



Reference: *Education Code Section 70902;*
ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4
(formerly IV.B.1.b & e)

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.

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 recommended 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 by the Chancellor's Office, the policy and/or procedure will be routed to the supervisor, manager or Dean of the appropriate department, if applicable, for review (i.e. 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 and discussed by the Chancellor's Executive Cabinet.
2. If, after review by the Chancellor's Executive Cabinet, it is determined that a new or revised policy and/or procedure is necessary, the policy and/or procedure will be sent to the College Planning Council (CPC) at West Hills College Coalinga and the Planning and Governance Council (PGC) at West Hills College Lemoore (through the College Presidents) for review and approval, if applicable. Simultaneously, the policy and/or procedure will be sent to the Academic Senate Presidents and the Faculty Association President as a courtesy. If a policy and/or procedure is reviewed and no changes are recommended by the Chancellor's Executive Cabinet, the policy may proceed in accordance with the approval process for nonsubstantive changes.

3. Review and approval by the Academic Senate Presidents will be requested only if the policy and/or procedure deal(s) with academic and professional matters. Review and approval by the Faculty Association President will only be requested if the policy and/or procedure has or will have a significant effect on faculty.
4. After review by the CPC and the PGC, any comments, recommendations or actions taken with regard to the policy and/or procedure shall be sent to the Chancellor's Office by the College Presidents.
5. In the case of review and approval by the Academic Senate Presidents or Faculty Association President, any comments, recommendations or actions taken with regard to the policy and/or procedure shall be sent to the Chancellor's Office by the individuals serving in those capacities. As a courtesy, the comments, recommendations or actions taken should also be sent to the College Presidents.
6. The Chancellor's Office will take the policy and/or procedure to the District Leadership Council (DLC) for review and approval.
7. After DLC review, and upon final review by the Chancellor, policies will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting.

Submission of Policies and Procedures for Review

When submitted to the CPC, PGC, the Academic Senate Presidents, the Faculty Association President, and the DLC, the policy and/or procedure shall be accompanied by a routing form which will include the following information:

- Policy/Procedure Number
- Policy/Procedure Name
- Indication of new or revised policy/procedure
- Initiator of proposed new or revised policy/procedure
- Purpose for new or revised policy/procedure
- Anticipated timeline for review and approval process

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

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

- Deleted text to be shown in ~~striketrough print~~
- Added text to be shown in **bold print**

Nonsubstantive ("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, revised policies and/or procedures will be sent to the CPC, PGC, the Academic Senate Presidents, the Faculty Association President, and the DLC as a courtesy.

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 CPC, PGC, the Academic Senate Presidents, the Faculty Association President and the DLC as a courtesy.

New or revised procedures that outline an existing process will be sent to the CPC, PGC, the Academic Senate Presidents, the Faculty Association President and the DLC as a courtesy.

Timeline

In most instances, policy and procedure review and approval will be based on a one-month cycle at the college level. Once the Chancellor's Executive Cabinet agrees to move new or revised policies and/or procedures forward to the CPC, PGC, the Academic Senate Presidents and the Faculty Association President, the review and approval process timeline officially begins. The Chancellor's Office will forward the new or revised policies and/or procedures to the groups who will have 30 days in which to complete the review and approval process at the college level and submit final comments, recommendations, or actions taken with regard to the policy and/or procedure to the Chancellor's Office.

At the completion of the 30 days (or sooner if the appropriate groups have completed their review and approval process), the policy and/or procedure will be placed on the DLC agenda for final review and approval if applicable. Following DLC final review, the policy and/or procedure will be placed on the Board of Trustees agenda for a first reading, with consideration to follow at a subsequent meeting. The Board of Trustees will be provided with the Chancellor's final recommendation, along with the completed routing form which will include the comments, recommendations and actions taken by the appropriate groups.

The 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.

After final approval by the Board of Trustees, policies will be posted to the District's website. New or revised procedures will be posted to the District's website following the review process and upon final review by the Chancellor. The College Presidents,

Academic Senate Presidents, and Faculty Association President will also be notified as to the status of the proposed or revised policies and procedures.

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 rare instances, a policy or procedure may specifically indicate a review cycle that is more frequent than the established six year rotation. Those policies and procedures will be noted on the review schedule and the review dates will be adjusted accordingly.

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

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 a nonsubstantive change. 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

Board Policy and Administrative Procedure Approval Flowchart

