POLICY REVIEW TOOL
Criteria for BOT Policy Review
Academic Year 2010-2011

Policy No._____
Title of Policy_____
Category_____
Date of Policy_____
Age of policy (in years)_____

REVIEW CRITERIA

1. **Currency or Timeliness**
    a. Does the existing policy use references to current practice in
        the field?   ____yes
                                                                        ____no

    b. Does the existing policy as written reflect verbiage that is
        consistent with current usage?   ____yes
                                                                        ____no

2. **Institutional Need and Direction**
    a. Does the existing policy reflect the needs and direction of the
        institution as it now enters its 30th year of existence?   ____yes
                                                                        ____no

    b. Does the existing policy take the current structure of the college's
        programs and services into account?   ____yes
                                                                        ____no

3. **Changing Institutional and Societal Context**
    a. Does the existing policy reflect the changing context of industry
        needs on the island?   ____yes
                                                                        ____no

    b. Does the existing policy reflect the way GCC has changed to
        accommodate the demands of the community through the years?   ____yes
                                                                        ____no

                                                        Total YES   _____
                                                        Total NO   _____

RECOMMENDATION: (   ) Revise/update   (   ) Delete   (   ) Remain

REASON:_____
_____
_____

Reviewed by

_____
(Print name)   (Signature)

_____
(Dept/School)