FOOTHILL-DE ANZA
Community College District

Book	Administrative Procedures
Section	Chapter 2 - Board of Trustees (including former Article 2 - Administration and Article 9 - Bylaws)
Title	REVISED DRAFT - Board Policies and Administrative Procedures
Code	AP 2410
Status	Up For Revision
Legal	Education Code Section 70902
	ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4
Adopted	October 18, 2013
Last Revised	January 27, 2017
Origin	Chancellor's Office
Upload	February 3, 2017

~~Recommendations for new board policies and administrative procedures or changes to existing policies and procedures shall be submitted to the Chancellor for evaluation by the Chancellor's Cabinet and subsequent review by the Chancellor's Advisory Council. If any part of the proposed change involves an academic and professional matter or a collective bargaining issue, the recommendation will be referred to the Academic and Professional Matters Committee or the appropriate employee bargaining unit(s) prior to Chancellor's Advisory Council review.~~

~~New and revised administrative procedures involving academic and professional matters shall be effective after approval of the Academic and Professional Matters Committee and review by the Chancellor's Advisory Council. All other new and revised administrative procedures shall be effective upon approval by the Chancellor's Advisory Council. New and revised board policies shall not be operable until approved by the Board of Trustees.~~

Rationale for Updates to Board Policies and Administrative Procedures

Board Policies and Administrative Procedures are proposed, revised, or edited to comply with changes for a variety of reasons including changes to state and federal laws and regulations, updates from CCLC, ASCCC resolutions, or to reflect current or best practices from councils, committees or bargaining units across the District. A regular review of policies and procedures is required to:

- **Ensure the district is complying with the most current laws, regulations and/or accreditation standards**
- **Articulate a new or updated policy or procedure that has districtwide application**

In determining the need for a new policy or procedure, or an update to an existing one, the following questions are considered:

1. **Must this issue be addressed to ensure compliance with applicable laws, regulations, or accreditation standards?**

2. **Would the inclusion or update of the BP or AP contribute to greater effectiveness in fulfilling the mission of the District?**

3. **Does the policy or procedure have districtwide application, with an anticipated longevity as to not require frequent updates?**

If the proposed new or updated policy or procedure does not meet the above criteria, it may be best addressed in operational manuals, division or departmental guidelines, or other local, campus or district communications.

Process for Updates to BPs and APs

It is important to follow a systematic shared governance review process for policy and procedure revisions to ensure accuracy and broad institutional dialogue as the basis for inclusion of stakeholder input and efforts at building consensus. The revision process assumes appropriate review and discussion by designated groups and departments across the District whose work is affected by changes to policies and procedures. These groups may include the academic senates, the classified senates, the associated students, the employee bargaining units, and the appropriate councils and committees whose purpose and function determine their participation given the particular issues under discussion.

It is equally important to follow a succinct and time-sensitive review process to meet legal and regulatory mandates and accreditation standards, ensure consistent and appropriate operations across the District, and reduce workload inefficiencies. All involved stakeholders in the policy and procedure review process are asked to prioritize requested BP and AP reviews, and immediately communicate and provide a plan to address any anticipated barriers that may hinder timely review.

Technical revisions (e.g. changes to legal references, website links, and titles) to BPs and APs are not subject to the review process and shall be sent directly to the chancellor for implementation. Technical revisions will be shared with the Chancellor's Advisory Council for information.

1) Initiating the creation of a new BP/AP or updating an existing one

a) External Initiation
The District subscribes to the Community College League of California's Policy and Procedure Service. The service provides legally vetted board policy and administrative procedure templates that comply with state and federal statutes and regulations as well as accreditation standards. The language and numbering of the district's policies and procedures mirrors the CCLC templates to the greatest extent possible to ensure legal compliance and minimize tracking and legal vetting of policies and procedures unique to the district.

Upon receipt of biannual updates from the CCLC, the Chancellor will bring recommended new and revised policies and procedures to the Chancellor's Executive Team for review. The Executive Leadership Team will consider which updates require action, and assign each to the appropriate Executive Leadership Team member(s) for further action. The Chancellor will share the list of assigned Board Policies and Administrative Procedures and the designated Executive Leadership Team member with the members of CAC.

b) Internal initiation by employee or constituent groups
A member of the Chancellor's Executive Leadership Team may initiate the process to update or create a policy or procedure should it fall in the purview of their organizational area, and follow the process described in the next section. Members of any constituent group may also submit a request to create a new policy or procedure or revise a current policy or procedure through their representative on the Chancellor's Advisory Council, who will then submit a request to the Chancellor. Rationale and justification for the change meeting the criteria for inclusion (see above under the section on "Rationale") needs to be specified with the request, along with proposed draft language for the policy or procedure. The Chancellor's Office will bring the requested update to the Chancellor's Executive Leadership Team for initial review and assignment to the appropriate Executive Leadership team member to sponsor through the shared governance process.

2) Preparing and tasking the review of the draft BPs/APs

The Executive Leadership Team member assigned to review a particular policy or procedure will prepare a draft based on CCLC guidance and/or language proposed in the internal request. New BPs and APs will be assigned an appropriate number that corresponds with the numbering system used by the CCLC in consultation with the Chancellor's Office. Drafts of changes to existing policies and procedures will bold and underline all newly proposed language, clearly indicating in the draft what is legally required versus recommended. Language that is to

be eliminated from existing policies and procedures will be represented by ~~strikethrough~~. The Chancellor's Office will assist, if needed, with preparation of the revisions into the district's standard policy and procedure format. The drafts will be distributed for review to constituent representatives as appropriate.

The Executive Leadership Team shall task the appropriate shared governance body with the initial review of the new or revised BP/AP as follows:

a) If any part of the BP/AP involves an academic and professional matter, commonly referred to as "the 10+1," then the Academic and Professional Matters committee (APM) will be tasked with the initial review.

b) If the BP/AP does not explicitly reference an academic and professional matter, then the BP/AP will be tasked to the Chancellor's Advisory Council (CAC) or directly to one of the established CAC Subcommittees: The District Budget Advisory Committee (DBAC), The District Diversity and Equity Advisory Committee (DDEAC), The Energy and Sustainability Advisory Committee (ESAC), The Educational Technology Advisory Committee (ETAC), The Human Resources Advisory Committee (HRAC), or the Police Chief's Advisory Committee (PCAC).

c) If any part of the proposed change could involve a collective bargaining issue, the recommendation will be referred to the appropriate employee bargaining unit(s), with a notification to the collective bargaining representative(s) and the designated governance council/committee chair to reach an agreement as to the process and timeline for review and/or negotiation, if requested by the bargaining unit(s). It is expected that collective bargaining units identify areas of concerns and points of interest for possible negotiation to be addressed within an appropriate and mutually agreed upon timeframe so the review and approval process can be concluded in a reasonable period of time.

d) If the new/revised BP/AP is in response to an emergency or crisis-situation, the Chancellor or designee may take appropriate action to address the most immediate needs of the situation. The Chancellor or designee will consult with affected stakeholders whenever possible and will follow up once the crisis of emergency has passed to bring the policy and/or procedure through the governance process outlined in this procedure.

3) The draft review

a) APM Review – only applicable for BPs and APs involving academic and professional matters

First reading: The district academic senate president (co-chair of APM) will present the proposed new or revised BP/AP to the committee for an initial discussion. If deemed necessary, and agreed upon at APM, a temporary workgroup shall be convened to work on revising the draft. APM will agree on the desired membership, leadership and appointment process of the temporary workgroup, and establish target deadlines for returning to APM with a completed draft. Upon completion of the draft by the workgroup, or if APM does not deem a workgroup necessary, APM will task the college academic senate presidents and relevant administrative leads at the colleges with review of the draft BP/AP. Any comments received from the senates or administrative teams will be provided to the district academic senate president by an agreed-upon deadline.

Second reading: The district academic senate president will incorporate any requested edits into a revised draft for a second reading at APM. Should recommendations and feedback received be substantial, the policy or procedure may be returned for an additional reading. Approval will be sought by the committee based on guidelines established in board policy for primary reliance on academic senates versus mutual agreement on academic and professional matters. Once approved, the Chancellor will share the BP/AP with CAC.

b) CAC Subcommittee Review – for BPs and APs that fall within subcommittee purview and do not involve academic and professional matters

First reading: The designated committee chair will bring the proposed new or revised BP or AP to the subcommittee for review of the draft BP or AP. Subcommittee members are responsible for seeking out the input and guidance of their respective constituent groups and prior to consenting to approval of the draft BP/AP. Feedback should be shared timely with the committee chair. Subcommittee members should strive to provide feedback that is specific and actionable, proposing draft language when appropriate.

Second reading: The committee chair will incorporate recommendations into the draft BP/AP for a second (or final) read, and then present the committee's recommendation to the Chancellor for review at CAC.

c) CAC Review – for BPs and APs that do not involve academic and professional matters

First reading: The chancellor will present the proposed new or revised BP/AP to the CAC for an initial discussion. If the draft BP/AP has been forwarded to CAC from a subcommittee, the committee chair will present the recommendation. If the draft BP/AP has come directly to CAC and the group deems it necessary, a temporary workgroup shall be convened to work on revising the draft. The members will agree on the desired membership, leadership and appointment process of the temporary workgroup and establish target deadlines for returning to CAC with a completed draft. The chancellor shall consult appropriate constituent group leaders, if applicable, if additional constituent representatives are requested to be appointed to the temporary workgroup. Upon completion of the draft by the workgroup, or if CAC does not deem a workgroup necessary, or if the draft BP/AP has already been approved at a CAC subcommittee, the council members will be tasked with distributing the BP/AP to their constituent groups for review and comment. Recommendations from the subcommittee should be given strong consideration. Chancellor's Advisory Council members should strive to provide feedback that is specific and actionable, proposing draft language when appropriate. Any comments received by council members will be provided to the chancellor at least five days prior to the next scheduled council meeting.

Second reading: The chancellor will incorporate constituent group recommendations into the proposal for a second reading. After constituency consultation and collegial review at this meeting, the Chancellor's Advisory Council will make a recommendation to the chancellor. Should recommendations and feedback received be substantial, the policy or procedure may be returned for an additional reading.

4) Implementation

New and revised APs involving academic and professional matters (see process for APM Review above) shall be *effective after approval by APM and review by CAC. All other new and revised AP's shall be effective upon approval by CAC (see process for CAC Review above).

*All approved BPs and APs are considered effective *pending legal review* should the Chancellor request that to occur. If legal review identifies any substantive recommendations from legal review, then the BPs and APs should be taken back to APM or CAC for consideration of these recommendations.

New and revised board policies shall not be operable until approved by the Board of Trustees.

Once effective, the Chancellor shall be responsible for ensuring the newly approved BPs and APs are made public, and directing the appropriate organizational area(s) in the district to comply with implementation of these policies.

~~The Executive Team shall task the appropriate shared governance body with the initial review of the new or revised BP/AP as follows:~~
~~New and revised administrative procedures involving academic and professional matters shall be effective after approval of the Academic and Professional Matters Committee and review by the Chancellor's Advisory Council. All other new and revised administrative procedures shall be effective upon approval by the Chancellor's Advisory Council. New and revised board policies shall not be operable until approved by the Board of Trustees.~~

See Board Policy 2410 Policy and Administrative Procedure (NOTE: Update the link once BP 2410 is officially revised).

<div align="right">Approved by the Chancellor's Advisory Council 10/18/13
Revised 1/27/17</div>