# Authorization to Revise or Create an Administrative Procedure

For purposes of Clark College’s Administrative Policies and Procedures Manual, a “policy” is defined as a broad statement of purpose or intent expressing a course of action to be pursued. Policies are created at the Executive Cabinet level and submitted to College Council for constituent group feedback.

A “procedure” is defined as a system of specific rules, processes and steps that operationalize a policy. In the College’s administrative manual, each sub-section begins with a policy statement. Relevant procedures are then assigned under a policy. Every procedure must be linked to a specific policy statement.

**Step 1:** To create or revise an administrative procedure, the originator (the employee initiating the revision or creation of a procedure) must complete and submit this form to his/her Executive Cabinet member.

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| **Name, department and email address of originator:** | Megan Jasurda/Disability Support Services/ [mjasurda@clark.edu](mailto:mjasurda@clark.edu) and Rich Nevis/Facilities/ [rnevis@clark.edu](mailto:rnevis@clark.edu) |
| **Policy number and title procedure is/will be assigned to:** |  |
| **Number and title of procedure to be revised:** |  |
| **If new, proposed number and title of procedure:** | 897.00 Universal Design Committee |
| **Describe below why the procedure needs to be revised or a new one created:** | |
| Currently Clark does not have a cross-campus group coming together to proactively address physical barriers for those with disabilities. We believe this is necessary to support Clark’s mission and commitment to the core themes and their objectives, specifically [Social Equity](http://www.clark.edu/about/governance/strategic_plan/index.php) (to create and sustain an accessible and inclusive environment) and Environmental Integrity (to continually improve the college’s physical, digital, and social environments). This work can also support goal four of our Academic Plan with the improvement of physical spaces. We want Clark to envision an “inclusive environment” meaning one that is for people of varying abilities including those with disabilities.  Clark’s Universal Design Committee will strive to create a more inclusive, accessible campus for those of all abilities. Since Universal Design is a broad term in education, this group will often use the terms **universal accessibility** or **physical accessibility** to describe our main focus. We define **physical accessibility** as: assessing the built everyday environment for full usability for those of all abilities, (especially those with physical disabilities). **Universal accessibility** refers to the everyday built *and* digital/online environments.  This committee will devise its annual or bi-annual strategies and projects based on: (1) feedback from the campus community on physical/digital barriers, (2) physical accessibility strategies named in our campus’ [Social Equity Plan](http://www.clark.edu/about/governance/strategic_plan/social-equity-plan.php), and (3) 2010 ADA Standards for Accessible Design.  Our committee will serve as an advocacy committee for accessibility considerations of Clark’s built/physical and digital/online environments to campus stakeholders. Our group will report to the Social Equity Council, as aligns with Clark’s Core Theme white paper. | |
| **If the revised or new procedure will *replace* an existing procedure, identify that procedure below:** | |
|  | |
| **Identify below the individuals and/or groups that will be impacted by the proposed change and involved in revising or creating the procedure – be as inclusive as possible:** | |
| Positive Impact for Students: Our hope is this new committee helps Clark make progress with the first objective of our Social Equity Plan: Create and sustain an accessible and inclusive environment by utilizing principles of universal design and social justice so that all students can achieve equitable outcomes. Our goal is to achieve noticeable advancement in working to eliminate systemic barriers for our students, our third [Mission Fulfillment Outcome](http://www.clark.edu/about/governance/mission-themes-fulfillment/index.php).  Committee Membership/Roster- Standing members include the ADA Coordinator, Facilities Design/Architect Lead, Social Equity Representative, and HR staff member overseeing employee accommodations.  The terms of service for other members will be deliberately offset with commitments of one to two year cycles to ensure continuity of work and align with the Social Equity Council rotation. The committee will strive to have at least one Faculty representative, Student representative, and Student Affairs representative, classified staff member, and exempt staff member. The committee will also consider representation from staff that serve on the following groups: Facilities Master Planning Committee, Safety Committee, and Emergency Management Planning Committee; the committee will consult with these other groups when they do not have representative liaison. Membership may fluctuate as experts from around the campus are temporarily brought in to assist in specific projects. The Universal Design committee will also collaborate with IT leadership and/or the ADOPC (Accessibility Development Oversight Planning Committee) members when projects involve technology. | |

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Signature of originator Date

**Step 2:** By signing below, the Executive Cabinet member agrees that an existing procedure needs to be revised or a new one created, and that the originator has identified the appropriate individuals and/or groups to be involved. The Executive Cabinet member will present this form to Cabinet for authorization to proceed.

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Executive Cabinet member signature Date

**Step 3:** Upon authorization to proceed, the appropriate Executive Cabinet will notify the originator to prepare a draft of the new or revised procedure, working with the individuals and/or groups identified above.

**Step 4:** The originator will submit the draft to his/her Executive Cabinet member and the Vice President of Administrative Services for review.

**Step 5:** The Executive Cabinet member will present the final draft to the full Executive Cabinet for approval.

**Step 6:** Upon approval, the Vice President of Administrative Services will update the Administrative Policies and Procedures Manual. All changes to the manual will be communicated to the college community by the Vice President of Administrative Services.

*BW722*

*12/1/14*