

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: April 9, 2012

Review of board policies (BPs) and administrative procedures (APs) may be initiated at any time by a trustee or District employee. To ensure regular review of BPs and 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 six years—one chapter per year with Chapters 1 and 2 combined. Each year the Chancellor's Office will notify all appropriate parties of the chapter(s) to be reviewed. 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

The following process outlines the procedure for review, preparation, and revision of BPs and 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 accompanied by the *BP/AP Cover Sheet* ([Attachment A](#)) 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 either forwarded to Chancellor's Cabinet for review or returned to the originator for additional information. The Chancellor's Office maintains a BP/AP tracking log.
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. Cabinet either forwards the BP/AP to the Districtwide Executive Council (DEC) or the Districtwide Coordinating Educational Council (DCEC) (Chapters 4 and 5) for review, or the BP/AP is returned to the originator with explanation.

4. Council Review: The Chancellor forwards the recommended BP/AP to DEC or DCEC (and may assign a lead) pursuant to the following review process:

- **First Reading:** New BP/APs or proposals for substantive revisions are submitted to DEC or DCEC for a first reading, which starts the 60-day (or less as determined by the Council) review period.

Council members distribute the BP/AP to constituent groups for review and comment. Any comments received by Council members are to be copied to all Council members prior to the next scheduled Council meeting.

For *Chapter 2—Governing Board* BP/APs, Council review may be for information only.

- **Second Reading:** Constituent group recommendations are incorporated into the BP/AP by the DEC or DCEC note taker and submitted for a second reading at the next scheduled Council meeting. Those revisions are once again distributed by Council members to constituent groups for review. Any additional comments received are to be copied to all Council members prior to the next 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 the Council), 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:** Technical revisions are not subject to the 60-day review process and 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 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 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.gccd.edu/governing-board/policies-and-procedures.html>

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 review process.

Technical Change: An update for compliance with legal statutory reference requirements or for conformity with the CCLC Policy and Procedure 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.