

Education Code Section 70902; Accreditation Standard I.B.7; I.C.5; IV.C.7; and IV.D.4

PROCEDURE FOR REVIEW AND APPROVAL OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

STEP 3 (1 MONTH)

The identified Council(s) will review input and actions from the constituent groups in proposing the final draft of the BP/AP. The Council(s) will review and take action on the final draft of the BP/AP. The Council chair/co-chairs will forward the tracking form to the Office of the Superintendent/President with Council input and recommended action.

STEP 4 (1 MONTH)

The superintendent/president will forward the action of the Council(s) to the College Planning Council (CPC) for review. The CPC will have the input and actions from all groups that have reviewed the BP/AP through the tracking form. The CPC will review and take action on the BP/AP and forward their recommendation to the superintendent/president.

STEP 5 (1 MONTH)

When reviewing the final draft of the BP/AP the superintendent/ president will have all of the input and actions from all constituent groups and Councils that have reviewed the BP/AP through the tracking form. If the superintendent/president recommends changes to the BP/AP, he/she will communicate those recommendations to identified Council(s). The superintendent/president will forward the BP to the Board of Trustees (BOT) for a first reading. The BOT will have all input and recommended actions from all Councils and constituent groups through the tracking form. The BOT will not take action on APs; they will be forwarded to the BOT as information items. The superintendent/president will approve APs.

STEP6 (1 MONTH)

The superintendent/president will forward the BP to the Board of Trustees for a second reading and consideration of approval. In considering action on the BP, the BOT will have all input and actions from all Councils and constituent groups through the tracking form.

NOTES: BPs and APs that are directly related to the Board of Trustees (2000s) will be forwarded to groups and councils for a courtesy review, but input will not be sought. Additionally, there will be some BPs and APs that have direct liability, legal, and/or health and safety ramifications for the District. These BPs and APs will also be forwarded to groups and councils as a courtesy.

See Board Policy 2410

Approved by Superintendent/President: November 20, 2013; Rev: 5/7/17; 11/4/2020