



## **CTC Procedure Development and Approval**

### **Overview**

Columbus Technical College (CTC) adheres to the State Board of the Technical College System of Georgia (State Board) and the Technical College System of Georgia (TCSG) Policy and Procedure 1.1p Development, Approval, and Review of TCSG Policies and Procedures. Technical College presidents shall adopt and publish State Board policies and TCSG procedures within their college or develop and publish local procedures consistent with said policies and procedures.

The President's Leadership Team (PLT) meets on a bi-monthly basis. During these meetings, new local procedures or revisions to existing local procedures may be identified. All new or revised local procedures must receive final approval from the President before being implemented.

### **Procedure Development and Approval**

The President or President-appointed member will represent and bring forward a concern or issue that warrants the development or revision of a college-specific policy or procedure as follows:

1. The appropriate member of PLT and/or senior administration will be assigned the responsibility of drafting a procedure with input from faculty and/or staff.
2. The PLT will discuss the draft, provide feedback, make revisions as needed, and vote to adopt the new or revised procedure.
3. The President will provide final approval before the procedure is made official and implemented.
4. The President, or a designee, communicates the new or revised policy/procedure to the College community.

### **Responsibility:**

The President holds the ultimate responsibility for ensuring the procedures are implemented, maintained, and communicated appropriately.