How Academic Affairs Policy is Reviewed and Approved by the Board

Development and Review Process
- Process led by Primary Contact
- Possible groups involved:
  - USO staff
  - Institutional representatives
  - RACs
  - USO Policy Committee

Policy Proposal
- Proposal completed by Primary Contact
- Submit to Policy Analyst

Proposal reviewed by USO Leadership Council
Proposal reviewed by Academic Affairs Leadership
Proposal reviewed by Board
Proposal approved

Color Key
- Stage completed by Primary Contact
- Stage completed by Policy Analyst and Review Teams
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**Steps Completed**

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How Academic Affairs Policy is Reviewed and Approved by the Board

**Development and Review Process**

- **Develop changes to policy**
  - Process led by Primary Contact
  - Possible groups involved:
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- **Review changes to policy**

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How Academic Affairs Policy is Reviewed and Approved by the Board

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- Stage completed by Primary Contact
- Stage completed by Policy Analyst and Review Teams
Policy Proposal Cover Sheet

• Primary Contact and others involved in review
  – University System Office staff
  – Regents Advisory Committees
  – Specific institutions

• Origin of the policy review

• Rationale for the policy review
How Academic Affairs Policy is Reviewed and Approved by the Board

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How Approved Academic Affairs Policy Changes are Implemented

- Policy Analyst notifies Primary Contact of policy approval
- Policy Analyst provides changes to ASAH and Manual editors
- Editors update ASAH and Manual
- Editors confirm changes with Policy Analyst and Primary Contact
- Primary Contact communicates changes to campuses
- Policy Analyst uploads policy brief to the Academic Affairs webpage

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## How Policy is Tracked

### ACTIVE POLICY TRACKING SHEET

<table>
<thead>
<tr>
<th>Phase</th>
<th>BOR Policy Number</th>
<th>RAC Number</th>
<th>Policy Name</th>
<th>Description</th>
<th>Associated RAC</th>
<th>System of Record Development</th>
<th>System Office Development</th>
<th>System Office Review</th>
<th>Institutional Review</th>
<th>MC Recommendation</th>
<th>WR Approval</th>
<th>Change Posted to Website</th>
<th>Dissemination to Institutions</th>
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</thead>
<tbody>
<tr>
<td>3.3.1</td>
<td>1.4</td>
<td>Core Curricula Overlay</td>
<td>Core changes that address problems with core curriculum requirements for students who transfer before completing those requirements, for students transferring outside the state, and for &quot;adult learners&quot; who accumulated credits prior to 2003.</td>
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<tr>
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<td>1.8</td>
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### Definitions of Key Terms

- **Core Curricular Overlay**: Core changes that address problems with core curriculum requirements for students who transfer before completing those requirements, for students transferring outside the state, and for "adult learners" who accumulated credits prior to 2003.
- **Core Transfer**: Change to wording in core curriculum to transfer policies to remove reference to core courses to define various types of transfer credit.
- **Core Review**: Change to wording in core curriculum to transfer policies to remove reference to core courses to define various types of transfer credit.
How Policy is Tracked

• Updated and shared monthly

• Includes details about each policy
  – Brief description
  – Primary contacts
  – RACs involved
  – Shows progress through review process
Policy for August Board Meeting

• Academic Calendar
• IB Policy
• Institutional Mission
• Promotion and Tenure
Procedure Changes

• RHSC Deficiency

• Transient Students
Questions?

- Review process
- Tracking sheet
- Current policy under review
- Policy issues you would like to review
Thank you

Heather Collins
heather.collins@usg.edu
404-962-3137

completega.org