WGTC 1.1

Enactment and Management of Policies

It is the policy of West Georgia Technical College (WGTC) to operate under the direction of the Technical College System of Georgia State Board Policy and Procedure Manual. These policies and procedures provide guidance to staff in their day-to-day activities; ensure compliance with applicable federal and state laws; and support and fulfill the operation and mission of West Georgia Technical College and the Technical College System of Georgia.

WGTC Policy: WGTC policy is a principle or course of action that guides and determines present and future decision-making. Policies require the approval of the Senior Leadership Staff.

Procedure: Procedures are documented, controlled steps or activities that accomplish the goals and directives of a related policy. Procedure documents are less formal by nature, and the subject matter normally requires only the approval of Senior Leadership Staff.

A. WGTC Policy Development and Revision:
   1. Policies/revisions will generally be drafted by a staff member in the work unit to which the policy applies with assistance and/or input from other work units as needed.
   2. The policy/revision will then be presented to the Senior Leadership Staff for review and approval.
   3. After the policy/revision is reviewed and approved by the Senior Staff, the policy will be coded, dated, and added to the Policy Manual on the College website.
   4. Policies/revisions will be executed as directed by the TCSG State Board revision process.

B. Archiving of Policies:
   1. The Office of Institutional Effectiveness shall be responsible for ensuring that new policies and/or revisions are coded, dated, and published in a timely manner.
C. Annual Review:
   1. The Office of Institutional Effectiveness will ensure the annual evaluation of the policies and procedures.