COLLEGE OF MARIN

Memo

To: College Council Members, Cabinet Members, Senate Presidents

From: Micõl Benèt, Executive Assistant

Date: September 12, 2022

Re: Board Policy and Administrative Procedure Review Process

This memorandum provides an overview of the Board Policy and Administrative Procedure review process.

Please see the attached PowerPoint and the below description of our streamlined board policy and administrative procedure (BP/AP) review process. This is both a reminder for those of you who are familiar with the process and instructional for those of you who are new to the process.

The Community College League of California (CCLC) is a policy and procedure subscriber service of experienced attorneys who specialize in laws that regulate community colleges. CCLC sends bi-annual updates to the District based on changes in laws and case law. The language changes vary from legally *required*, legally *advised*, and *optional* best practices. The goal in the BP/AP review process is to ensure our practices align with legal requirements and that our BPs and APs are up-to-date to reflect these practices accurately.

Once I receive a CCLC bi-annual update, I send out the CCLC Legal Update documents to you: College Council Members, Cabinet Members, Senate Presidents. If any policies or procedures need to be acted on immediately, the constituent(s) responsible for the BP/AP area should initiate immediate review and send me the revised version.
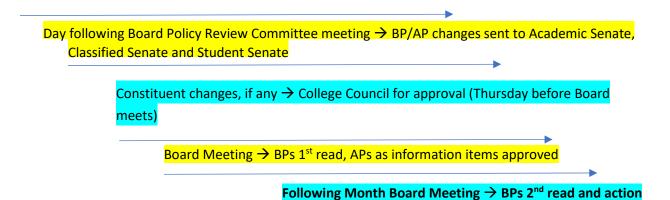
Meanwhile, I add the recommended changes to current policies and procedures as I am able to and then send them to administrators responsible for administering the procedures. Administrators may choose to revise the policy or procedure if needed, so long as they align with practices that comply with the legal requirements, or they may accept the recommended changes as-is. Once all administrators responsible for implementing the processes have responded, the AP/BP goes to the Board Policy Review Committee for additional review, then to the Academic Senate, Classified Senate and Student Senate for approval at College Council, and then the Board of Trustees for action.

After the initial review and revisions, the process is the following over a month cycle:

Week before College Council → Board Policy Review Committee meets

Day following Board Policy Review Committee meeting → BP/AP changes sent to Academic Senate, Classified Senate and Student Senate

Constituent changes, if any → College Council for approval (Thursday before Board meets)

Board Meeting → BPs 1st read, APs as information items approved

Following Month Board Meeting → BPs 2nd read and action

There are two exceptions to the above process: 1) 10+1 BP/APs and 2) BP/APs due for review as part of the regular 6-year review cycle. (*ACCJC Standard IV.5.*).

Substantive changes to policies and procedures that fall under 10+1 and are within the Academic Senate's ambit and shall be reviewed and approved by the Academic Standards Committee and the Academic Senate. These tend to be chapter 4 and chapter 5 policies and procedures but can also be in other areas that deal with 10+1 issues.

Any revisions in the pertinent 10+1 policies and procedures will be sent are first sent to the Academic Standards Committee (ASC), copying the Academic Senate President, for review, possible revision, and approval. Once the ASC gives its approval, the 10+1 BPs and APs will go before the Board Policy Review Committee for additional review, the Academic Senate for approval, then College Council for approval, and lastly to the Board of Trustees for action. (*ACCJC Standard IV.A.1. through ACCJC Standard IV.A.4.)*

If BPs and APs do not contain any substantive changes, ASC is respectfully requested to promptly approve them, so they can be presented as an informational item to the Academic Senate. If substantive changes are before ASC for review, ASC will bring them forward to Academic Senate for discussion and approval. In any event, unless there is a compelling reason, approval or revision is requested within 30 days where there are CCLC required and advised legal updates. This allows the policy or procedure to move through the entire participatory governance review process efficiently. The ASC/Academic Senate can always initiate requested changes at any time or can request additional time for certain procedures if needed because of special circumstances. This process ensures the District timely updates its BP/APs and stays in compliance with applicable laws. (*ACCJC Standard IV.3.*).

In addition to the CCLC recommended changes, the District's BP and APs are compared to model CCLC policies and procedures when they are due for review as part of our 6-year review cycle. This ensures our BPs/APs are current and aligned with best practices. Regular review of BPs/APs is important for accreditation and memoranda such as this will be updated as processes are refined. (*ACCJC Standard*

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IV.6.).

Please note that I always provide a brief summary of the changes on each BP/AP I send to help constituent groups make determinations about the document in question.

Importantly, when proposing revisions to BPs/APs, please do **NOT** use track changes. Instead, pick a color different from other reviewers or use the color assigned to you (all shown in the top right corner of the BP/AP). In Word, use ~~strikethrough~~ to indicate deleted language and use <u>underline</u> to indicate recommended language revisions. Track changes causes version control issues and does not show all changes between constituent groups accurately. (*ACCJC Standard IV.6.*).

Your prompt attention to BPs/APs is critical, and greatly appreciated. As always, please do not hesitate to contact me if you have any questions or concerns.

Attachment