



Reference: *Education Code Section 70902;*  
*ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4*

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 or the development of new policies 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.

Administrative Procedures are the responsibility of the Chancellor and do not require Board approval unless specifically indicated within a policy or procedure, or if the procedure is contained within the Board of Trustees chapter (Chapter 2) of the District's Administrative Procedures.

### Review and Approval Process

Upon receipt of the request or recommendation, or in accordance with the set review cycle for policies and procedures, the Chancellor's Office may refer to the Community College League's Policy and Procedure Service for legally required 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 and preparation by the Chancellor's Office, the policy and/or procedure will be routed to the supervising administrator of the appropriate department, if necessary, for review (i.e. Educational Services, 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 by the Policy and Procedure Executive Review Team. This team is comprised of the Chancellor; Vice Chancellor of Business and Fiscal Services; Associate Vice Chancellor of Education and Student Services; Associate Vice Chancellor of Human Resources; Associate Vice Chancellor of Information Technology; College Presidents; and the Executive Assistant to the Chancellor.
2. After review by the Policy and Procedure Executive Review Team, policies and/or procedures are sent to the following governance groups for review:

- College Planning Council (CPC) at West Hills College Coalinga (through the College President's Office)
- Planning and Governance Council (PGC) at West Hills College Lemoore (through the College President's Office)
- Academic Senates at both West Hills College Coalinga and West Hills College Lemoore (through the respective Academic Senate Presidents)
- West Hills College Faculty Association (WHCFA) (through the WHCFA President)
- Classified School Employees Association (CSEA) (through the CSEA President)

When the policies and/or procedures are sent to the governance groups, a brief summary is included which provides information such as if the policies and/or procedures are legally required, legally advised, or suggested as good practice; the nature of the applicable revisions (updated language; change in law or regulation; non-substantive changes; etc.); and the anticipated timeline for the review and approval process.

A thorough review by the Academic Senates and the WHCFA is encouraged for policies and/or procedures that address academic and professional matters or those which have or will have a significant effect on faculty.

Comments and/or recommendations are to be submitted by completing the Board Policy and Administrative Procedure Review Form. If a completed review form is not received, it will be understood that the group has no comments or recommendations for changes.

3. Following review by the governance groups, the Chancellor's Office will agendize the policies and/or procedures for review by the District Leadership Council (DLC). Any completed Review Forms will be submitted with the respective policy and/or procedure as information for DLC.
4. After DLC review, and upon final review by the Chancellor, new or revised policies will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting. If a revised policy contains only non-substantive changes, a first reading may be waived. If there are no changes to the policy and the review is occurring per the review cycle, it will be presented to the Board of Trustees for information only.

Administrative Procedures that do not require Board of Trustees approval shall be deemed effective upon final review by the Chancellor; or, if the procedure has a corresponding policy that is presented for Board approval, the procedure shall be effective upon final approval of the corresponding policy by the Board.

#### Submission of Policies and Procedures for Review

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

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

- Deleted text to be shown in ~~strikethrough print~~
- Added text to be shown in bold print
- Yellow highlighting will be used to accentuate the revisions for easier reading by the various review group

Non-substantive (“clean up” or “housekeeping”) revisions to policies (i.e. names; title changes; addition or deletion of references) that do not change the intent or meaning of the policy 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, policies and/or procedures that contain non-substantive revisions will be sent to the governance groups and the DLC for information.

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 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 governance groups and the DLC for information.

### Timeline

In most instances, policy and procedure review by the governance groups will be based on a one-month cycle. Once the Policy and Procedure Executive Review Team agrees to move new or revised policies and/or procedures forward the Chancellor’s Office will route the new or revised policies and/or procedures to the governance groups who will have 30 days in which to complete the review process at the college level and submit comments and/or recommendations to the Chancellor’s Office using the Board Policy and Administrative Procedure Review Form.

At the completion of the 30 days, the policy and/or procedure and any corresponding Review Forms that have been submitted will be placed on the next DLC agenda for review. Following DLC review, and final review by the Chancellor, the policy and/or procedure (if applicable) will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting.

The review timeline may be shortened 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.

There may be instances when a particular group needs additional time to review a Board Policy and/or Administrative Procedure due to its complexity or because it has a significant effect on their group. The Chancellor’s Office should be contacted if additional time is needed.

Once policies and/or procedures have completed the entire review process, they will be posted to the District’s website.

## Policy and Procedure Review Cycle

The Chancellor's Office establishes the policy and procedure review cycle. Policies and procedures are reviewed on a six-year rotation, based on the date of implementation or last review and the cycle is tracked by the Chancellor's Office. As a practice, when a policy is reviewed, the corresponding administrative procedure will be reviewed at the same time. In some instances, a policy or procedure may specifically indicate a review cycle that is more frequent than the established six-year rotation.

The established review cycle will be maintained by the Chancellor's Office, with last and next review/revision/approval dates noted and updated on the District's website as necessary. On an annual basis, the Chancellor will provide the Board of Trustees with an update on the status of the District's policy and procedure review data.

There may be occasions when it is determined that no revisions are necessary for a policy and/or procedure in the review cycle, in which case the policy and/or procedure will proceed through the review process as information only. This will allow the Board of Trustees to review all policies throughout the six-year cycle, even if no changes are recommended.

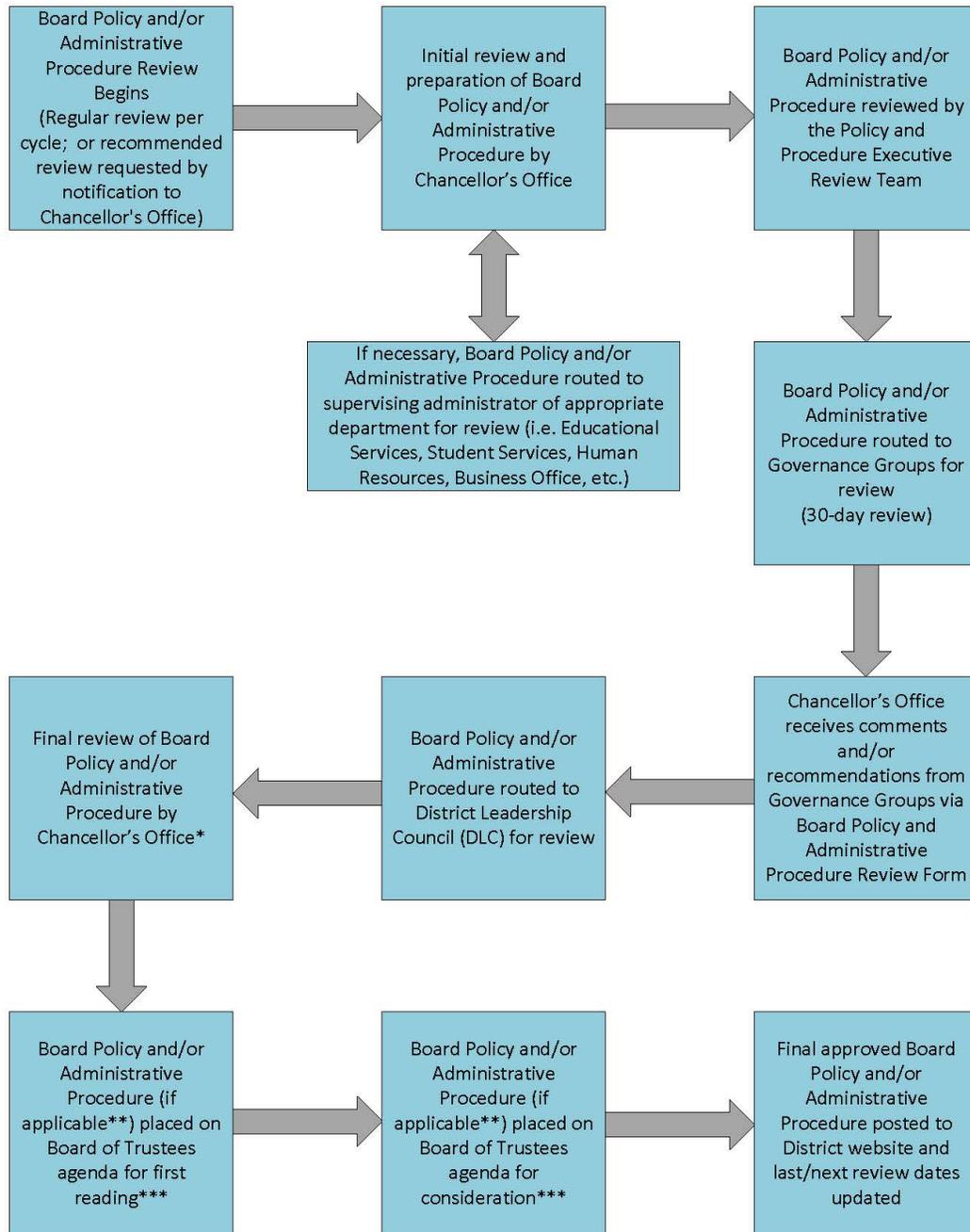
Policies and/or procedures may be reviewed out of sequence with the established review cycle on the basis of a formal request to the Chancellor's Office or on the recommendation of the Chancellor. This may be necessary due to changes in the law, updates received from the Community College League of California Policy and Procedure Service, or general necessity.

If the review process for a policy and/or procedure is not completed in its scheduled year, the review will be rolled over to the subsequent year.

Board approval date: 3/7/06

Reviewed/Revised: 6/26/07; 10/26/10; 10/20/15; 4/24/18; 5/16/23

**Board Policy and Administrative Procedure Review Flowchart**



\* Administrative Procedures that do not require Board of Trustees approval shall be deemed effective upon final review by the Chancellor; or, if the procedure has a corresponding policy that is presented for Board approval, the procedure shall be effective upon final approval of the corresponding policy by the Board.

\*\* Administrative Procedures do not require Board approval unless specifically indicated within a policy or procedure, or if the procedure is contained within the Board of Trustees chapter (Chapter 2) of the District's Administrative Procedures.

\*\*\* If a Board Policy is provided for review only, or if it contains only non-substantive changes, a first reading may be waived.