

COLLEGE OF  

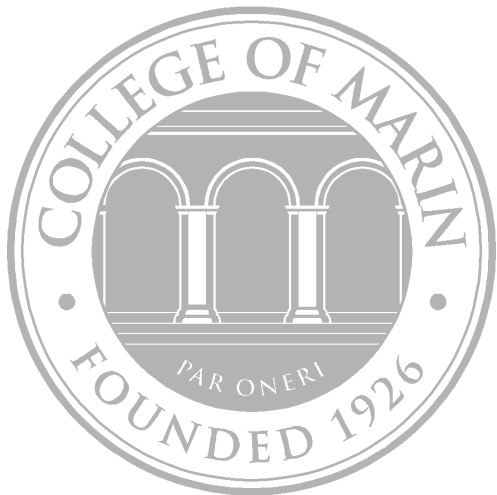
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MARIN

Board Policy & Administrative  
Review Process Overview

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# Understanding the Process & Communication

- ❑ Ensure *all* reviewers know how Board Policies and Administrative Procedures are developed, reviewed, and updated - including timelines and deadlines.
- ❑ Communication is key.
  - ❑ Please follow the practices established here for updating policies and procedures.
  - ❑ Let me know as soon as possible if you have questions, concerns, or require more time for review and revision.

# Elements of the Process

These are key elements to know in review and, when needed, the revision of a policy or procedure:

- ❑ The difference between Board Policies and Administrative Procedures.
- ❑ The purpose of participatory governance.
- ❑ The scope of the “10+1” Board Policies and Administrative Procedures.

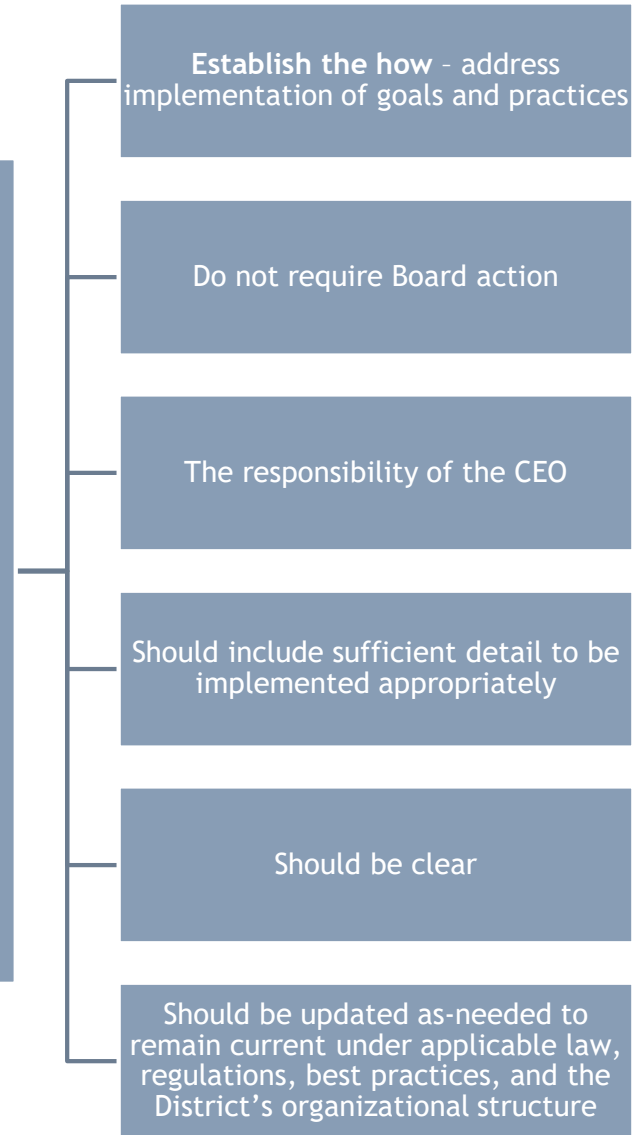
# Board Policies and Administrative Procedures guide our **mission** and **values**.

- ❑ The Educational Master Plan sets forth the District's focus areas and goals in support of the mission and values.
- ❑ The Strategic Plan, in turn, sets forth specific objectives, action steps, and performance indicators.
- ❑ Board Policies and Administrative Procedures articulate the goals, practices, and operations of the District to govern operations and ensure consistency and continuity.
- ❑ We also have guidelines, handbooks, and internal processes and protocols, written and unwritten, that govern day-to-day operations.

# Board Policies



# Administrative Policies



# Participatory Governance

- ❖ The Participatory Governance System is guided by the California Educational Code as specified in Section 70901(b)(1)(E). The District's constituent groups include: the Board of Trustees, President's Cabinet, Academic Senate, Classified Senate, and the Associated Students of College of Marin (ASCOM).
- ❖ An *effective* participatory governance system:
  - ▶ meets required accreditation standards;
  - ▶ aspires to practice transparency in decision-making; and
  - ▶ provides a structure for constituent groups to participate effectively in the District's governance.

# What is the **scope** of “10+1” Board Policies and Administrative Procedures?

- ▶ Under the California Code of Regulations, Title 5, section 53200, the Academic Senate “is to make recommendations to the administration of a college and to the governing board of a district with respect to *academic and professional matters.*”
- ▶ Pursuant to Title 5, section 53200, and Board Policy 3260, the District has agreed to “rely primarily on the advice and judgment of the Academic Senate” in these 10 “academic and professional matters.” For the “+1” matters, the District and Academic Senate will mutually agree.

*See Board Policy 3260 and Administrative Procedure 3260 - **both currently under review by Academic Senate.***

# List of “10+1” Policies and Procedures

- ▶ (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- ▶ (2) degree and certificate requirements;
- ▶ (3) grading policies;
- ▶ (4) educational program development;
- ▶ (5) standards or policies regarding student preparation and success;
- ▶ (6) district and college governance structures, as related to faculty roles;
- ▶ (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- ▶ (8) policies for faculty professional development activities;
- ▶ (9) processes for program review;
- ▶ (10) processes for institutional planning and budget development; and
- ▶ (11) *other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate.*

+1



# Process: Review and Revisions

- ▶ Board Policy and Administrative Procedure changes may be initiated in various ways:
  - ▶ Community College League of California's Policy & Procedure Subscription Service (legally required, legally advised, and best practices updates)
  - ▶ Manager-generated revisions/additions
  - ▶ Academic Senate-generated revisions/additions
  - ▶ Classified Senate-generated revisions/additions
  - ▶ ASCOM-generated revisions/additions
  - ▶ Board Policy Committee-initiated revisions/additions

# How to make edits in Word Documents

Please **do not use Track Changes** in Word Documents. Instead use your assigned **color** to make updates and use the “**strikethrough**” feature for language you wish to delete and use the “**underline**” feature for language you wish to add.

Assigned colors are indicated in the top right corner of the BP or AP under review. The date the document was sent to the constituent for review is also included. Where no date is included, the constituent next in line to review the document is indicated as information. The more reviewers, the more time is of the essence in order to move the policy or procedure through the review/revision process in a timely manner.

For review purposes this system is far more efficient for reviewing any updates recommended by constituents.

Example of top right corner indicating constituent review information:

**CCLC 39** adds a legal citation to reflect an amendment to Title 10 of the U.S. Code regarding the disclosure of student information to the military for recruitment purposes. CCLC 40 updates were approved in May 2022. Mici B. 8-26-2022  
To Jon H. 8-30-2022  
To ASC/AS

# Tracking

- ▶ The District tracks “10+1” Board Policies and Administrative Procedures internally along with all policies and procedures.
- ▶ Example of an excerpt of the tracking document:

**Marin Community College District  
Board Policies/Administrative Procedures Index**

2/01/2022

BP 4230	Grading and Academic Record <u>Symbols</u> (10 + 1)	6/19/2018	2023
AP 4230	Grading and Academic Record Symbols (10 + 1)	5/15/2018	2023
BP 4231	Grade <u>Changes</u> (10 + 1)	6/19/2018	2023
AP 4231	Grade Changes (10 + 1)	5/11/2021	2027
AP 4232	Pass/No Pass (10 + 1)	5/15/2018	2023
BP 4235	Credit by Examination (10 + 1)	4/13/2021	2027
AP 4235	Credit by Examination (10 + 1)	12/15/2020	2026
BP 4240	Academic <u>Renewal</u> (10 + 1)	3/18/2008 *	Due for review
AP 4240	Academic Renewal (10 + 1)	7/21/2015	2021
<b>BP 4250</b>	<b>Academic Probation, Dismissal, and Readmission (10 + 1)</b>	<b>AS review 1-27-2022</b>	<b>CCLC 38</b>
AP 4250	Probation (10 + 1)	AS review 9/2021	CCLC 38

# Goals for 2022-2023: Policy and Procedure Legal Updates

## *Effective Review Process Aligns with COM's Goals*

### Initiation/Timing of Review/Revision

- ▶ Constituents are asked to provide any revisions to BP/APs with *CCLC required or advised legal updates* within 30 days of receipt.
- ▶ The Administration will prioritize policies and procedures with *required or advised legal updates*.
- ▶ Constituents can initiate administrative procedure revisions at any time.
- ▶ Approved updated BP/APs are posted online.

### Prioritizing BP/APs

- ▶ BP/APs with required or advised legal updates;
- ▶ BP/APs due for review, as part of the regular review cycle, related to accreditation;
- ▶ BP/APs due for review, as part of the regular review cycle, that are longest overdue; and
- ▶ Remaining BP/APs due for review, as part of the regular review cycle, in chronological order.

# Specific Goals for 2022-2023: Policy and Procedure Legal Updates

- ▶ Complete review and revision of all CCLC updates up to and including CCLC 41 updates.
- ▶ Complete review and revision of all policies and procedures due for review up to 2022 and begin those due in 2023.

**Remember:** not all policies and procedures require revisions but as part of the required review process constituents should make sure practices align with legal requirements of BP and APs. Consistency helps the institution maintain accurate practices.

While many of you do not like working on policies and procedures:

Let's keep up  
the momentum and  
the great work!