

Guidance for Implementing the “Policy on Policies”

This document is intended to provide technical guidance on implementing Occidental College’s Policy on the Approval and Maintenance of College Policies. It is not itself a College Policy (and is not subject to related policy-making procedures). The Policy Committee will confer with the Faculty Council before making changes to this guidance.

Implementing Section IV.A on Approval of New College Policies / Community Input

- Coordination Between the Dean and Faculty Council
 - The Dean will regularly share with the FC President the list of policies on the Policy Committee’s monthly agenda, at or around the same time that it becomes available to PC members. This typically occurs about a week before each PC meeting, although agendas sometimes change within that week.
 - Through these regular updates, the Dean will summarize for the FC President the changes proposed for each policy and the expected timeline.
 - The FC President may confer with other FC members, as needed. If the FC President and/or FC notes that the proposed changes should involve faculty input, the Dean will discuss with the FC President and/or FC how to appropriately consult the faculty. *For example*, the FC President and/or FC may recommend to the Dean that:
 1. that certain faculty members or faculty committees review and advise on the policy;
 2. that certain faculty members attend relevant portions of PC meetings; or
 3. that FC discusses the policy with all faculty members at a teaching faculty meeting, policy timeline permitting.
 - At a minimum, if the PC deems a policy review to involve “substantial changes to campus life and culture,” this will lead to a 10-day comment period and discussion forum, as described in the PoP.
 - The PC may adopt other/additional FC recommendations for policy reviews, such as those described above, even when they do not involve substantial changes to campus life and culture.

- Coordination Between the Dean of Students and ASOC
 - The Dean of Students and VP for Community & Equity plans to maintain a Student Advisory Board to regularly discuss policy issues with student leaders.
 - In addition, the Dean of Students will notify the ASOC President when the PC deems a policy review to involve “substantial changes to campus life and culture.” This will lead to a comment period and discussion forum as described in the PoP.
- Comment Period Logistics
 - During a regular PC meeting or by written consent, PC members will determine whether a policy involves “substantial changes to campus life and culture.” They will consider recommendations from FC and/or ASOC as described above. If the answer is “yes,” they will schedule a comment period.
 - The PC will develop and maintain a Google Form or other survey tool that can be used for comment periods. It will require an oxy.edu log-in and will provide an option for people to submit comments anonymously.
 - The PC member most directly responsible for the policy will distribute, via email to all staff, faculty, and students: (a) a proposed draft or redline of the policy and (b) a link to the comment form. They will note a response deadline that is no less than 10 days out.
 - Comment periods will take place during the academic year. The PC may issue a policy as an Interim Policy over the summer, and plan for a later comment period.
 - PC members will review all submissions received within the comment period.
 - Immediately following the comment period, the PC will share faculty comments with FC and student comments with ASOC.
- Discussion Forum Logistics
 - The Policy Committee will announce and host a discussion forum either before, during, or immediately after the close of the comment period, and before a policy is finalized.

- The forum may be in-person, virtual, or hybrid. It will typically be offered for 1 hour.
- Any staff, faculty, and students may attend.
- The PC members will address themes that may arise during the comment period and will lead Q&A.
- Template for Summary Statements
 - After the comment period and discussion forum, the PC will draft a summary statement.
 - The summary document will typically be 1-3 pages and will cover the following information:
 1. Purpose and goals of the new policy / policy revisions
 2. Number of written comments received, broken down by constituency (faculty, staff, student)
 3. Summary of written comments and discussion
 4. How comments were addressed / What changes were made based on comments received
 - The summary statement need not address each individual comment but may instead respond to them thematically.
- Announcement of a New or Substantially Revised Policy
 - The Responsible Officer will typically announce a new or substantially revised College Policy via email to all affected constituents. In some cases, the Policy Committee members may jointly send the announcement, if it touches several administrative areas.
 - The announcement should include:
 1. Purpose and goals of the new policy / policy revisions, or a reference to an attached summary statement (if applicable)
 2. If there was a comment period and discussion forum, a summary of that process and how comments were addressed
 3. When the policy is effective (typically, immediately)

4. Who the Responsible Officer is / whom to contact with any questions