

EXHIBITS

I. Procedure

A. New Exhibits

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

B. Exhibit Reviews

1. Faculty, staff, and administrators responsible for individual exhibits and the WDTA 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 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 exhibits.

II. Definitions - None

Legal References: None