President's Committee Charge
Policy Review Committee

PURPOSE

National Park College is committed to providing a transparent and collaborative system of campus governance. Recognizing the role that a clearly defined policy process has in the success of campus governance, the President's Policy Review Committee (PRC) is charged with designing and coordinating an inclusive, collaborative policy process that will include opportunities for participation from each stakeholder group. With the help of assigned subcommittees and campus governance groups, the PRC will complete a comprehensive policy audit according to the timeline below.

TIMELINE

GOAL 1: Assemble Policy Review Committee   **Est. Timeline: 0 to 1 months**
GOAL 2: Develop a policy statement   **Est. Timeline: 1 to 2 months**
GOAL 3: Develop policy workflow procedures   **Est. Timeline: 4 to 6 months**
     a) Outline a clear workflow for policy development   *1 to 2 months*
     b) Develop and apply a standard template for policies   *2 to 4 months*
     c) Implement a 30 day comment period   *0 to 1 months*
GOAL 4: Complete a comprehensive policy audit   **Est. Timeline: 8 to 15 months**
     a) Assign policy ownership, establish regular review cycle   *3 to 6 months*
     b) Identify Board vs. Administrative/Departmental Policies   *3 to 6 months*
     c) Define and distinguish between policies vs. procedures   *2 to 3 months*
         Total estimated time   **18-24 months**

AUTHORITY

Once established and after completion of the policy audit, the PRC will function as a standing committee for reviewing student, staff and faculty policies. All campus policies will flow through the PRC for development and/or revision. With input from campus governance groups, recommendations from the PRC will be presented to the President for review by the campus Leadership Team and when appropriate, will move forward to the Board of Trustees.

REPRESENTATION

The PRC consists of representatives from all governance groups, administrative divisions, and major stakeholder groups, including:

- Policy Administrator/Manager (Chair) – Melony Ritter
- Faculty Senate Officer – Dr. Charles Argo
- Staff Senate Officer – Sharon Sinclair
- Student Government Officer – Tracy Edmondson, President
- Director of Human Resources – Janet Brewer
- Student Affairs Representative – John Tucker
- Technology Representative – Blake Butler
- Administration (Leadership Team) – Gordon Watts, Kelli Albrecht