

Revisions and/or Additions to Midland College Manual of Policies

1. Policies to be revised should be copied from the “shared” drive located at ‘Nc11 – Share’; share folder; Policies folder and saved as a Word document. Please be sure to modify format according to instructions on Page 2. Turn on Track Changes by going to the “Tools” menu, then selecting “Track Changes” or simply pressing Ctrl+Shift+E. The default settings of Track Changes might show deletions or additions in color. However due to copying, actual recommended deletions should be struck over and additions in bold. On the Track Changes tool bar, click on the drop down arrow next to the word “Show”. Select “Options...”. This is where you modify the Track Change settings. Recommended deletions from the current text should be noted by use of strike over (~~strike over~~) in black. Recommended insertions/additions should be noted by use of **bold** black font. Dates should not be revised, as this information will be added later.
2. *Revisions:* Six copies of the formatted policy showing strikeover/bold bearing the appropriate Vice President’s signature and note of approval, along with e-mail of the revised version with track changes, should be forwarded to the Executive Vice President.
3. *New Policies:* The policy should be prepared in the format shown below. Six copies of the policy bearing the appropriate Vice President’s signature and note of approval, along with e-mail of the policy, should be forwarded to the Executive Vice President.
4. The Executive Vice President will submit the policy for approval to the Administrative Council.
5. Upon approval by the President, recommended revisions and/or additions will be presented to the Board of Trustees for approval.
6. Once approved, Olivia will accept the changes and modify the table of contents and send an electronic copy to Dan, a hard copy to Bahola and an electronic copy and hard copy to those who hold a manual.

Manuals are located in the Human Resources Office, Fasken Learning Resource Center, Cogdell South Facility. Regional Technology Training Center in Fort Stockton, the Midland College Board members, Office of the President, and Office of the Executive Vice President.

Format for Policies:

Use Microsoft Word

1” Margins

Times New Roman font, 12 point

Tab settings: .38, .75, 1.13, 1.5, 1.88, 5.0

Turn on Track Changes: Tools, Track Changes OR Ctrl+Shift+E

Origination/Revised

Policy No. 00:00:00

Page 1 of __

SUBJECT: XYZ

I. Introduction

(Type in Introduction)

II.

A.

1.

a.

(1).

(a).

(b).

(2).

b.

2.

3.

B.

C.

Note: Above format is for polices that require an outline format. Policies that do not require an outline format may be typed in paragraph form.