

ADOPTION OF POLICIES & ADMINISTRATIVE PROCEDURES

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

The Governing Board shall adopt, revise, and delete all College District policies. Adoption, revision or deletion may come about as a result of changes in law, updates from the Community College League of California (CCLC), or upon internal recommendation. The Governing Board shall initiate development of any policy deemed necessary by direction to the Superintendent/President.

The Governing Board does not adopt new or revised administrative procedures unless specifically required to do so by law, or unless requested to do so by the Superintendent/President. The Governing Board does, however, reserve the right to review and direct revisions of administrative procedures if such procedures, in the judgment of the Governing Board, are inconsistent with the policies adopted by the Governing Board. The Governing Board shall initiate development of any procedure deemed necessary by direction to the Superintendent/President.

Policies and procedures shall be divided into chapters as noted below, and shall follow the numbering system of the CCLC as closely as possible.

Chapter 1	The District
Chapter 2	Governing Board
Chapter 3	General Institution
Chapter 4	Academic Affairs
Chapter 5	Student Affairs
Chapter 6	Business & Financial Affairs
Chapter 7	Human Resources

All policies and procedures, excepting those contained in Chapter 2, shall be reviewed for revision or reaffirmation on a six-year cycle to be established by the Superintendent/President. The Governing Board Policy Committee shall establish a six-year cycle for review of Chapter 2 policies and procedures. Placement of a policy on the review cycle does not preclude an earlier review if necessary. If no changes are recommended after review, the policy will not be forwarded to the Governing Board.

The Human Resources Compliance Coordinator will receive biannual updates from the CCLC, and shall be responsible to notify the Superintendent/President, Academic Senate President and other administrators regarding recommended new or revised policies and procedures.

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The Southwestern Community College District Shared Consultation Council (SCC) shall have the responsibility to ensure all policies and procedures are reviewed by the appropriate constituent groups as identified in Policy No. 2510, except those policies and procedures in Chapter 2 which are solely under the subject matter jurisdiction of the Governing Board. The SCC shall also be the approving body for all administrative procedures not contained in Chapter 2.

Process for Development of New and Revised Policies & Procedures

- Chapter 2 Governing Board
 1. At the direction of the Governing Board, or the Governing Board Policy Committee, the Superintendent/President shall direct the responsible Vice President to prepare a draft of a proposed new policy or procedure, or revision of existing policy or procedure.
 2. The draft shall be presented to the Governing Board Policy Committee at an open meeting noticed pursuant to the Brown Act.
 3. Upon approval by the Governing Board Policy Committee, the proposed policy or procedure shall go for first reading before the Governing Board as an information item.
 4. The proposed policy or procedure shall go forward for second reading and adoption by the Governing Board no sooner than the next regularly scheduled Governing Board meeting.
 5. After adoption by the Governing Board, the policy or procedure shall be posted on the College District website.

- All Other Chapters
 1. The cognizant Vice President for the relevant chapter shall have the responsibility of ensuring that policies and procedures are updated as necessary. The Vice President shall assign a lead administrator to draft a proposed new policy or procedure, or revision of existing policy or procedure.
 2. If the subject matter of a policy or procedure is under the purview of the Academic Senate as set forth in Policy & Procedure No. 2515, the Academic Senate shall assign a lead faculty member to work with the lead administrator to prepare the draft.
 3. The Superintendent/President and SCC may establish a task force to draft any policy or procedure not under the purview of the Academic Senate as deemed necessary.
 4. The lead shall prepare a draft policy in consultation with College District subject

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matter experts and the Human Resources Compliance Coordinator, and submit the draft to either the cognizant Vice President or the President of the Academic Senate. If a policy requires an accompanying procedure, the procedure shall be drafted and submitted concurrently.

5. Upon approval, the draft shall be submitted to the Human Resources Compliance Coordinator.
6. The Human Resources Compliance Coordinator will review content and format and post the draft to the Sharepoint document library and notify the Office of the Superintendent/President for placement on the SCC agenda as an information item.
7. SCC shall initiate the formal consultation process through constituent leaders.
8. Constituent feedback will be provided to the leads for review and possible revision.
9. Upon approval by SCC, the Human Resources Compliance Coordinator will submit a policy for first reading before the Governing Board as an information item, and subsequently for second reading and adoption.
10. Upon approval by SCC, a procedure shall be posted to the College District public folders and website by the Office of the Vice President for Employee Services.