

PROCEDURES

I. Procedure

A. New Procedures

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

B. Procedure Reviews

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

II. Definitions - None

Legal References: None