Making a Final Recommendation (Step 3 of the governance process)

Although the final recommendation should be noted in a committee’s minutes, that recommendation also must be submitted to the Steering Committee as a separate document. The final recommendation should have the following parts:

A Cover Memo (in MS Word), which:
- Is addressed to the Steering Committee and indicates that it is a final recommendation.
- Briefly indicates the charge being addressed (date, topic, etc.).
- Briefly describes the process used to develop the recommendation (e.g., consultation, sub-committees), how testimony was obtained, and the substantive content of the feedback.
- Summarizes the recommendation or its major points.
- Provides an effective date for implementation.
- Offers any other matters a committee wants to bring to the attention of the Steering Committee (e.g., future issues they would like to see addressed, charges that may stem from the recommendation).

The Full Recommendation

*Note: The recommendation should be submitted using the language that is to be quoted in college documents such as the Bulletin, Policy Manual, or handbooks*
- For new policies:
  - Submit the policy electronically in full as an MS Word document
- For changes to current policies:
  - For a brief document (under 2 pages): submit the document in full electronically as an MS Word document.
  - For a lengthy document with major changes: submit the document in full electronically as an MS Word document.
  - For a lengthy document with minor changes: indicate the specific changes (exactly where and what needs to be changed/deleted/added from the previous version).

Back-Up Materials (optional)
If a committee believes that additional information is needed or useful, back up materials can be submitted for support and/or clarification (e.g., minutes, summaries of testimony, etc.).

Revised and approved by Steering Committee
September 18, 2013