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Tarleton State University

College of Business Administration

COBA STANDARD OPERATING PROCEDURE

REVISION NO. 0

CHANGE CONTROL

The Management of Internal COBA Documents

Committee/Task Force Members:		Recent Notes:	
• Dean's Office		2019-03-07: Formatting updated and posted to COBA website	
Date Approved:		Effective Date:	2019-03-07
Version:	1		

PURPOSE

The purpose of this procedure is to assign the responsibility for and the administrative methods for controlling the preparation, revision or change, review and approval of applicable documents.

APPLICABILITY

This procedure applies to COBA documents (ie, policies, procedures, forms, guidelines, etc.) used to monitor or control the operation of the College, departments, or programs or processes therein, as determined by the Dean of the College of Business Administration as listed in Attachment 1.

It is the intent of this procedure that new, revised, or retired documents be approved at the lowest level possible.

This procedure does not apply to teaching or course materials used in the classroom such as personal checklists, assignment sheets, grade sheets, presentations, classroom assignments, job aids, audio or visual aids or other such documentation used in course development or delivery.

This procedure does not apply to documents that have their own change control process (i.e., curriculum changes or course changes, etc).

This procedure does not apply to guidelines, rules, policies, procedures, regulations or requirements of the Texas A&M University System or Tarleton State University or other Tarleton departments or divisions outside of COBA.

DEFINITIONS/ACRONYMS

Administrative Change - A limited scope change that may be processed without the normal review process for the purpose of updating or correcting administrative information such as changes to Department/Group Names or individual titles. (See Attachment 2)

Editorial or Typographical Change - A limited scope change that may be processed without the normal review process for the purpose of correcting specific issues such as nomenclature changes and typographical errors. (See Attachment 2)

RESPONSIBILITIES

Dean, College of Business Administration

- Responsible for maintaining this procedure current.
- Responsible for identifying and maintaining current the list of documents controlled by this procedure (listed on Attachment 1).

- Responsible for approving new documents, or changes to existing documents, as specified by this procedure.
- Responsible for maintaining the most current revision of all COBA policies and procedures available for faculty use on a web page accessible by all COBA faculty and staff.

Department Heads

- Responsible for reviewing new or changes to existing documents that impact programs or processes over which they control.
- Responsible to resolve review comments, if any, on those documents that impact programs or processes over which they control.

Preparer

- Responsible for preparing new documents or changes to existing documents. Any person in the College of Business Administration may be a preparer.

INSTRUCTIONS

Identification of Documents

The Dean of the College of Business Administration shall identify and list all documents covered by this procedure (Attachment 1) and the individual or body authorized to approve changes to those documents. Changes to documents used within a single department shall be approved by the respective Department Head. It is the intent of this procedure that new, revised, or retired documents be approved at the lowest level possible (e.g., changes to documents used within an academic program shall be approved by the Department Head with responsibility for that academic program).

Note: The covered documents on Attachment 1 may be modified or updated at any time at the discretion of the Dean.

New Documents or Changes to Existing Documents

New documents (policies, procedures, forms, etc.) or changes or revisions to existing documents, are normally initiated and prepared by a member of the department who has the primary ownership or responsibility for that program or activity.

The Preparer shall:

- a) Prepare the new or revised content.
- b) Prepare a document or cover page with a brief description of the change and the rationale for the change.
- c) Determine which department(s) should be included in the review process and copy and/or distribute the documentation to those department heads. If the procedure is a college-level procedure, the documentation for the new or revised document shall be forwarded to the Dean.
- d) Assess and incorporate, as necessary, comments provided by the Reviewer(s), Dean, and Department Heads.
- e) Forward the final document “package” to the appropriate Department Head for disposition.

The Dean and Department Heads shall:

- a) Ensure that the procedure or changes are reviewed expeditiously. Editorial and administrative changes may be approved by the Dean or appropriate Department Head without further review.
- b) Assign an individual knowledgeable in the area to perform a review. (Note: When the extent of the change is significant, a collaborative review by more than one experienced individual may be required).
- c) Assign a group, team, or all members of the department or college to perform the review when changing multiple policies or procedures or making policy or procedure changes affecting multiple departments.
- d) Make final disposition of documents.

When assigned a document for review, the Reviewer shall:

- a) Review the document for applicability, functionality, and technical accuracy
- b) Confirm that the change does not adversely impact other policies or procedures
- c) Make recommendations and comments, as appropriate, to correct or improve the document.
- d) Return the review “package”, including reviewer comments, to the Preparer

When a document has been reviewed and comments incorporated, the Dean or Department Heads shall:

- a) Ensure that comments have been appropriately reviewed.
- b) Specify the effective date on the Document cover page.
- c) Forward the approved document and review package to appropriate Department Head or the Dean for filing and posting the new or revised document to the COBA Website.
- d) The Deans office shall provide notification to the College of any new or revised document.

Retirement of Documents

Retirement of documents constitutes a revision and are be processed per the following in addition to the review and approval requirements listed elsewhere.

When a document is retired, all forms directly associated with that document shall be retired or a change initiated to link those forms with another document.

The Dean shall indicated the document has been retired on the cover page of the change “package” and shall update Attachment 1 noting “Retired” on the listing for that document.

RECORDS

When completed, all documentation generated in response to the new or revised document shall be forwarded to the Deans Office for disposition. New or revised procedures shall be made available to the College on the COBA website. Change forms, markups, comments forms, meeting minutes, etc. associated with the new or revised document shall be stored for future reference for a minimum of 5 years.

ATTACHMENT 1

List of Documents Controlled by this SOP

- 5-Year Post-Tenure Review Summary
 - Approval Authority: College Faculty Vote
- Assurance of Learning Rubrics
 - Approval Authority: Assistant/Associate Dean
- Course Proposal Form:
 - Approval Authority: Dean
- Graduate Student Guidebook(s)
 - Approval Authority: Department Head
- Expectation Guidelines for Promotion and Tenure
 - Approval Authority: College Faculty Vote
- Instructor Evaluation: Observation of Classroom Instruction
 - Approval Authority: College Faculty Vote
- Office Hours Policy
 - Approval Authority: Dean
- Policy on Classification of Academically and Professionally Qualified Faculty
 - Approval Authority: Dean
- Pre-Travel Authorization Form
 - Approval Authority: Dean
- Warning, Suspension, and Probation policy
 - Approval Authority: Assistant/Associate Dean

ATTACHMENT 2

TYPICAL EDITORIAL OR ADMINISTRATIVE CHANGES

The following types of change are allowed editorial changes:

- Changes to Department/Group Names or individual titles where the actual responsibility has not changed.
- Changes to Titles of References that were incorrect or have changed.
- Addition of or changes to "Table of Contents".
- Addition, deletion or changes to equipment lists or locations.
- Additions, deletion, or changes to naming or numbering where no technical information is altered or re-sequenced.

The following are examples of typographical errors that are allowed editorial changes:

- Misspelled words, e.g., operable (operable), hepl (help) blow (slow), integrate (integrate), etc.
- Incorrect header/footer information, i.e., incorrect page number, revision number, etc.
- Omission of punctuation, e.g., comma, period, etc.) where the correction does not change the intent of that step or portion of the PPF.

The following are examples of changes that shall NOT be classified as typographical errors nor as editorial changes:

- Omission of symbols, e.g., =, >, <, +, etc.
- Omission of numbers or numeric values.
- Word replacement, e.g., replace open with close, up with down, etc.