Attachment C: SON Undergraduate OPs and Publications Process

(All policies must be reviewed/revised every two years)

Policy Development/Review and Revision Process

1. Programs council coordinating council representatives meet (quarterly and as needed) and collaborate with designated administrative owner/liaison (Department Chair in collaboration with the Regional Dean) to identify policies to develop or review based on the Program’s Council OP/Publication Tracking Sheet. (May group similar policies together).

2. Discusses needed changes or current policy(s)
   a. Content of policy, i.e. intent or purpose, procedural changes, title changes, etc.
   b. Effectiveness of the policy, i.e. outcomes associated with policy(s).
   c. Identify policy content which applies to all programs to work on as a group
   d. Program specific process/procedure content (attachment sent to appropriate council) for review/revise.

3. Utilize group discussion for foundation to develop/revise policy(s)

4. Incorporate internal and external authorities’ requirements and standards as appropriate.

5. Submit motion to appropriate program council for acceptance of policy(s).

6. Repeat steps 3-5 until approved by appropriate program councils

7. Submits recommended new/revised policy(s) to
   a. Designated administrator owner/liaison (Department Chair in collaboration with the Regional Dean)
      i. Collaborates with administrative staff for policy storage and publication to website.

8. Documents flow of policy(s) in the agenda and minutes of appropriate program council(s), indicating actions taken by the committee (by council secretary).

9. Disseminates, new or revised policy(s) to
   a. All program council members and
   b. Other councils as appropriate i.e. Coordinating Council.

10. Confirms new/revised policy on website and updates appropriate Program’s Council OP/Publication Tracking Sheet accordingly.

Composition of Programs Council Undergraduate Policy Committee
Three Coordinating representatives from each of the undergraduate programs (9).

- Traditional Undergraduate
- RN/BSN
- Accelerated BSN