

BGSU Firelands Governance Document Policy	Documents	Document Index
Approved by:	Date Revised 12-7-07	FC 9211

PURPOSE

Defines the organization of the document system and provides a list of current documents and the latest revision date. Revisions to this document are made and distributed by the BGSU Firelands Dean's Office.

Documents are organized by subject and purpose.

Organization by Subject

The first digit of the FC document number identifies the subject series. The subject series code that is defined by the first digit includes:

- 1X = Mission of the College
- 2X = The Dean and the Faculty Organization
- 3X = College Council
- 4X = Academic Committees
- 5X = Administrative Committees
- 6X = Administrative processes
- 7X = Recognition and Awards
- 8X = currently unassigned
- 9X = Document Control

The second digit of the subject code defines a specific committee, function or activity.

Organization by Purpose

The third digit of the document number identifies the document's purpose as a policy, procedure, instruction or sample. The purpose of each are described below.

- XX1X = Policy
- XX2X = Procedure
- XX3X = Instructions
- XX4X = Forms or Records
- XX5X = Sample documents

Policies

Policies contained in this document state a commitment to that policy.

Procedures

Procedures define who will do what to accomplish a given task. Tasks are described briefly in the sequence that they occur. Where necessary, instructions provide detailed information.

Instructions

Instructions provide detailed information on how to complete a specific task.

Forms or Records

Standardized forms or records that are approved for use.

Samples

Samples are intended to provide guidance and are not necessarily requirements.

1		
1011	Mission Mission of BGSU Firelands College	2/20/07
2		
2011	Dean & Faculty Organization The Dean	2/20/07
2111	College Faculty Organization	2/20/07
2112	Faculty Meetings	2/20/07
2121	Election of Faculty Officers	12/7/07
2122	Officers, representatives and their basic duties	12/7/07
3		
3011	College Council College Council	2/20/07
3021	College Council Agenda	2/20/07
3022	College Council Recommendations	2/20/07
4		
4011	Academic Committees Academic Affairs	2/20/07
4012	Curriculum Guidelines	2/20/07
4021	Curriculum Changes	2/20/07
4031	AAC Chair Duties	2/20/07
4111	Academic Review Board	2/20/07
4112	Substitution and Waiver Guidelines	2/20/07
4121	Reinstatement Petitions	2/20/07
4141	Substitution/Waiver Request	8/24/00
4142	Petition for Reinstatement	2/20/07
4143	Advisor Recommendation	5/03
4151	Petition Vote	2/20/07
4211	Program Review Committee	2/20/07
4221	Program Review Process	2/20/07
4231	Program Review Report	2/20/07
4232	Tech Prep Program Review Report	in progress
4311	Library Advisory	2/20/07
4511	College Promotion Tenure Review	2/20/07
5		
5011	Administrative Committees Human Relations	2/20/07
5111	Budget	2/20/07
5121	Budget Review	2/20/07
5211	Information Technology	in progress
5311	Instructional Television	in progress
6		
6011	Administrative Processes Faculty Space Allocation	12/7/07
7		
7011	Recognition and Awards Distinguished Teacher Award	2/20/07
7021	Distinguished Teacher Guidelines	2/20/07
8		
9		
9011	Documents Document Control	2/20/07
9121	Document Revision	2/20/07
9131	Distribution	2/20/07
9211	Document Index	2/20/07