

EXHIBIT FORMULATION AND REVIEW

I. Procedure

A. New Exhibits

1. The Western Dakota Tech (WDT) Policy Committee will review each proposed exhibit during at least one meeting.
2. The WDT Policy Committee will forward to the WDT Cabinet exhibits recommended for approval.
3. The WDT Cabinet will review each proposed exhibit during at least one meeting before voting to approve forward to the WDT President. The WDT Cabinet may elect to send exhibits back to the WDT Policy Committee with recommended revisions or make changes to the proposed exhibit. The WDT Cabinet will forward to the WDT President exhibits recommended for approval.
4. The WDT President may elect to send exhibits back to the WDT Cabinet and/or the WDT Policy Committee with recommended revisions. The WDT President will forward exhibits recommended for approval to the local governing Board.
5. The local governing Board will review each exhibit proposal in one reading. The Board may elect to have additional readings as necessary. The Board may elect to send exhibits back to the WDT President, WDT Cabinet, and/or the WDT Policy Committee with recommended revisions.
6. Approved exhibits will be effective on the date recommended by the WDT Policy Committee.

B. Exhibit Reviews

1. Faculty, staff, and administrators responsible for individual exhibits and the WDT Policy Committee will review exhibits at least once every two years to ensure exhibits remain current.
2. Minor revisions of current exhibits and non-substantive changes to exhibits that do not change the intent of the policy or procedure the exhibit supports will be approved after review and recommendation for approval by the WDT Policy Committee, one reading and approval by the WDT Cabinet, and approval by the WDT President.
3. Revisions not deemed as minor or non-substantive changes require the same approval process as new exhibits.

II. Definitions - None

Legal References: None