I. Procedure

A. New Exhibits

1. The Western Dakota Technical College (WDTC) Policy Committee will review each proposed exhibit during at least one meeting.
2. The WDTC Policy Committee will forward to the WDTC Cabinet exhibits recommended for approval.
3. The WDTC Cabinet will review each proposed exhibit during at least one meeting before voting to approve forward to the WDTC President. The WDTC Cabinet may elect to send exhibits back to the WDTC Policy Committee with recommended revisions or make changes to the proposed exhibit. The WDTC Cabinet will forward to the WDTC President exhibits recommended for approval.
4. The WDTC President may elect to send exhibits back to the WDTC Cabinet and/or the WDTC Policy Committee with recommended revisions. The WDTC 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 WDTC President, WDTC Cabinet, and/or the WDTC Policy Committee with recommended revisions.
6. Approved exhibits will be effective on the date recommended by the WDTC Policy Committee.

B. Exhibit Reviews

1. Faculty, staff, and administrators responsible for individual exhibits and the WDTC 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 WDTC Policy Committee, one reading and approval by the WDTC Cabinet, and approval by the WDTC 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

Board Approved 3/19/2018; Committee Reviewed 10/25/2019; Board Approved 8/12/2020