



# **From “Regulations” to Policies & Procedures**

**ASF SIA Presentation**

**May 6, 2014**

**WSU Regulation 1.1 refers to  
MnSCU Policy 1A.1 as the  
rationale for having  
“Regulations...”**

**The word “regulation” does  
not appear in the MnSCU  
Policy.**



# New Definitions

## Policies

- Policies are institutional statements of values and beliefs which establish guiding principles that give direction to the university and its members.

## Procedures

- Procedures describe the series of steps to be taken to implement a policy or accomplish an objective.

## Task Force

- Review definitions
- Review current regulations, policies and procedures
- Develop an implementation plan



## Other Fixes Needed

- Inconsistent format
- Responsible offices and authors not identified
- Timeline for review not established
- Review process time-consuming
- Dissemination not documented



# Winona State University



Number:

Title: *(Keep it brief. Do not use the words policy, procedure or guidelines in the title.)*

Policy: <input type="checkbox"/>	Responsible Cabinet Member: Click here to enter text.	Future review required:
Procedure: <input type="checkbox"/>		IFO: <input type="checkbox"/>
	Custodial Office: Click here to enter text.	ASF: <input type="checkbox"/>
New: <input type="checkbox"/>		AFSCME: <input type="checkbox"/>
Revised: <input type="checkbox"/>	Next review date: Click here to enter text.	MAPE: <input type="checkbox"/>
Deletion: <input type="checkbox"/>		Students: <input type="checkbox"/>
Dissemination:	Sent to: Click here to enter text.	Info Only: <input type="checkbox"/>

*(For policies)*

PURPOSE: *(Briefly explain why this policy is needed or what concern it addresses, and to who or to what the policy applies.)*

*(For procedures)*

PURPOSE: *(Identify the policy implemented by this procedure or briefly explain the intent of the procedure.)*

DEFINITIONS: *(Provide an alphabetical list defining special terms unique to the policy.)*

ELIGIBILITY, CRITERIA OR LIMITATIONS: *(List special requirements, if appropriate.)*

PROCEDURE: *(Outline of actions to be taken by whom in the order they would occur.)*

RECORDKEEPING REQUIREMENTS: *(Describe any records to be kept for how long.)*

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Signature

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Date of approval:



## **HISTORY:**

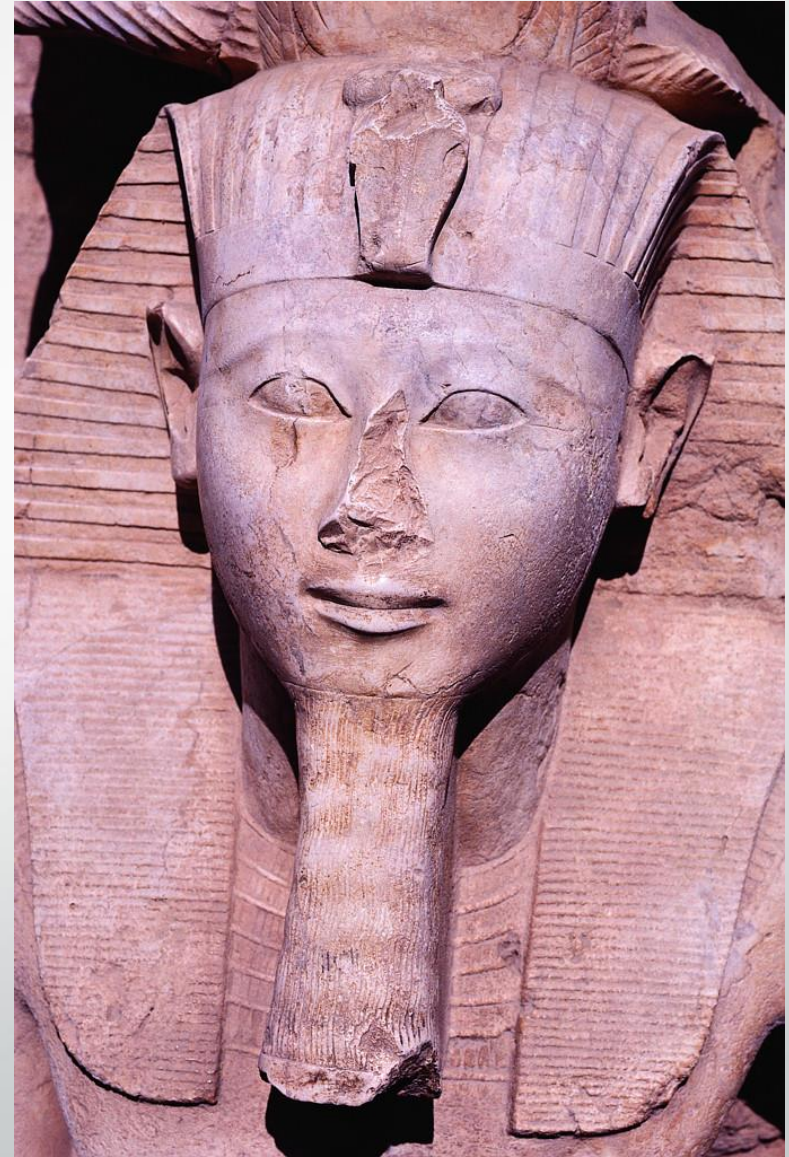
**Authoritative References:**

**Related References:**

**Initial approval:**

**Revision dates:**

**Forms:**





## Task Force (TF)

- TF continues next year
- Offices directed to re-format “regs” for TF review for consistency
- Sent to constituency groups for confirmation of future review plans



## Future Process

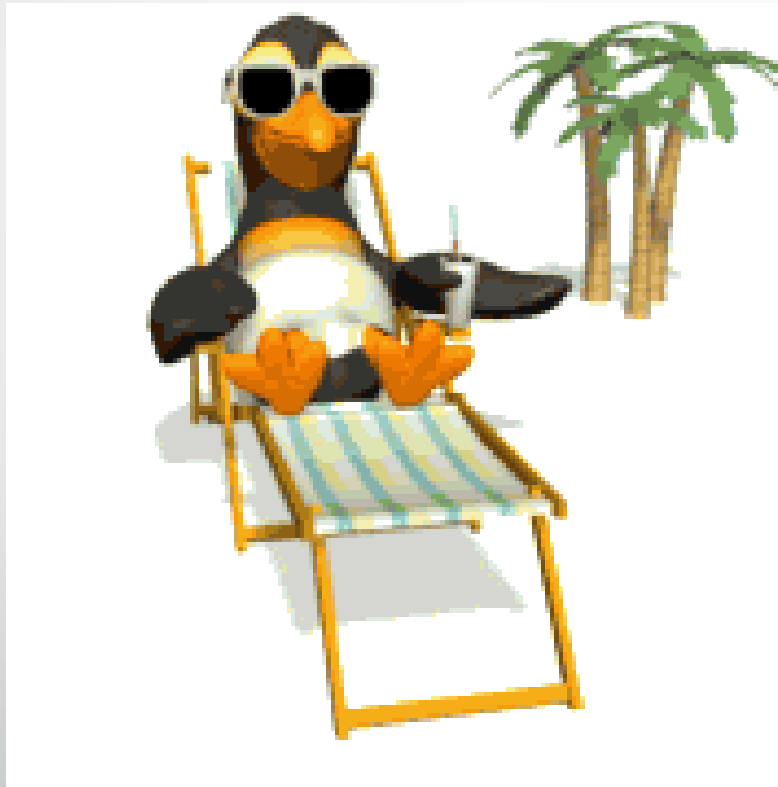
- New P&Ps initially sent to all groups for OK
- Response within 30 business days or approval assumed
- WSU Home Page links to internal and external policies



# Implementation

- An office is assigned permanent responsible for P&Ps
- All-University Policies & Procedures Committee – Advisory
  - Identify existing P&Ps that should be added to official list
  - Establish numbering system and assign same
  - Review P&Ps for consistency before submission to constituency groups

# Best of Luck with this Endeavor



Respectfully Submitted -- Nancy Kay "Pete" Peterson – a.k.a The Penguin