PROCEDURE NAME: 1.6.5 Regular Review of Policies and Procedures

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e

Note: This procedure is suggested as good practice. It addresses Chaffey Policy: Chapter 1: Governance Process, 1.6.5 Regular Review of Policies and Procedures.

Purpose: To ensure the regular evaluation of District policies and procedures.

1. 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.

2. 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.

3. 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.

4. The process for revising existing board policies, or adopting new board policies, is outlined in Administrative Procedure 1.6.3 Adoption of Board Policy.

5. The process for revising existing administrative procedures, or adopting new administrative procedures, is outlined in Administrative Procedure 2.2.1.B Adoption of Administrative Procedures.

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