



Administrative Procedure 2410 Policy and Administrative Procedure

Reference: *Education Code Section 70902*

Board Policies and Administrative Procedures are regularly reviewed by the Chancellor's Office. The Chancellor makes recommendations to the Board of Trustees concerning revisions to existing policies and procedures or the development of new policies and procedures to ensure that they are current and comply with state and federal laws.

Any employee, student, or member of the public may initiate a review or development of any policy or procedure by submitting a request or recommendation in writing to the Chancellor's Office.

Review and Approval Process

Upon receipt of the request or recommendation, the Chancellor's Office may refer to the Community College League's Policy and Procedure Service for recommended or legally advised language. The Chancellor's Office may also use the Policy and Procedure listserv to query other districts for related Board Policies or Administrative Procedures. In some instances, the Chancellor's Office may request that legal counsel review the policy or procedure language. Other employees with expertise in specific areas governed by a Board Policy or Administrative Procedure may also be consulted during the review process.

After initial review by the Chancellor's Office, the policy and/or procedure will be routed to the supervisor, manager or Dean of the appropriate department, if applicable, for review (i.e. Student Services, Human Resources, Business Office, etc.). Following the applicable review, the policy and/or procedure will be routed as follows:

1. Policy and/or procedure to be reviewed and discussed by the Chancellor's Executive Cabinet.
2. After review by the Chancellor's Executive Cabinet, the policy and/or procedure will be sent to the College Planning Council (CPC) at West Hills College Coalinga and the Planning and Governance Council (PGC) at West Hills College Lemoore (through the College Presidents) for review and approval, if applicable. Simultaneously, the policy and/or procedure will be sent to the Academic Senate Presidents and the Faculty Association President as a courtesy.
3. Review and approval by the Academic Senate Presidents will be requested only if the policy and/or procedure deal(s) with academic and professional matters. Review and approval by the Faculty Association President will only be requested if the policy and/or procedure has or will have a significant effect on faculty.
4. After review by the CPC and the PGC, any comments, recommendations or actions taken with regard to the policy and/or procedure shall be sent to the Chancellor's Office by the College Presidents.

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5. In the case of review and approval by the Academic Senate Presidents or Faculty Association President, any comments, recommendations or actions taken with regard to the policy and/or procedure shall be sent to the Chancellor's Office by the individuals serving in those capacities. As a courtesy, the comments, recommendations or actions taken should also be sent to the College Presidents.
6. The Chancellor's Office will take the policy and/or procedure to the District Leadership Council (DLC) for review and approval.
7. After DLC review, and upon final review by the Chancellor, policies will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting. Procedures will be presented to the Board of Trustees for review and information only, unless the procedure is to be included in Chapter 2 (Board of Trustees section) of the district's policies and procedures. If the procedure is to be included in Chapter 2, it will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting.

Submission of Policies and Procedures for Review

When submitted to the CPC, PGC, the Academic Senate Presidents, the Faculty Association President, and the DLC, the policy and/or procedure shall be accompanied by a routing form which will include the following information:

- Policy/Procedure Number
- Policy/Procedure Name
- Indication of new or revised policy/procedure
- Initiator of proposed new or revised policy/procedure
- Purpose for new or revised policy/procedure
- Anticipated timeline for review and approval process

New policies and procedures will be submitted to the appropriate groups as a "clean" copy.

Revised policies and procedures will be submitted to the appropriate groups using the following editing marks:

- Deleted text to be shown in ~~striketrough print~~
- Added text to be shown in **bold print**

Nonsubstantive ("clean up" or "housekeeping") revisions to policies and procedures (i.e. names; title changes; addition or deletion of references) that do not change the intent or meaning of the policy or procedure may be recommended by the Chancellor to the Board of Trustees for review and/or consideration without being routed through the review and approval process. However, the revised policies and procedures will be sent to the CPC, PGC, the Academic Senate Presidents, the Faculty Association President and the DLC as a courtesy.

Policies and procedures dealing strictly with the Board of Trustees (Chapter 2 of the district's policies and procedures) may be recommended by the Chancellor to the Board of Trustees for

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review and consideration without being routed through the review and approval process. However, the proposed or revised policies and procedures will be sent to the CPC, PGC, the Academic Senate Presidents, the Faculty Association President and the DLC as a courtesy.

New or revised procedures that outline an existing process may be presented by the Chancellor to the Board of Trustees for review without being routed through the review and approval process. However, the revised policies and procedures will be sent to the CPC, PGC, the Academic Senate Presidents, the Faculty Association President and the DLC as a courtesy.

Timeline

In most instances, policy and procedure review and approval will be based on a two-month cycle at the college level. Once the Chancellor's Executive Cabinet agrees to move new or revised policies and/or procedures forward to the CPC, PGC, the Academic Senate Presidents and the Faculty Association President, the review and approval process timeline officially begins. The groups will have 60 days in which to complete the review and approval process at the college level and submit final comments, recommendations or actions taken with regard to the policy and/or procedure to the Chancellor's Office.

At the completion of the 60 days (or sooner if the appropriate groups have completed their review and approval process), the policy and/or procedure will be placed on the DLC agenda for final review and approval if applicable. Following DLC final review, will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting. The Board of Trustees will be provided with the Chancellor's final recommendation, along with the completed routing form which will include the comments, recommendations and actions taken by the appropriate groups. Procedures will be presented to the Board of Trustees for review and information only, unless the procedure is to be included in Chapter 2 (Board of Trustees section) of the district's policies and procedures. If the procedure is to be included in Chapter 2, it will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting.

The timeline may be shorted due to various circumstances including, but not limited to, changes in law or urgent need. However, the Chancellor's Office shall notify all applicable groups of the shortened timeline.

After review and/or approval by the Board of Trustees, policies and procedures will be posted to the District's website. The College Presidents, Academic Senate Presidents, and Faculty Association President will also be notified as to the status of the proposed or revised policies and procedures.

Board approval date: 3/7/06

Revised procedure approval date: 6/26/07

Revised procedure approval date: 10/26/10