

PROCEDURE NAME: 2.2.1.B Adoption of Administrative Procedures

Reference: Education Code 70902

Note: This procedure addresses Chaffey Policy: Chapter 2: Board/Staff Relationships, 2.2 Delegation to the Superintendent/President

Purpose: *To provide the institution with an efficient, effective mechanism for district operations.*

1. The initiator(s) drafts the new or revised administrative procedure and sends it to the superintendent/president for review by the President's Cabinet. The Office of Institutional Services is responsible for appropriate formatting, numbering, and Title V/Education Code citations. The Office of Institutional Services makes an initial determination whether the document is a policy or a procedure. Only district-wide procedures are forwarded to President's Cabinet.
2. President's Cabinet conducts the initial review and refines the draft procedure.
3. The draft procedure is sent to constituent groups for review and suggestions, including Faculty Senate, Classified Senate, Associated Students of Chaffey College (where appropriate), College Council, Chaffey College Faculty Association, and California School Employees Association. At the same time, the draft document is placed on the college website for college-wide review. The Office of Institutional Services works with the college webmaster to post the document. Suggestions and comments are collected by the Office of Institutional Services for consideration by President's Cabinet.
4. President's Cabinet accepts and considers input from constituent groups, and the Office of Institutional Services prepares the final procedure for inclusion in the Administrative Procedures Manual and for college-wide distribution through the Chaffey College website and the superintendent/president's college update.