

## CHAPTER 1: Organization and Administration

### Policy 1A.1: Policies and Procedures

**Part 1. Vision, Mission, and Values Statements.** The following Vision, Mission, and Values statements have been adopted by Anoka-Ramsey Community College.

**Subpart A. Vision Statement.** Anoka-Ramsey Community College is committed to developing articulate, critical and creative thinkers who are responsible contributors to the community.

**Subpart B. Mission Statement.** Anoka-Ramsey Community College is an open-door, comprehensive higher education institution committed to excellence in teaching and learning. Anoka-Ramsey is committed to responding to the educational needs of its changing communities and to providing opportunities for developing and enhancing knowledge, skills, and values in a supportive learning environment.

**Subpart C. Statement of Values.** Anoka-Ramsey Community College:

- Values trust, fairness, honesty and integrity in all interactions
- Promotes opportunities for lifelong intellectual, professional, and personal learning
- Provides an integrated collegiate learning experience stressing basic skill development, academic excellence, employable skill preparation, and intellectual rigor
- Embraces diversity within and beyond the college and responds to the needs of its local community, nation, and world
- Encourages creative thinking and intellectual curiosity
- Promotes continuous improvement through innovative ideas and technologies

**Part 2. Definitions & References.** The following terms have the references or definitions indicated for all college policies and procedures unless the text clearly indicates otherwise:

**Subpart A. Board.** “Board” refers to the Board of Trustees of the Minnesota State Colleges and Universities.

**Subpart B. Board Policy.** “Board policy” means a policy statement enacted by the Board to provide the governing authority and structure for Minnesota State Colleges and Universities and its constituents, in accordance with the system’s mission and philosophy. Board policies are to be concise statements of the Board on matters of governance it deems important to the system and its operation, consistent with governing law.

**Subpart C. College Policy.** “College policy” refers to a management statement that outlines the governing authority and structure for the operation of the college and contributes to the overall mission and goals of the college. College policy is approved by the president of Anoka-Ramsey Community College and shall be consistent with Minnesota State Colleges and Universities Board policy.

**Subpart D. College Procedure.** “College procedure” refers to a statement(s) outlining the particular process to accomplish its related policy. Procedure is approved by the Anoka-Ramsey

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Community College President and shall be consistent with Minnesota State Colleges and Universities Board policy and system procedure.

**Subpart E. Policy Proposal.** “Policy proposal” means the written request to adopt a new policy or to amend or repeal an existing policy.

**Subpart F. Procedure Proposal.** “Procedure proposal” means the written request to adopt a new procedure or amend or repeal an existing procedure.

**Subpart G. Statutes.** “Statute(s)” refers to the Minnesota Statutes.

**Subpart H. State.** “State” means the State of Minnesota.

**Subpart I. System.** “System” means the Minnesota State Colleges and Universities, including the Board of Trustees and its colleges, universities, and system office.

**Subpart J. System Guidelines.** “System guidelines” refers to guidelines approved by the chancellor, the chancellor’s designee responsible for the area, or the executive director of internal auditing, giving explicit direction, instructions or guidance on internal forms, processes, and other administrative or managerial matters, consistent with Board policy and system procedure.

**Subpart K. System Office.** “System office” or “Office of the Chancellor” refers to the central administrative and staff office under the direction and supervision of the chancellor.

**Subpart L. Technical Change.** “Technical change” means a change that does not alter the meaning of a current policy or procedure, e.g., correction of errors in spelling, case, syntax, or format changes; position title changes; names of people.

### Part 3. Policies and Procedures.

**Subpart A. Philosophy.** An important part of the philosophy of Anoka-Ramsey Community College is to foster a climate of decision-making by consensus. Essential to this philosophy is the belief that individuals work most effectively when they participate in shaping the system of which they are a part. This belief includes delegating authority where possible and appropriate.

**Subpart B. Structure.** The college will maintain a policy proposal structure that informs members of the college community, promotes interaction, and provides employee and student constituent groups the opportunity to express ideas and influence decision-making. Proposals will be submitted in writing to the leaders of all constituent groups for reaction before a final decision is made by the administration.

**Subpart C. Proposed changes to policies or procedures.** Any college employee or student may initiate a policy proposal for consideration through the structure, except in matters pertaining to academic areas such as syllabi, common course outlines, and class size maximums. Only

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administration or faculty may submit these proposals to be published in the *College Bulletin* and addressed by the Academic Affairs and Standards Council and/or Faculty Shared Governance Council.

**Subpart D. Policy Adoption.** Each constituent group shall have the opportunity to inform the president of its position on proposals. Authority for final action lies with the president.

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### History:

*02.06.04 Adopted new procedure; some sections were extracted from Policy 1A.4 Communication and its procedure*