

AR/OP Status Report

Number	Department		Administrative Rule	Operating Procedure	Draft Received from Dept	Draft Returned to Dept	Final Draft to Chief	Final Draft to Robb	Final Draft to Tria	Draft to Dr. Toda	Draft Approved
	Main Department	Responsible for Draft									
050.001.000	Business Office	Business Office	Travel Policy								X
050.001.001	Business Office	Business Office		Travel Policy Procedure							
050.002.000	Business Office	Business Office	Cash Management								
				Safekeeping of Cash							
050.003.000	Business Office	Business Office	Records Retention								
050.003.001	Business Office	Business Office		Hard Copy Records Retention							
050.004.000	Business Office	Business Office	Student Refund Policy								
050.005.000	Business Office	Business Office	Audit								
050.006.000	Business Office	Business Office	Administration of College Funds - Bonds and Investments								
050.007.000	Business Office	Business Office	Financial Reporting								
050.008.000	Business Office	Business Office	Purchasing								
050.008.001	Business Office	Business Office		Purchasing							
050.009.000	Business Office	Business Office	Procurement								
050.009.001	Business Office	Business Office		Procurement							
		* Draft names based on work by JO. Not sure if they will be developed.									

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		Draft	Administrative Rule								
070.001.000	Human Resources	Human Resources	Volunteer Leave								x
070.001.001	Human Resources	Human Resources		Volunteer Leave					6/5/2012		
070.002.000	Human Resources	Human Resources	Animals on Campus								x
070.002.001	Human Resources	Human Resources		Temporary Exclusion of Service Animals			3/26/2012				
070.003.000											
070.004.000	Human Resources	Human Resources	Public Records Requests								x
070.004.001	Human Resources	Human Resources		Public Records Requests					4/30/2012		x
070.005.000	Human Resources	Human Resources	Veterans' Preference Policy								X
070.006.000	Human Resources	Human Resources	Mandatory Reporting								
070.007.000											
070.008.000	Human Resources	Human Resources	Military Leave				5/30/2012				

Department Responsible for Draft											
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040.001.000	Instruction	Instruction	Class Size				07/12/2012	07/12/2012			
040.001.001	Instruction	Instruction		Adding Classes due to Enrollment Demand				8/27/2012			
040.001.002	Instruction	Instruction		Class Cancellations			07/12/2012	07/12/2012			
040.001.003	Instruction	Instruction		Increase in Class Size Requests				7/24/2012			
040.002.000	040.015.000	Instruction	Adult Continuing Education	ACE Course Development							x
040.003.000	Instruction	Instruction	Instructional Program/Discipline Review								hold publish - potential revisions x
040.003.001	Instruction	Instruction		Instructional Program Review		7/30/2012 (BG)					
040.004.000	Instruction	Library	Library and Media Challenge								x
040.004.001	Instruction	Library		Library and Media Challenge Procedure				07/12/2012			
040.005.000	Instruction	Instruction	Faculty Minimum Qualifications				9/27/2012	9-27-12 (pre and post accred)			
040.005.001	Instruction	Instruction		Hiring Process for Adjunct Faculty			ready, on hold for accred	ready, on hold for accred			
040.006.000	Instruction	Library	Library Records Retention								x
040.007.000	Instruction	Distance Learning	DL Course Development								x
040.007.001	Instruction	Distance Learning		DL Course Development Process			07/18/2012	07/18/2012			
040.008.000	Instruction	Instruction	Adult Continuing Education	ACE Evaluations							x
040.009.000	Instruction	Instruction	Curriculum Development			2012-03-29 (SL)					
040.009.001	Instruction	Instruction		Curriculum Review and Approval		2012-03-29 (SL)					

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Main Department										
040.010.000	Instruction	Instruction	Production and Sale of Course Materials			6-20-12 (SW&BG)				
040.011.000	Instruction	Nursing	Substance Use Policy for Nursing Students					8/25/2012		
040.013.000	Instruction	Instruction	Faculty Pay for Non-teaching Work							x?
040.014.000	Instruction	Library	Collection Development							x
040.015.000	Instruction	AS&PC	Satisfactory Academic Progress			hold pending RP				
040.016.000	Instruction	Instruction	Articulation of College Credit for High School Work			7/18/2012				
040.017.000	Instruction	Instruction	Degree Requirements					8/27/2012		
040.018.000	Instruction	Instruction	Course Outcomes Assessment				9/20/2012	9/20/2012		
040.018.001	Instruction	Instruction		Course Outcomes Assessment Procedure			9/20/2012	9/20/2012		
040.019.000	Instruction	Instruction	Ability to Benefit Policy - PC Programs							x
040.020.000	Instruction	Instruction	PC Managed Enrollment and Waitlists					8/25/2012		
040.021.000	Instruction	Instruction	ESOL Managed Enrollment and Waitlists							x
040.022.000	Instruction	AS&PC	Course Challenge for Competency			7/26/2012 (RP) - hold				
040.023.000	Instruction	AS&PC	Credit Course Challenge Policy			7/26/2012 (RP) - hold				

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Main Department	Responsible for Draft	Rule	Procedure	from Dept	Dept	Chief	Robb	Tria		
040.024.000	Instruction	Instruction	Articulation of College Credit for High School Work			7/30/12 (hold pending RP)				
040.025.000	Instruction	Instruction	Gorge Literacy Learner and Tutor Match					9/24/2012		
			maybe: Nursing records retention							

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080.001.000	ITS	ITS	Electronic Information Resources and Internet Usage Policy						09/24/12		
080.002.000	ITS	ITS	Cell Phone Issue/Reimbursement								
080.002.001	ITS	ITS		Cell Phone							
080.003.000	ITS	ITS	Remote Systems Access Technology						09/24/12		
080.004.000	ITS	ITS	Taxable Allowance					rvc approval waiting on SB	09/24/12		

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	Main Department	Responsible for Draft									
010.001.000	President's Office	President's Office	Copyright and Fair Use								x
010.002.000	President's Office	President's Office	Copyright Guidelines for Specific Media		x						
010.003.000	President's Office	Student Services	Data Publishing			9/27/2012 - Kristin C					
010.003.001	President's Office	Instruction		Course and Programs Outcomes Assessment Publishing			waiting to hear from Kristin C				

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090.001.000	Resource Development	Childcare Partners	Inter-agency Relationship								x
090.002.000	Resource Development	SBDC	Inter-agency Relationship								x
090.003.000	Resource Development	Foundation	Inter-agency Relationship								x
090.004.000	Resource Development	Resource Development	Requests for Proposals, Solicitations for Applications, and Other Grant Opportunities	Grant Proposal Review and Submission Procedure					9/5/2012		
090.004.001									9/5/2012		

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030.001.000	Student Services	Student Services	Foundation Scholarships			6/8/12 (Kella)					
030.002.000	Student Services	Student Services	Campus Clubs								x
030.002.001	Student Services	Student Services		Organizing Student Groups					8/23/12		
030.003.000	Student Services	Student Services	Student Leadership Organizations								x
030.004.000	Student Services	Student Services	Educational Records								x
030.005.000	Student Services	Student Services	Disclosure of Student Records								x
030.007.000	Student Services	Student Services	Hearing Rights of Students						07/11/2012		
030.007.001	Student Services	Student Services		Hearing Requirements			7/30/12				
030.006.000	Student Services	Student Services	Right of Inspection, Review, and Amendment						07/11/2012		
030.006.001	Student Services	Student Services		Education Records Inspection Request					07/11/2012		
030.006.002	Student Services	Student Services		Request to Amend Educational Records			7/30/12				
030.008.000	Student Services	Student Services	Use of SSN						07/11/2012		
030.009.000	Student Services	Student Services	Course Load and FT Status								x
030.010.000	Student Services	AS&PC	Enrollment Standards						need to resolve ASC/SS		
030.011.000	Student Services	Student Services	Withdrawal from a Class								x
030.011.001	Student Services	Student Services		No Shows	10/2/2012						
030.012.000	Student Services	Student Services	Residency						8/6/12		
030.013.000	Student Services	Student Services	Registration		10/2/12						

030.014.000	Student Services	Student Services	Degree and Certificate Substitution Standards			8/6/12	
030.015.000	Student Services	AS&PC	Transfer of Credit		ready - on hold per RP		
030.016.000	Student Services	Student Services	Graduation			8/6/12	
030.016.001	Student Services	Student Services		Graduation Petition			
030.017.000	Student Services	AS&PC	Honor Roll Standards for Acceptance of Credit		7-30-12 (RP) - accred version		x - pre accred version
030.018.000	Student Services	Student Services					x
030.018.001	Student Services	Student Services		Acceptance of Non-traditional Credit			
030.019.000	Student Services	Student Services	Disability Support Services				x
030.019.001	Student Services	Student Services		Disability Resources Accomodations		8/23/12	
030.020.000	Student Services	Student Services	Student Advising				x
030.021.000	Student Services	Student Services	Catalog				x
030.022.000	Student Services	Student Services	High School Dual Credit Programs				x
030.023.000	Student Services	Student Services	Waitlists				x
030.024.000	Student Services	Student Services	Transcripts				x
030.024.001	Student Services	Student Services		Requesting Official Transcripts			
030.024.002	Student Services	Student Services		Requesting Unofficial Transcripts			
030.024.003	Student Services	Student Services		Grade Changes			
030.025.000	Student Services	Student Services	Institutional Awarding		7/30/12		
030.026.000	Student Services	Student Services	Evaluation of Credits Awarding Degrees				
030.027.000	Student Services	Student Services	Posthumously				

030.028.000 Student Services Student Services ASG Elections

9/24/2012

030.029.000 Student Services ASPC

Academic
Integrity

9/4/12 - ASPC

