



## **(LOCAL) Policy Comparisons**

These documents are generated by an automated process that compares the updated policy to the current policy as found in TASB records.

In this packet, you will find:

- Policies being recommended for revision (annotated)
- New policies (not annotated)
- Policies recommended for deletion (annotated in PDF; not shown in Word)

Annotations are shown as follows:

- Deletions are in a red strike-through font: ~~deleted text~~.
- Additions are in a blue font: **new text**.
- Blocks of text that were moved without changes are shown in green, with double underline and double strike-through formatting to distinguish the text's new placement from its original location: ~~moved text~~ becomes **moved text**.
- Revision bars appear in the right margin to show sections with changes.

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**Note:** While the annotation software competently identifies simple changes, large or complicated changes — as in an extensive rewrite — may be more difficult to follow. In addition, TASB's recent changes to the policy templates to facilitate accessibility sometimes make formatting changes appear tracked, even though the text remains the same.

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For further assistance in understanding policy changes, please refer to the explanatory notes in your Localized Policy Manual update packet or contact your policy consultant.

### **Contact us:**

School Districts and Education Service Centers, call 800-580-7529 or email [policy.service@tasb.org](mailto:policy.service@tasb.org).

Community Colleges, call 800-580-1488 or email [colleges@tasb.org](mailto:colleges@tasb.org).

**Filling a Vacancy**

When a vacancy occurs on the Board, the Board shall fill the position by appointment, in accordance with law and the appointment procedures below, or by special election, in accordance with law.

The vacancy shall be filled within 180 days, but, if determined necessary by the Board, the Board may extend the deadline to fill the vacancy. At no time may the Board fill the vacancy later than the uniform election date of the next regular Board election.

*Exception for  
Involuntary  
Removal from  
Office*

If a Board member is removed from office in accordance with law, the Board shall appoint a candidate to fill the vacancy at the first regularly scheduled Board meeting following the removal. The Board may adjust the deadlines described by this policy as necessary to satisfy this timeline.

*Appointment  
Procedures*

To fill a vacancy by appointment, the Board shall accept applications from prospective candidates. The Board shall establish the requirements and deadline for submitting an application.

*Call for  
Applications*

The Board shall, for at least 14 days, post a call for applications on the College District's website. Additionally, the Board shall publicize the call for applications in any other manner the Board determines best suited to reach the highest number of eligible candidates.

The call for applications must include the applicant eligibility requirements and the requirements and deadline for submission of an application.

*Review of  
Applications*

At a regularly scheduled Board meeting following the application deadline or at a special meeting called for that purpose, the Board shall review the applications and may interview select applicants.

Alternatively, the Board may form a Board committee to assess the applicants and recommend an applicant or applicants for consideration by the Board. [See BCB]

*Selection*

An applicant must receive the affirmative vote of a majority of Board members to be appointed to the Board.

*Duration of  
Appointment*

An appointed Board member shall serve until the next regular election of members to the Board.

<b>Purpose</b>	The purpose of establishing Board-recognized councils, committees, groups, associations, task forces, and teams is to define the formalized way in which the College District communicates internally on key decisions. The College District may, from time to time, create other committees, councils, groups, teams, associations, and task forces as needed. Those will be widely communicated within the College District.
<b>Definitions</b>	
Council	The purpose of a council shall be to review policies and procedures and make recommendations to the College President and/or the Board. Representatives shall be appointed and are typically tasked with broad initiatives that affect the whole College District.
Committee	The purpose of a College District committee is to study, review policies or procedures, and make recommendations to a specific council for a specific purpose affecting the ongoing operation of the College District. Members shall typically be appointed or elected annually.
Group	The primary purpose of a group shall be to facilitate engagement and share information. Groups do not typically review policies or make recommendations, although suggestions may arise. Their role is consultative or advisory in nature, usually with a liaison connected to a specific standing committee or council.
Task Forces	Task forces are considered ad hoc and can be convened at any time for the duration of the assigned task. Recommendations arising from a task force discussion shall be confined to the assigned task and are usually made to the College President. Members shall typically be appointed.
Other Organized Bodies	Other organized bodies shall serve the College District and include associations, review boards, and teams.
<b>Councils</b>	
College Success Council	The purpose of the College Success Council (CSC) shall be to emphasize student success through the use of data, planning, and effectiveness to integrate continuous campus-wide improvement into all programs and services. Specifically, the group is responsible for the strategic plan, including recommending strategic priorities for the year and crafting the annual strategic planning report. Further, the CSC shall serve as the steering committee for the Achieving the Dream work. The CSC shall think globally about the strategic realignment of the College District through systemic change. This group is charged with the ongoing engagement of the entire College District community in the journey to institutional transformation. Members of the CSC shall be appointed annually, usually each August, by the College President or designee.

ADMINISTRATIVE ORGANIZATION  
COUNCILS AND FACULTY SENATES

BGC  
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Communications Council	<p>The purpose of the Communications Council shall be to serve as an information-sharing venue. Updates from Board meetings, various College District committees, the executive-level administration, or any administrative departments shall be shared during a monthly meeting, usually following regularly scheduled Board meetings. Membership shall include all administrators at the College District. Additional members shall be appointed, usually each August, by the College President or designee. Additional members shall include representatives from the Employee Engagement and Wellness group and elected and/or appointed members of the faculty association.</p>
E-Learning Advisory Council	<p>The E-Learning Advisory Council (ELAC) shall be responsible for advising the vice president of instruction on matters pertaining to the functions, policies, and requirements of the areas involved in instructional technology and distance learning. The focus of ELAC is on instructional aspects related to distance learning, including hybrid delivery methods, faculty and student support, assessment, technology resources, best practices for distance learning courses and programs, and other matters relevant to distance education.</p> <p>Membership shall consist of the director of teaching and learning, faculty representation from each instructional unit, an elected and/or appointed member of the faculty association, and others at the discretion of the College President. Members of ELAC shall be appointed by the College President or designee on an annual basis, usually in August.</p>
G1 Council	<p>The general purpose of the G1 Council shall be to have instructional services, business services, information technology, marketing, student services, and community engagement execute, monitor, and improve the College District's collective actions to help students succeed. This group may make recommendations to the Executive Leadership Council. Members shall be appointed annually, usually in August, by the College President or designee. Membership shall include an elected and/or appointed member of the faculty association. Others may attend at the request of the College President from time to time or may be asked to attend regularly.</p>
Instructional Council	<p>The purpose of the Instructional Council shall be to make recommendations to the Executive Leadership Council on important instructional issues that contribute to strategic planning within instructional areas for improving curriculum quality and effectiveness.</p> <p>Membership shall be composed of the vice president of instruction (chairperson), deans and directors reporting to the vice president</p>

of instruction, and others invited by the vice president of instruction.

Executive  
Leadership Council

The Executive Leadership Council is charged with providing leadership for the College District in each area in order to execute the College District's plans for student success. The Council shall function to coordinate work of the executive team in order to effectively integrate the functions of instruction, business, maintenance, student services, information technology, human resources, and community engagement. Each member shall have wide latitude in performing job-related tasks, but the council shall work together to resolve the issues when functions overlap or conflict.

The Executive Leadership Council shall also consider general recommendations to be made to the Board and general policies and procedures for the College District. When policy recommendations are made, the Executive Leadership Council shall also consult with the faculty association president for input.

The Council shall be composed of the College President, who shall serve as chairperson, and those appointed by the College President. Others may attend at the request of the College President from time to time or may be asked to attend regularly.

Student Services  
Council

The general purpose of the student services council shall be to meet and review student services policies and procedures and to determine the best operations of the College District.

Membership shall include the vice president of student services (chair), directors of student services, the administrative assistant to the vice president of student services (ex officio), and others invited by the vice president of student services.

**Committees**

Campus  
Beautification  
Committee

The purpose of the Campus Beautification Committee is to seek input on ways to maintain and enhance the appearance of buildings and green spaces on campus. The committee may consider ways to develop energetic and interactive features including plazas, courtyards, outdoor spaces, seasonal displays, public art, and landscaping at the College District. The committee shall be appointed annually, usually in August, by the College President or designee.

Campus Carry  
Committee

The purpose of the Campus Carry Committee shall be to investigate requests for exclusions to allowing concealed weapons on campus and to make a recommendation to the College President concerning the request. The chair and members of this committee shall be appointed by the College President and will include representatives from:

- The office of the vice president of business services;

- The office of the vice president of instruction;
- An elected or appointed member of the faculty association;
- The staff advisory group;
- The student government association;
- The office of the vice president of student services;
- The office of the vice president of community engagement;
- The office of human resources; and
- The office of public safety and emergency management.

Curriculum  
Committee

The purpose of the Curriculum Committee shall be to review curriculum change requests and to make appropriate recommendations to the vice president of instruction. The committee shall seek consensus on curriculum changes that best serve student interests in accordance with the College District's mission statement and that meet the requirements of relevant accrediting bodies. The Curriculum Committee is a College District standing committee composed of faculty and administrative representatives.

The membership shall consist of the following:

- Vice president of instruction;
- Ten faculty members (to include department chairs, health science program directors, and one elected or appointed member of the faculty association);
- Instructional deans;
- An academic advising representative;
- A financial aid representative;
- An admissions/registrar representative; and
- The Southern Association of Colleges and Schools Commission on Colleges' (SACSCOC) liaison or the director of strategic planning and assessment.

Members of the Curriculum Committee shall be appointed annually, usually in August, by the College President or designee. The committee shall be chaired by the vice president of instruction or designee. A quorum of 50 percent plus one member is required.

Employee  
Recognition  
Committee

The purpose of the Employee Recognition Committee shall be to recognize employees who have excelled in their endeavors at the

	<p>College District. The committee shall be appointed annually, usually in August, by the College President or designee.</p>
<p>Faculty Professional Development Fund Committee</p>	<p>The purpose of the Faculty Professional Development Fund Committee (FPDFC) shall be to review requests for faculty development funds and make appropriate decisions on funding. The FPDFC shall be composed of six faculty members representing academic, workforce, and health sciences with one from each division. Appointments shall be made by the College President or designee on an annual basis, usually in August.</p>
<p>Financial Aid Appeals Committee</p>	<p>The Financial Aid Appeals Committee shall review financial aid appeals, as needed.</p> <p>Membership shall include a cross-representation of staff and faculty. Members shall be appointed annually, usually in August, by the College President or designee.</p>
<p>Grayson Cares Committee</p>	<p>The Grayson Cares Committee provides oversight for enhanced program performance, changes in procedures, and coordination across departments with the purpose of closing the gap on student basic needs. The Grayson Cares Committee includes representation from the Grayson College Foundation, financial aid, business office, veteran services, Baptist Student Ministries, student-support services, faculty, staff, and the vice president of student services. The director of counseling and social services shall chair the Grayson Cares Committee.</p>
<p>Instructional Services Assessment Committee</p>	<p>The purpose of the Instructional Services Assessment Committee shall be to assist with and review academic assessment procedures and to process assessment artifacts and identified improvements. The membership shall consist of:</p> <ol style="list-style-type: none"><li>1. The director of strategic planning and assessment;</li><li>2. The dean/associate dean of academic and workforce instruction and the dean/associate dean of health science;</li><li>3. The institutional effectiveness coordinator;</li><li>4. The director of success initiatives; and</li><li>5. Faculty members, ensuring representation from all College District instructional divisions.</li></ol> <p>Members shall be appointed annually, usually in August, by the College President or designee.</p>
<p>Safety and Security Committee</p>	<p>The general purpose of the Safety and Security Committee is to seek input from various members of the campus community on emergency management and public safety concerns. The commit-</p>

	<p>tee shall be appointed annually, usually in August, by the College President or designee.</p>
<p>Strategic Priorities Committee</p>	<p>The purpose of the Strategic Priorities Committee shall be to annually provide the CSC with input on the strategic priorities for the institution. Membership shall consist of the Executive Leadership Council, CSC, Student Services Council, Instructional Council, and G1 Council. The College President may invite others to attend.</p>
<p>Student Discipline Committee</p>	<p>The Student Discipline Committee shall hear and shall be the first level of student appeals to nonacademic disciplinary hearings. The council shall be composed of the following:</p> <ol style="list-style-type: none"><li>1. Two students in good standing;</li><li>2. Two faculty members from instructional services; and</li><li>3. One director from student services, who will serve as chairperson.</li></ol> <p>Membership for the council shall be filled by the vice president of student services as needed.</p>
<p>Student Honors and Awards Committee</p>	<p>The purpose of the Student Honors and Awards Committee shall be to honor students who have excelled in their endeavors at the College District. The committee shall be composed of the staff, faculty, and administrators appointed annually, usually in August, by the College President or designee.</p>
<p>Strategic Communications Committee</p>	<p>The Strategic Communications Committee is a cross-functional team charged with developing, executing, and monitoring communication strategies across the life cycle of the student experience, from prospect to graduation and beyond, including email, mobile, advertising, website, direct mail, and support services.</p> <p>Membership shall consist of the following:</p> <ul style="list-style-type: none"><li>• Director of marketing and communications;</li><li>• Director of strategic enrollment and retention;</li><li>• Web design coordinator;</li><li>• Marketing coordinator; and</li><li>• Statistician.</li></ul>
<p><b>Faculty Association</b></p>	<p>The Board recognizes the value of faculty input in institutional governance and academic affairs. A faculty council, senate, or association, serving in an advisory capacity, provides a structured mechanism for faculty participation in matters related to curriculum, academic standards, and institutional and faculty welfare.</p>

	<p>The faculty association is the assembly of representatives of the full-time faculty at the College District. The faculty association shall serve only in an advisory capacity.</p>
Membership	<p>Each instructional (academic, workforce, and health sciences) pathway of the College District shall be represented. One member from each instructional pathway shall be appointed by the College President, and the remaining members shall be elected by a vote of the faculty of the member's respective academic pathway, in accordance with procedures established by the faculty association in consultation with the College President or designee.</p>
<i>Term Limits</i>	<p>A member of the faculty association appointed by the College President may serve up to six consecutive one-year terms and then may only be reappointed after the second anniversary of the last day of the member's most recent term.</p>
Appointed Faculty Members	
Elected Faculty Members	<p>An elected member of the faculty association shall serve a two-year term, staggered in a manner that allows approximately one-half of the elected members to be elected each year, and may only be reelected after the second anniversary of the last day of the member's most recent term.</p>
<i>Removal</i>	<p>A member of the faculty association may be immediately removed from the faculty association for:</p> <ul style="list-style-type: none"><li>• Violating applicable law, College District policy or regulations, or the faculty association governing documents;</li><li>• Failing to attend meetings; or</li><li>• Engaging in other similar misconduct.</li></ul> <p>A member may be removed on recommendation of the vice president of instruction and approval by the College President.</p>
Officers	<p>The College President shall appoint a presiding officer from the members of the faculty association to preside over faculty association meetings and represent the faculty association in communications with the College District administration. The College President shall also appoint an associate presiding officer and secretary from the membership.</p>
Compensation	<p>A faculty member shall not be compensated for service on the faculty association.</p>
Expense Reimbursement	<p>A member of the faculty association may be reimbursed for reasonable expenses made on behalf of the College District and approved by the College President or designee in accordance with administrative regulations.</p>

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Governing Documents	The faculty association shall adopt a constitution, bylaws, or other governing documents consistent with law, this policy, and associated regulations, including the rules for establishing a quorum.
Faculty Association Meetings	The faculty association shall develop regulations regarding faculty association meeting procedures in consultation with the College President or designee. These procedures shall be consistent and in accordance with the law.
<i>Notice</i>	The faculty association shall post on the College District's website an agenda for the meeting indicating the items that will be discussed or voted on, no later than the seventh calendar day before the meeting date.
<i>Open Meetings</i>	Meetings at which a quorum is present shall be open to the public.
<i>Meeting Broadcast</i>	The faculty association shall broadcast a meeting online in accordance with law if more than 50 percent of the faculty association members are in attendance.
<i>Recording Attendance</i>	The faculty association shall record the names of members in attendance at a meeting in which the faculty association conducts business related to a vote of no confidence regarding a College District administrator or policies related to curriculum and academic standards.
Communications	The faculty association shall not issue any statement or publish a report using the College District's official seal, trademark, or resources funded by the College District on any matter not directly related to the faculty association's advisory duties.
Harmony with Law	Nothing in this policy or associated regulations may be construed to limit a faculty member from exercising the faculty member's right to freedom of association protected by the U.S. Constitution or Texas Constitution.
<b>Groups</b>	
Employee Engagement and Wellness Group	The purpose of the Employee Engagement and Wellness group is to facilitate positive and productive employee engagement, enhance professional development, and promote employee wellness initiatives. Members shall be appointed annually, usually in August, by the College President or designee.
Caring Vikings	The purpose of the Caring Vikings group is to make recommendations to the Executive Leadership Council to enhance student success and staff and faculty engagement in that success. The group will bring forward suggestions for necessary changes and enhancements to strategies that focus on building a caring and inclusive culture for the campus as a whole. The group will consist of volunteer members and will be appointed annually by the College President or designee.

**Other Organized  
Bodies**

Institutional Review  
Board

The purpose of the Institutional Review Board (IRB) shall be to ensure that all research using the College District as a source is approved by the Institutional Review Board Committee prior to conducting the research. Researchers shall submit the IRB application packet directly to the office of the vice president of instruction for approval by the IRB. Membership for the IRB Committee shall consist of the following members:

1. The vice president of instruction; and
2. Four members (three faculty and one staff).

Appointment shall be made by the College President or designee on an annual basis, usually in August.

Behavioral  
Intervention Team

The College District is committed to student success and maintaining a safe campus environment for students, faculty, and staff. The purpose of the Behavioral Intervention Team (BIT) is to provide timely intervention for students who may display early warning signs of disruptive and/or violent behavior towards self and/or others. The BIT will investigate and assess every referral and determine the level of intervention needed in order to assist the student of concern. Members shall be appointed annually, usually in August, by the College President or designee.

The College President is responsible for the security of the College District's information resources. The College President or designee shall develop procedures for ensuring the College District's compliance with applicable law.

**Information Security Officer**

The College President or designee shall designate an information security officer (ISO) who is authorized to administer the information security requirements under law. The College President or designee must notify the Department of Information Resources (DIR) of the individual designated to serve as the ISO.

**Information Security Program**

The College President or designee shall annually review and approve an information security program designed in accordance with law by the ISO to address the security of the information and information resources owned, leased, or under the custodianship of the College District against unauthorized or accidental modification, destruction, or disclosure. The program shall include procedures for risk assessment and for information security awareness education for employees when hired and an ongoing program for all users.

The information security program must be submitted biennially for review by an individual designated by the College President and who is independent of the program to determine if the program complies with the mandatory security controls defined by DIR and any controls developed by the College District in accordance with law.

**College District Website and Mobile Application Security**

The College President or designee shall adopt procedures addressing the privacy and security of the College District's website and mobile applications and submit the procedures to DIR for review.

The procedures must require the developer of a website or application for the College District that processes confidential information to submit information regarding the preservation of the confidentiality of the information. The College District must subject the website or application to a vulnerability and penetration test before deployment.

**Covered Social Media Applications**

The College President or designee shall adopt procedures prohibiting the installation or use of a covered application, as defined by law, on a device owned or leased by the College District and requiring the removal of any covered applications from the device.

Exception

The procedures shall permit the installation and use of a covered application for purposes of law enforcement and the development and implementation of information security measures. The procedures must address risk mitigation measures during the permitted

use of the covered application and the documentation of those measures.

**Reports**

Effectiveness of  
Policies,  
Procedures, and  
Practices

The ISO shall report annually to the College President on the effectiveness of the College District's information security policies, procedures, and practices in accordance with law and administrative procedures.

Biennial Information  
Security Plan

The College District shall submit a biennial information security plan to DIR in accordance with law.

~~Information Security  
Assessment~~

~~In accordance with law, at least every two years, the College District shall submit the results of its information security assessment to DIR and, if requested, the office of the governor, lieutenant governor, and speaker of the house of representatives.~~

Security Incidents  
*By the College  
District*

The College District shall assess the significance of a security incident and report it to DIR and law enforcement in accordance with law and, if applicable, DIR requirements.

Generally

Security Breach  
and  
Cybersecurity  
Incident  
Notification

Upon discovering or receiving notification of a breach of system security or a cybersecurity incident, as defined by law, the College District shall disclose the breach or incident to affected persons or entities in accordance with the time frames established by law.

The College District shall give notice by using one or more of the following methods:

1. Written notice.
2. Electronic mail, if the College District has electronic mail addresses for the affected persons.
3. Conspicuous posting on the College District's website.
4. Publication through broadcast media.

*By Vendors and  
Third Parties*

The College District shall include in any vendor or third-party contract the requirement that the vendor or third party report information security incidents to the College District in accordance with law and administrative procedures.

**Admissions  
Generally**

The College District has an open admissions policy that ensures that all persons who can benefit from postsecondary education have an opportunity to enroll. The College District shall not discriminate on the basis of race, color, sex, national origin, religion, disability, age, or military status in admissions.

Admission to the College District does not guarantee admittance to a particular course or program of study. A student may be required to satisfy certain requirements before enrolling in particular courses of study.

The Board, in collaboration with the College President, shall develop procedures for student admissions, including any additional course admission requirements. The procedures shall be published in the College District catalog and other relevant College District publications.

**Academic Fresh  
Start**

A resident of Texas may apply for admission and enroll as a student under the Academic Fresh Start program pursuant to the admissions procedures.

If an applicant elects to seek admission under the Academic Fresh Start program, the College District, in considering an applicant for admission, shall not consider academic course credits or grades earned by the applicant ~~10~~five or more years prior to the starting date of the semester in which the applicant seeks to enroll. The College District shall disregard ~~all course~~those credits ~~or grades earned during the 10 years prior to the student's enrollment and may not award any~~and grades and shall not award credit for those courses. [See EGA]

**Residence Status  
Determination  
Official**

The Board shall designate a residence **status** determination official for the College District. The legal residence of each applicant, for tuition purposes, shall be determined by the residence **status** determination official in accordance with procedures adopted for that purpose to comply with state law.