Regular Evaluation of Policies and Procedures

Board policies and administrative procedures are regularly evaluated by the Superintendent/President, senior management, and the President’s Cabinet to ensure:

- currency and compliance with state and federal laws;
- consistency with the institutional mission statement;
- adherence to accreditation standards;
- protection of the college;
- promotion of operational efficiency; and
- currency with institutional and departmental changes in operation.

All board policies and administrative procedures will be evaluated to determine if revisions to existing policies and procedures, or development of new policies and procedures, are necessary.

All board policies and administrative procedures will be reviewed on a five-year cycle to be completed one year prior to the accreditation self-study.

Adoption/Revision Process

The District will adopt or revise policies and procedures as determined necessary through regular evaluation, or by other recommendations.

The District subscribes to the Community College League of California (CCLC) Policy & Procedure Service. The CCLC regularly provides to the District its recommendations for adopting or amending policies and procedures. In addition, any employee, student, or member of the public may initiate a policy/procedure review by submitting a request or recommendation in writing to the Superintendent/President’s Office or designee.

Recommendations by will be reviewed by the Superintendent/President or designee and routed through the adoption/revision process below. This process includes the opportunity for faculty, staff, and students to provide input on policies and procedures that have a significant effect on them.

1. **Administrator Review** – After the Superintendent/President or designee conducts an initial review, if changes are recommended, the policy/procedure is forwarded to the appropriate administrator for review. If changes are recommended by the administrator, the policy and/or procedure will continue through the adoption/revision process.
2. **Faculty “10+2” Review** – If the document is designated “10+2”, it is forwarded to the Faculty Senate for review and approval.

3. **Cabinet-First Reading** – Following administrator and faculty 10+2 review (if required), the document is forwarded to the President’s Cabinet for first reading and discussion. Policies and procedures that pertain to the Governing Board and its functions are forwarded to President’s Cabinet for information purposes.

4. **Sunshine** – After first reading by President’s Cabinet, the document is placed on the District’s Board Policy and Administrative Procedures website as part of the “sunshining” process, whereby constituents may review policies and procedures that are under consideration by President’s Cabinet and provide input.
   - The policy/procedure will be sunshined for 10 business days.
   - The Office of Institutional Research will notify the presidents of the Faculty and Classified Senates and Unions (and the ASCC advisor if necessary) that documents are posted so that their constituents have an opportunity to provide input.
   - Any suggested revisions should be forwarded to the Office of Institutional Research for consideration by President’s Cabinet.

5. **Cabinet-Second Reading** – After suggestions received during sunshining are incorporated into the policy/procedure, the document is returned to President’s Cabinet for second reading and approval. If the document is not approved, it is revised to address Cabinet’s concern and returned for approval at a subsequent meeting.

6. **Post Procedures to Web** – Administrative procedures are posted to the District’s website upon approval. Institutional procedures contained in Chapter 3 through Chapter 7 are approved by President’s Cabinet. Board-related procedures contained in Chapter 1 and Chapter 2 are approved by the Superintendent/President.

7. **Governing Board Review** – Following President’s Cabinet review, policies are submitted to the Governing Board for first reading and information. Prior to the meeting, the Governing Board Policy Liaison reviews the draft policies with the Superintendent/President. The policies are submitted for second reading and action at a subsequent board meeting.

8. **Post Policies to Web** – Board policies are posted to the District’s website upon approval by the Governing Board.
AP 2410  Board Policies and Administrative Procedures

References:  Education Code Section 70902;
            WASC/ACCJC Accreditation Standard IV.B.1.b & e

Approved:  7/11/12
            (Replaces former Administrative Procedures 1.6.3, 1.6.5, 2.2.1.B)