

2.1P

PROCEDURES FOR DEVELOPING AND REVISING DISTRICT POLICY AND PROCEDURES

BOARD REVIEW: FEBRUARY 12, 1990

REVIEWED: JUNE 14, 1994

REVIEWED: MARCH 13, 2001

REVIEWED: JANUARY 8, 2008

REVISED: JANUARY 10, 2012

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1. The District Policy Manual will be reviewed periodically; revised when needed to correct errors, and clarify or improve language or process; and updated to meet Education Code, Title 5, and other state or federally mandated requirements. In addition, proposals for new policies, procedures, or revisions can originate from any of the following recognized constituent groups: Academic Senate, Classified Senate, Associated Students Senate, All Faculty Association (AFA), Service Employees International Union (SEIU), Management Team, Administrative Offices, and Standing and Presidential Advisory Committees. Academic Policies and Procedures can originate from and shall be reviewed by Educational Planning and Coordinating Council (EPCC). District employees may also suggest changes in consultation with the appropriate, recognized constituent group(s).
 2. All proposed changes to the District Policy Manual, whether new material or revisions of current policies and procedures will only be forwarded to College Council after consultation with the appropriate, recognized constituent group(s).

Proposals to College Council co-chair(s) must include the following:

- The name of the employee(s) proposing changes;
 - The name of the individual responsible for drafting any changes needed in the material after circulation to constituent groups;
 - A brief explanation and rationale for proposed changes suitable for inclusion on future Board agendas.
 - Should the constituent group reject the proposal after a good faith effort, the employee may consult with a College Council co-chair in order to have the proposal considered for College Council review.
3. Changes to the District Policy Manual must indicate the appropriate category:
 - Category 1: No Change. Reviewed, current and correct. Upon approval by College Council, to be forwarded to the Board of Trustees for placement on the Consent Agenda.
 - Category 2: Technical Change. Reviewed, current, but revised for accuracy and clarity without altering meaning or intent. Upon approval by College Council, to be forwarded to the Board of Trustees for placement on the Consent Agenda.
 - Category 3: Substantive Change. Requires an explanation and rationale for all changes and constituent review and dialogue before presentation to College Council. Upon approval by College Council, to be forwarded to the Board of Trustees for review and consent.

- Category 4: Splitting/Combining/Eliminating Non-substantive Change. Requires an explanation and rationale for all changes and constituent review and dialogue before presentation to College Council. Upon approval by College Council, to be forwarded to the Board of Trustees for placement on the Consent Agenda.
4. College Council requires that all new or revised material be reviewed for clarity, consistency and formatting prior to placing the item on its agenda and following changes resulting from constituent review.
 5. College Council will circulate Category 3 and 4 items to constituent groups as requested by their representatives on College Council prior to approving and forwarding to the Superintendent/President for submission to the Board of Trustees.
 6. In most cases, a minimum of two College Council sessions (at least one month) will be necessary to review draft materials. Individuals and groups facing deadlines for the implementation of new policies or procedures must forward draft material in a timely fashion. Category 3 or 4 revisions will require additional time.
 7. College Council will forward approved proposed changes to the District Policy Manual to the Superintendent/President for placement on the Board of Trustees agenda. A cover memo should include a brief explanation and rationale and indication of the support or objections of all constituent groups.
 8. The Board will hear all Category 3 policy items over two separate meetings. The "First Reading" is for discussion purposes only. After the "Second Reading," the Board may vote to include the proposed policy changes in the District Policy Manual. However, when unusual and compelling reasons or legal constraints exist, the Board may elect to review and act on policy material during only one session.
 9. The distribution of new materials for the District Policy Manual will be the responsibility of the Office of the Superintendent/President. After consent or approval by the Board, the Board Secretary will forward material to Information Technology for inclusion on the District Web site. A printed copy will be maintained by the Office of the Superintendent/President and the Office of the Vice President of Academic Affairs.
 10. Administrative offices have an ongoing responsibility to review the District Policy Manual, in consultation with the appropriate, recognized constituent group(s) and maintain currency in their policy/procedures areas. Prior to recommending any revisions to policies or procedures, the responsible administrative offices must confirm who the appropriate recognized constituent groups are with the Vice President of Academic Affairs.

0.0	By-Laws of the Board of Trustees	Superintendent/President
1.0	Philosophy, Mission and Goals	Superintendent/President
2.0	District Governance	Superintendent/President
3.0	Academic Program	Academic Affairs
4.0	Human Resources	Human Resources
5.0	Finance	Business Services
6.0	Facilities Planning	Facilities Operations
7.0	Community Relations	Superintendent/President
8.0	Student Services	Student Services

12. Policy and/or Procedure Review Guidelines

- Policy and procedure should be submitted at the same time.
 - Review all policies and procedures for correct job titles and designated office, District name and reference, and references at the top of the document (Ed Code or Title 5 references or other policy/procedure).
 - Edit using strike-through for deletions and underline for proposed additional language. Do not use “Track Changes.”
 - Confirm the appropriate recognized constituent group(s) who would have an interest in reviewing the policy and/or procedure related to their purview. Contact the Vice President of Academic Affairs (VPAA) to provide confirmation and/or identification of appropriate group(s).
 - Arrange a meeting with the appropriate representative of the group(s) to review items.
- A. Category 1 or 2 - no change or technical change:
- Request the official Microsoft Word version of the policy and/or procedure from the Vice President of Academic Affairs Executive Assistant.
 - Submit your edited version to the Vice President of Academic Affairs Executive Assistant.
 - Request a place on the College Council agenda for final review of the policy/procedure via the VPAA's office. Plan to attend that meeting and present your recommendations to College Council.
 - Once approved, College Council will forward the document to the Superintendent/President for review by the Board of Trustees.
 - Send a clean copy of the items along with the edited copy to the Vice President of Academic Affairs Executive Assistant for placement on the Board agenda.
- B. Category 3 or 4 - substantive change or splitting or combining policy and / or procedure (non-substantive content changes):
- Request the official Microsoft Word version of the policy and/or procedure from the Vice President of Academic Affairs Executive Assistant.
 - Submit your edited version to the Vice President of Academic Affairs Executive Assistant.
 - Request a place on the College Council agenda for preview of the policy/procedure to determine which constituent group(s) should review the policy/procedure.
 - Within 2 calendar weeks, contact the constituent group(s) that indicated an interest in their group's review to be placed on their agenda.
 - Review the materials with all necessary constituent groups and document their feedback.
 - Submit the new, edited version to the Vice President of Academic Affairs Executive Assistant.
 - Request a place on the College Council agenda for final review of the policy/procedure.
 - Once approved, College Council will forward the document to the Superintendent/President for review by the Board of Trustees.
 - Send a clean copy of the items along with the edited copy to the component administrator who oversees that section of the Board Policy Manual for placement on the Board agenda, and a copy to the Vice President of Academic Affairs Executive Assistant.