


<b>ADMINISTRATIVE PROCEDURE MANUAL</b>			
	<b>SECTION TITLE</b>	<b>NUMBER</b>	<b>PAGE</b>
	OFFICIAL REQUESTS OF THE COLLEGE TO EVALUATE PROGRAMS/SERVICES OR OBTAIN INFORMATION	09-0801	1 OF 1
	<b>BASED ON BOARD OF TRUSTEES' RULE AND TITLE</b>	<b>DATE REVISED</b>	
	6Hx7-2.2 Internal Organization	February 22, 2016	

### **Purpose**

The purpose of this procedure is to establish the process for handling official requests of the College by external agency representatives for purpose of visitation, evaluation or audit of College programs and services.

### **Procedure**

- A. Procedures for representative(s) or teams visiting the College for an official institutional purpose to evaluate or audit educational/instructional programs or services are as follows:
1. Arrangements for such official visits shall be made by the external agency representative with the College President, or designee. Any College employee, receiving a direct communication or information regarding such a proposed visit, will advise the external agency representative to contact the appropriate cabinet member for approval of the visit.
  2. The appropriate Vice President, in concert with the appropriate campus president or cabinet member, determines whether approval by the College President is necessary in that such proposed visits will require significant use of, or impact upon, institutional resources or changes or exceptions to existing rules or procedures.
  3. The appropriate Vice President acts upon each external request or administrative recommendation, as needed, after consultation with those administrators who will be asked to plan and coordinate the visit regarding the institutional impact.
  4. The appropriate Vice President works with a campus president or cabinet member as appropriate, for planning and coordinating and/or delegating such a visit to a College employee (project officer), who will usually be associated with the functional or operational area being evaluated or audited.
  5. The project officer shall submit a memorandum, setting forth plans for the visit, to the appropriate Vice President and the impacted campus president(s) or cabinet members.
  6. The project officer will submit an after-action report on the visit to the appropriate Vice President and the impacted campus president(s) or cabinet members.

REFERENCES: F.S. 1001.64, 1001.65

Adopted Date: October 16, 1981

Revision Date: July 6, 1982, June 25, 1985, July 14, 1986, May 7, 2013, February 22, 2016