The Policies and Procedures subcommittee of the TCC IT Council would like to make the following recommendations.

1. TCC develop a process for the development and communication of TCC policies and procedures pertaining to the security of information and related technologies. This process should ensure that
   a. The need for the policy or procedure is established
   b. The needs of all stakeholders are identified and met.
   c. Policies and procedures are prioritized and developed in a timely manner
   d. They are reviewed & approved by the appropriate stakeholders in a timely manner.
   e. Consequences of policy / procedure violations are specified.
   f. Copies are communicated and distributed in a timely manner to all of the appropriate parties.
   g. Appropriate awareness and training are carried out, and may include periodic review and signing by appropriate parties.
   h. A process is in place for monitoring and modification.
   *The attached draft outlines suggested considerations for such a process.*

2. In order to streamline the development of quality policies, and to establish uniformity and completeness, TCC should use standard Information Security templates as a starting point from an organization such as SANS (system administration and network security) whenever possible. The SANS Institute has the following templates available in both .pdf and Word format at http://www.sans.org/resources/policies/#template. There is a policy primer available at http://www.sans.org/resources/policies/#primer.

Acceptable Encryption Policy
Acceptable Use Policy
Analog/ISDN Line Policy
Anti-Virus Process
Application Service Provider Policy
Application Service Provider Standards
Acquisition Assessment Policy
Audit Vulnerability Scanning Policy
Automatically Forwarded Email Policy
Database Credentials Coding Policy
Dial-in Access Policy
DMZ Lab Security Policy
E-mail Policy
E-mail Retention
Ethics Policy
Extranet Policy
Information Sensitivity Policy
Internal Lab Security Policy
Internet DMZ Equipment Policy
Lab Anti-Virus Policy
Password Protection Policy
Personal Communication Device
Remote Access Policy
Remote Access - Mobile Computing and Storage Devices
Risk Assessment Policy
Router Security Policy
Server Security Policy
Server Malware Protection Policy
The Third Party Network Connection Agreement
VPN Security Policy
Wireless Communication Policy

Regards,
The Policies and Procedures Subcommittee
Glenn Jones, Debbie Fillmore, Tom Dunmire, and Bud Turman

TCC Policy Development & Communication Process

1. Issue identification
Why is the policy needed? Are there new or existing laws, court decisions or student needs which are unsatisfied? Are there gaps in existing policies? Who will review and affirm the issues which have been identified?

2. Prioritization of policies
Who will establish priorities for policy review and development? What criteria will be used for prioritizing policies?

3. Timetable
Timelines must be established for each policy’s development, refinement, approval, and implementation. Legal and/or statutory deadlines must be met.

4. Issue research and analysis
Are there relevant policies or precedents in place for similar organizations? Who will perform the necessary research and analysis? Should subject matter experts be consulted? How much will it cost, and who will develop a budget? Are there obstacles which may be encountered?

5. Stakeholder identification
Who will identify all of the stakeholders? Will each stakeholder have a representative in the policy development process? Who will approve that the needs of all stakeholders are
met? Who will monitor the policy’s compliance on behalf of all of the stakeholders? Will the policy be distributed to all of the stakeholders or their representatives?

6. Stakeholder input - Stage 1
Who will inform stakeholders of possible changes to policies, and find out how a possible change might affect them? Who will be responsible for getting their feedback? Will there be a deadline for stakeholder input to potential policy changes?

7. The policy proposal
Who will develop a draft policy proposal for consideration of senior management? It should be clear and concise and consistent with TCC’s values, and should not contradict other policies. It should consider the needs of users and stakeholders. The policy proposal paper should state:
- Why the policy is needed
- The proposal’s priority and timeline
- An executive summary of the draft policy
- A copy of the actual draft policy
- Its impact on stakeholders
- Recommendations for the approving body
Who will approve the proposal and sign off on it?

8. Stakeholder input - Stage 2
The purpose of this stage is to give notice of an intended policy change. The policy is virtually final. Stakeholders can still provide feedback. This step results in a final draft policy for consideration of the Board.

9. Approval and distribution
Once the policy is approved, how will it be distributed, and within what time constraints?

10. Communication, training, and awareness
Who will insure that the policy is adequately communicated, and how will that be accomplished?

11. Policy Review
Who will monitor and review TCC policies, and at what frequency?

12. Implementation and compliance
Who will monitor for compliance of the policy?

TCC Mission Statement
Tulsa Community College betters its community through the intellectual achievement, creative energy, and responsible citizenship of its students, faculty, and staff by their engagement in teaching, learning, and service opportunities that transform and enrich lives. Tulsa Community College commits to innovative, flexible, and affordable public higher education that responds to a dynamic global environment.