

POLICY AND ADMINISTRATIVE PROCEDURES

Board Policy and Administrative Procedure Review:

Board Policies (BP) and Administrative Procedures (AP) are regularly reviewed by the Superintendent/President's Office and Senior Management to remain current and to ensure compliance with state and federal laws. Any changes in the law which require updates or changes in either BP or AP will be done so in a timely manner.

Additionally, the District will review all of its BP and AP on a six-year cycle. Guided by the annual updates from the Community College League of California's Board Policy and Procedure Service, District Board Policy Chapters will be individually reviewed and revised as needed.

The Superintendent/President's Office will track all BPs and APs for progress during the review cycle through Board notification and/or approval. Once the BP or AP has been to the Board for notification or approval, the Superintendent/President's Office will maintain the approved document(s) and make the revised or new BP/AP available to the public on the COS website.

Any employee, student, or member of the public may initiate a review of any policy and/or procedure or propose a new policy or procedure by submitting a request or recommendation and a draft document to the Superintendent/President's Office.

1. Any BP or AP in question will be brought to Senior Management for review and discussion.
2. If Senior Management decides that the proposed new or revised policy or procedure is necessary, the policy and/or procedure will be assigned to a senior manager of the appropriate department (Student Services, Academic Services, Administrative Services, or Human Resources Office) to facilitate review and/or modification. If Senior Management decides that the proposed new policy or procedure or revision of an existing policy or procedure is not necessary, the Superintendent/President, or designee, will notify the requesting party in writing.
3. Senior Management will determine whether each BP or AP is a 10+1 or Non 10+1. However, during the review process, Academic Senate may request that a Non 10+1 BP or AP be considered as a 10+1.
4. Drafts of newly proposed or revised BPs and/or APs will be distributed to senior administrators, presidents or designees of Academic Senate, District Governance Senate, CSEA, COSTA, COSAFA, and Student Senate for a 30-day review/feedback period. The intent of this 30-day period is to allow for draft revisions to be on senate agendas for comprehensive feedback and proposed substantive change if desired. BPs and APs designated as 10+1 will be approved by Academic Senate during this 30-day period.

5. Responses and/or proposed revisions are sent by senate co-chairs to the senior administrator originator for a second review by Senior Management. Thirty (30) additional days may be approved by Senior Management if needed.
6. Final revisions to all BPs and APs are at the discretion of the Superintendent/President in accordance with BP 2410 and BP 2510. If the revisions concern a 10+1 issue, the proposal will be sent back to Academic Senate for consent.
7. The superintendent/president, or designee, will present the proposal for revised or newly created BP to the Board of Trustees for public reading(s) and action. APs are approved by the Superintendent/President and do not require Board approval.
8. No BP will be forwarded to the Board of Trustees for review/approval during the months between spring and fall semesters without respective approval of District Governance Senate or Academic Senate.
9. All draft documents, new or revised, will have the author's name, file name, and date of the draft at the end of the document.

Reference: Educ. Code Section 70902; Accreditation Standard IV.B.1.b & e
Adopted: September 9, 2008
Revised: June 11, 2012
Revised: April 8, 2013
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