

# AP 2410 Review, Preparation, and Revision of Board Policies and Administrative Procedures

Reference: ***Education Code Section 70902  
Board Policies 2410, 2510, 2515, 2520***

Date Issued: March 18, 2006 Last Updated: February 11, 2010

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To ensure regular review of board policies (BPs) and administrative procedures (APs), the District/Governing Board is subscribed to the Community College League of California (CCLC) Policy and Procedure Service, which provides bi-annual updates. In addition, a documented cycle for review of policies and procedures shall occur every three years. Outcomes of review are reported to the Districtwide Executive Council (DEC). Responsibility for review is as follows:

- Chapter 1 – Chancellor
- Chapter 2 – Chancellor/Governing Board
- Chapter 3 – Chancellor’s Cabinet
- Chapter 4 – Districtwide Coordinating Educational Council (DCEC)
- Chapter 5 – DCEC
- Chapter 6 – Vice Chancellor Business Services
- Chapter 7 – Vice Chancellor Human Resources

In addition, review of a BP or AP may also be initiated at any time by a trustee or District employee.

The following process outlines the procedure for review, preparation, and revision, ~~and review~~ of board policies (BPs) and administrative procedures (APs).

1. **Originator:** The originator prepares a draft of the proposed new or revised BP/AP utilizing the District BP/AP format, and forwards the recommendation to the Chancellor’s Office. Note: New board policies shall be accompanied by the *Board Policy Cover Sheet* (available at: <http://www.gcccd.edu/governingboard/policies-and-procedures.asp>) providing information on primary constituents, rationale for the proposed new board policy, and explanation of impacts.
2. **Chancellor’s Office Review:** The Chancellor’s Office reviews the recommendation for content, format, consistency with existing district policies, regulations, and CCLC guidelines. The proposed new or revised BP/AP is ~~not approved, either forwarded to Chancellor’s Cabinet for review or~~ returned to the originator for additional information, ~~or forwarded to Chancellor’s Cabinet for review~~. The Chancellor’s Office ~~will~~ maintains a BP/AP tracking log for new and revised BP/APs.
3. **Chancellor’s Cabinet Review:** The Chancellor’s Cabinet review of the proposed BP/AP may encompass consultation with interested stakeholder(s) or constituency groups ~~and/or review by the Districtwide Coordinating Educational Council (DCEC)~~. Cabinet either forwards the BP/AP to DEC or DCEC (Chapters 4 and 5) for review, or returns the BP/AP is returned to the originator with explanation ~~or approves the proposed new or revised BP/AP to go forward for DEC review and assigns a lead~~.

4. **Districtwide Executive Council (DEC) Council Review:** The Chancellor forwards the recommended BP/AP ~~to the assigned lead to present for discussion at~~ to DEC or DCEC (and may assign a lead) pursuant to the following review process:
- **First Reading:** ~~New BP/APs or Proposals that are new or have for~~ substantive changes-revisions are submitted ~~by the assigned lead~~ to DEC or DCEC for a first reading, which starts the 60-day (or less ~~if so as~~ determined by DEC the Council) review period.  
  
Council members ~~will~~ distribute the BP/AP to constituent groups for review and comment. Any comments received by Council members are to be ~~forwarded to the assigned lead and~~ copied to all ~~DEC Council~~ members prior to the next scheduled DEC Council meeting.  
  
~~On items where the issue applies only to the For Chapter 2—~~ Governing Board BP/APs, DEC Council review may be for information only.
  - **Second Reading:** ~~The assigned lead incorporates e~~Constituent group recommendations are incorporated into the BP/AP by the DEC or DCEC note taker and submits them submitted for a second reading at the next scheduled ~~DEC Council~~ meeting. Those revisions are once again distributed by Council members to constituent groups for review. Any additional comments received are to be ~~sent to the assigned lead and~~ copied to all Council members prior to the next ~~DEC Council~~ meeting.
  - **Final Reading:** After constituency consultation and collegial review by appropriate councils (60-days from the first reading or less if so determined by ~~DEC the Council~~), the ~~assigned lead presents the~~ BP/AP is presented to DEC or DCEC for final reading. All BP/APs completed through DCEC review are subject to a final reading by DEC as part of the Governing Board docket review.
  - **Technical Changes:** ~~Revisions that are t~~technical revisions in nature are not subject to the 60-day ~~DEC~~ review process and. ~~Technical revisions~~ shall be sent directly to the Chancellor for recommended approval by the Governing Board. However, technical changes are subject to a final reading by DEC as part of the Governing Board docket review.
5. **DEC Recommendations to the Chancellor:** Once DEC has completed the final reading, BP recommendations are forwarded to the Chancellor for consideration of Governing Board ~~approval and~~ adoption and APs are forwarded to the Chancellor with recommendation to issue.
6. **Adopted Policies and Issued Procedures:** After the Governing Board adopts a policy or policy revisions and/or the Chancellor issues a procedure, the Chancellor's Office ~~distributes and~~ posts the BP/AP to the District website and the network shared drive, at.
- BP–Shared Drive: M:\Public\Governing Board Policies\New Board Policies  
AP–Shared Drive: M:\Public\Administrative Procedures  
AP/BP Website: <http://www.gcccd.edu/governingboard/policies-and-procedures.asp>

## Formatting and Definitions

### Formatting

Initial revisions to policies and procedures will reflect proposed additions or deletions by underline or ~~strike-through~~. Subsequent revisions made in consideration of council and constituent group recommendations will be reflected by shading, in addition to the underline or strike-through. Only the current, new revisions will be highlighted and the shading will be removed for the next reading.

*Example:*

Original: The policy is technical in nature.

First reading: The addition to the policy is technical in nature.

Second reading: The second addition to the policy is technical in nature.

Final reading: The second addition to the policy is minor and technical in nature.

Revised policies will be presented to the Board with underline or ~~strike-through~~ formatting for reference.

### **Definitions**

**Originator:** The creator (person, group, or organization) of the proposed new or suggested revised BP/AP. It is the person with a direct interest or involvement in the development of the new or revised BP/AP.

**Assigned Lead:** The person assigned by Chancellor's Cabinet to shepherd the BP/AP through the ~~DEC~~ review process.

**Technical Change:** An update for compliance with legal statutory reference requirements or for conformity with ~~the Community College League of California (CCLC) Policy & and~~ Procedure ~~Update~~ Service, or minor revisions for clarification purposes that do not change the intent of the policy or procedure.

**Substantive Change:** A major revision that changes the meaning of, or adds, or deletes substantial information contained in the BP/AP.

**Districtwide Executive Council (DEC) Review:** Required for all new or proposed revisions to BPs and APs recommended for Governing Board approval.