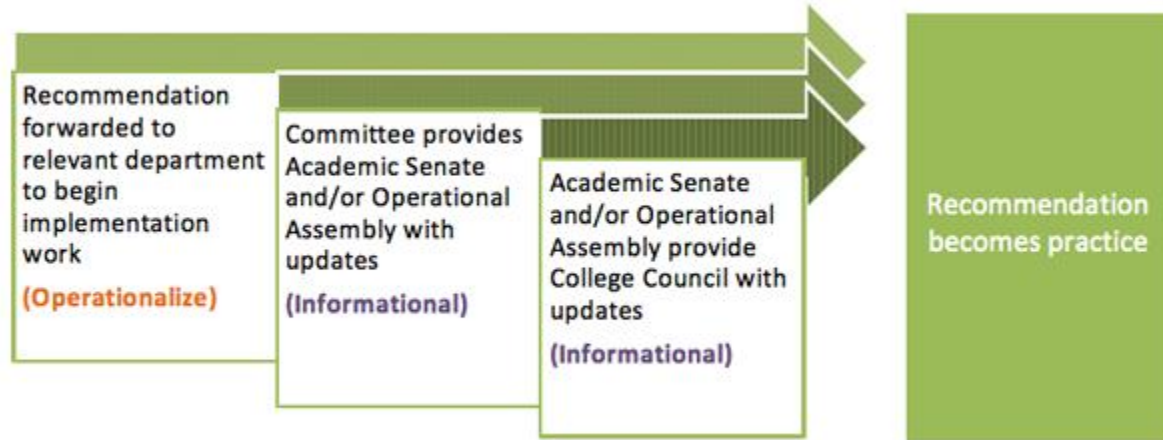
Process - the series of actions, operations, or motions involved in the accomplishment of an end; i.e., the actual steps involved in carrying out a procedure, viz., operational guidelines

Practice - habitual or customary course of action or way of doing something

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┌─────────────────────┐        ┌─────────────────────┐        ┌─────────────────────────┐
│ Committee Assigned  │ ─────> │ Committee Reviews,  │ ─────> │ Committee Engages       │
│ or Determines Goal  │        │ Discusses           │ <───── │ Relevant Departments in │
└─────────────────────┘        └─────────────────────┘        │ Information Gathering,   │
                                        │                      │ Discussion, and Idea     │
                                        │                      │ Sharing                  │
                                        v                      └─────────────────────────┘
                               ┌─────────────────────┐
                               │ Committee Creates   │
                               │ Recommendation      │
                               └─────────────────────┘

                          Does this recommendation pertain to:

       ┌─────────────┐          ┌─────────────────────┐          ┌─────────────┐
       │  Practice   │          │ Procedure/Process   │          │   Policy    │
       └─────────────┘          └─────────────────────┘          └─────────────┘
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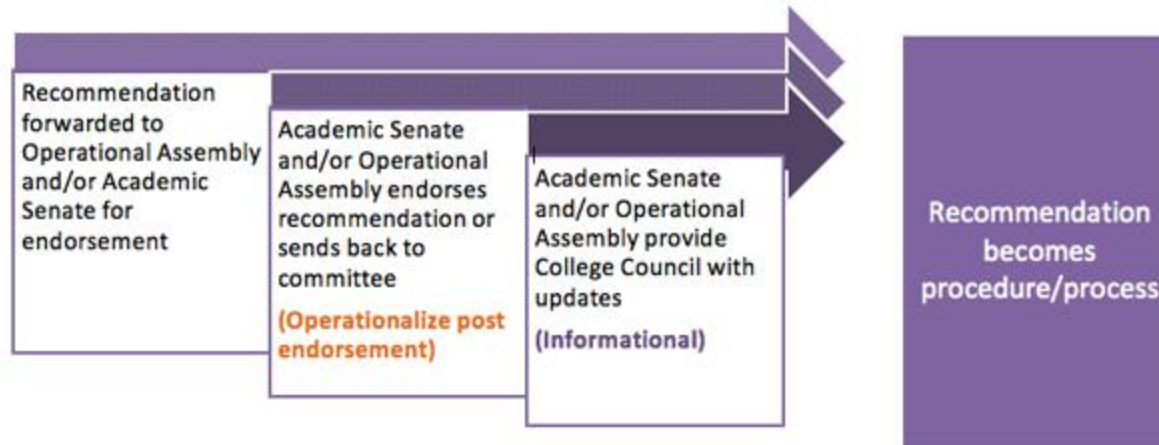**If this recommendation pertains to: PRACTICE**

- *Practice – Habitual or customary course of action or way of doing something*

If this recommendation pertains to: PROCEDURE/PROCESS

- *Procedure - the particular mode of action involved with respect to implementing and executing a policy, viz., instructions for executing policy*
- *Process - the series of actions, operations, or motions involved in the accomplishment of an end; i.e., the actual steps involved in carrying out a procedure, viz., operational guidelines*

Recommendation forwarded to Operational Assembly and/or Academic Senate for endorsement

Academic Senate and/or Operational Assembly endorses recommendation or sends back to committee

(Operationalize post endorsement)

Academic Senate and/or Operational Assembly provide College Council with updates

(Informational)

Recommendation becomes procedure/process

If this recommendation pertains to: POLICY

- *Policy – a definite course of action adopted for the sake of prudence, expediency, or facility (must be approved by the Board of Trustees)*

Recommendation forwarded Operational Assembly and/or Academic Senate for endorsement

Academic Senate and/or Operational Assembly endorses recommendation or sends back to committee. Following endorsement, moves item forward to College Council.

College Council endorses recommendation or sends back to assembly/senate. Following endorsement, moves item to President and Board of Trustees for approval.

(Operationalize post Board of Trustees approval)

Recommendation becomes policy