

ADMINISTRATIVE RULE REVISIONS

ADMINISTRATIVE RULE NUMBER: A002

LAST APPROVED: May 6, 2008, December, 10, 2014, November 28, 2018

RELATED TO POLICY SERIES NUMBER: 100

PURPOSE: A002.1

The purpose of this AR is to outline the procedure for making revisions to the Administrative Rules (AR):

ADMINISTRATIVE RULE REVISION PROCEDURE: A002.2

- A. Any proposed revisions to an AR will be brought to the document owner. If the document owner agrees that the changes need to be made, they will need to create a new version of that AR in PolicyTech and make suggested edits.
- B. The LT member/Document Owner will present the proposed AR to the LT for comments and suggestions. The LT member/Document Owner will then present the first reading of the proposed AR to the College Council (CC) members at their next meeting for their comments and suggestions.
- C. Document Owner will make any needed changes resulting from the feedback of LT and CC members in PolicyTech. Document Owner will then submit the proposed AR to the first level of Approvers (CC members).
- D. CC members will receive an approver task from PolicyTech and will need to login and accept the proposed AR before the second reading, which will occur at the following months CC meeting.
- E. The proposed AR will be brought to the CC for a second reading where final comments on the proposed AR will be accepted.
- F. Once approved by CC the Executive Support Specialist whom is the second level approver in PolicyTech for AR's will accept the proposed AR in PolicyTech and the AR will become published and added to the Tillamook Bay Community College Administrative Rules.
- G. A complete review of the AR's will take place every other year. If, as a result of the review, revisions to the AR's are necessary, the procedure outlined above will be followed in making these revisions.
- H. The revision procedure may be waived by the college President when phone numbers, titles, and names of departments/divisions, organizations, agencies, institutions, etc. need to be updated.

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