Board Policy and Administrative Procedure Review Process

GCCCD Definitions

1. **Board Policy (BP):**
   A Board Policy is an official document representing the Governing Board's values, philosophy, and governance direction. It sets the framework for decision-making and district operations in key areas. Approval of a BP requires a majority vote from the Board.

2. **Administrative Procedure (AP):**
   An Administrative Procedure outlines the specific steps for implementing a corresponding Board Policy. APs focus on day-to-day operations and are approved by the Chancellor, ensuring that the policies are effectively carried out.

3. **Access to Policies and Procedures:**
   All current Board Policies and Administrative Procedures are accessible to the public on the district's Governing Board website for reference and review.

Board Policy and Administrative Procedure: Background

The California Community Colleges follow a participatory governance model, where the Board of Governors provides leadership and sets regulations for districts to ensure compliance with state laws. These regulations may be adopted in response to legislative mandates or to enforce specific legal requirements.

The Grossmont-Cuyamaca Community College District (GCCCD) subscribes to the Federally Compliant BP/AP Program, developed by the Community College League of California (CCLC). This program provides over 360 sample Board Policies and Administrative Procedures that are categorized as legally required, legally advised, or suggested as best practices. Each year, the district receives legal updates to ensure its policies and procedures remain current and compliant with both state and federal law

Board Policy and Administrative Procedure: Overview

The BP and AP review process is critical to ensuring compliance with legal requirements and aligning institutional practices with current governance standards. As part of the GCCCD Governance Structure, SISC is responsible for reviewing BPs and APs, serving as a recommending body to the District Executive Council (DEC).

BP Chapters Reviewed by SISC:
- Chapter 3: General Institution: Policies on accreditation, planning, and grants.
- Chapter 4: Academic Affairs: Covers curriculum, grading, academic freedom, etc.
- Chapter 5: Student Services: Includes student success policies, such as enrollment, matriculation, and withdrawals.

Why review BPs?
- Legal standards: Updates required by the (CCLC).
- Accreditation requirements: Maintaining institutional compliance and performance.
- Best practices: Alignment with current practices in governance and operations.

BP Review Frequency:
- 6-year review cycle: To meet accreditation and institutional requirements.
- CCLC updates: Fall and spring mandatory updates for legal compliance and suggested best practices.
- Accreditation related BP/APs
- Requested technical review: Colleges request review, outside of the review cycle, when improvements are recommended.

Board Policy and Administrative Procedure: Review Steps

1. **Initiation:** Initial review of BPs and APs begins in SISC, based on the prioritization guidelines below.

2. **Prioritization:** The SISC Chair, the Associate Vice Chancellor of Educational Support Services, maintains a tracking log to strategically prioritize the BPs for review.
    A. Reviews are prioritized based on the following requirements:
        - Legal Mandates: CCLC updates that require immediate compliance
        - Oldest Review Date: Policies that haven't been reviewed recently.
        - Accreditation-related
        - Technical Reviews: Requested improvements or updates.
    B. Reviews must meet at least three (3) of the four (4) requirements.

3. **Council Review:**
    A. <u>Agenda</u>: The BPs and APs are linked on the SISC agenda, along with the reason for review, and uploaded to the intranet for proactive review and reference.
    B. <u>First Read</u>: Council members review as 1st read and share input as to constituency group needed to review.
    C. <u>Second Read</u>: BP/APs returned to SISC after completion of college reviews, with APs being informational items.
    D. <u>Consensus:</u> Above review process continues until consensus is reached.

4. **College Review**:
    A. Council Chair sends BPs and APs to the Vice Presidents (VPs) and identified constituency groups.
    B. The VPs reviews and forwards the APs to the determined Subject Matter Expert(s) to be included in AP review process, and shares in the appropriate council meetings – BPs as informational, APs for review.
    C. SISC constituency representative shares with the group the BPs as informational items and the APs for input.
    D. Colleges to complete the review within 45 days, unless extended review is needed.
    E. The VPs share the reviewed BPs and APs at the second SISC meeting after 1st read. If the review is not yet complete, the VPs will share an update. BP/APs remain on the SISC agenda until approved.

5. **District Executive Council:** The BPs and APs are submitted to the District Executive Council (DEC**)** for review.

6. **Governing Board**: DEC submits the BPs to the Governing Board for review to determine if approved or returned for additional review at SISC based on recommendations.

7. **Communication after Approval**: After Governing Board approval, the Council Chair shares the BP/AP approval with SISC.

8. **APs Next Steps:** The Associate Vice Chancellor of Ed Support Services then works with VPs to operationalize the new procedures.

Board Policy and Administrative Procedure: Review Process

GOVERNING BOARD REVIEW

DEC submits the BPs and the approved APs for review by the Governing Board

DEC REVIEW

SISC Chair submits approved BPs to DEC as informational items.

• SISC Chair submits approved APs to DEC for review.

• DEC determines if APs are approved

COLLEGE REVIEW

Chair sends BP/APs to VPs and identified consituncy groups

• VPs determine SME's to be included in the AP review and forwards AP

• VPs shares BPs in councils as informational items and APs for input

• SISC constituency representative shares with groups the BPs as informational items and the APs for input

• College review to be completed in 45 days, unless extended review is needed

• VPs share reviewed BP/APs the second SISC meeting after assigned

• If review is incomplete,VPs will share a status update

SISC REVIEW

<u>1st Read</u>
• SISC completes initial review

• SISC discusses constituency groups to include in review

<u>2nd Read</u>
• BP/APs return to SISC after college reivew completed

<u>Consensus</u>
Review process continues until consesus is reached

BP/APs PRIORITIZED FOR REVIEW

Council Chair prioritizes BP/APs for review by the folling rubric:

• CCLC Legal Mandates

• Oldest Review Date

• Accreditation BP/APs

• Request for Technical Review, outside of review cycle

11-2024