

# **Policies & Procedures Advisory Committee**



SAN BERNARDINO COMMUNITY  
COLLEGE DISTRICT

2024-25



## POLICIES & PROCEDURES ADVISORY COMMITTEE

### MEETINGS

Via Zoom  
Non-Brown Act

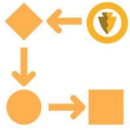
Honor agenda and be  
prepared to participate

Keep discussions  
focused on issues

Encourage full and  
open participation

Solicit diverse  
viewpoints

Practice active  
listening



## POLICIES & PROCEDURES ADVISORY COMMITTEE

### REPRESENTATION

Maintain focus based on SBCCD goals rather than personal, constituency or college interests.

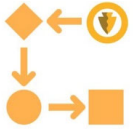
Represent constituency with accuracy and truthfulness; present information completely, not selectively.

Communicate a clear understanding of issues and PPAC recommendations to your constituency.

Solicit input from and disseminate information to your constituents.

Ensure interactions are consistent with expectations of discretion and respect for individual and institutional integrity.

Honor and acknowledge contributions of individuals as well as accomplishments of the whole team.



## POLICIES & PROCEDURES ADVISORY COMMITTEE

### QUORUM

50%+1 appointed voting members  
(50% does not include vacant  
appointments), and

Two members from each site  
(CHC, SBVC, and DSO), and

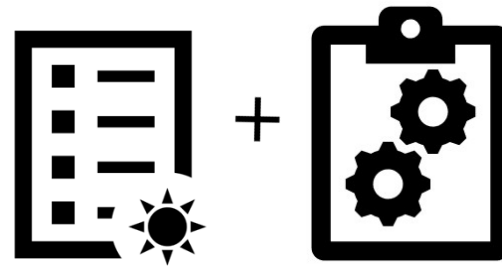
One faculty member from each site  
(CHC and SBVC), and

Three out of the four  
Constituent Groups  
represented (students,  
classified, faculty,  
management).





**PPAC** members are charged with updating, creating, developing, and systematically reviewing **Board Policies** and **Administrative Procedures**.





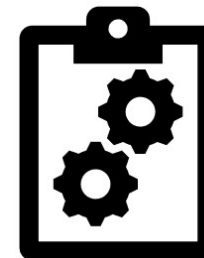
## **Board Policies (BPs)**

- Authorized by law or determined to be necessary for efficient operation
- Require BOT approval

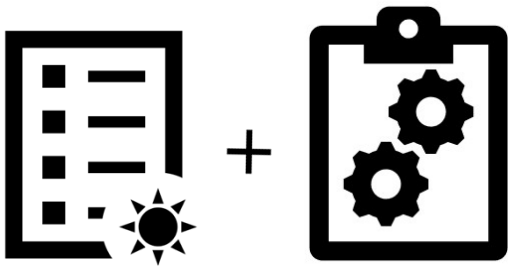


## **Administrative Procedures (APs)**

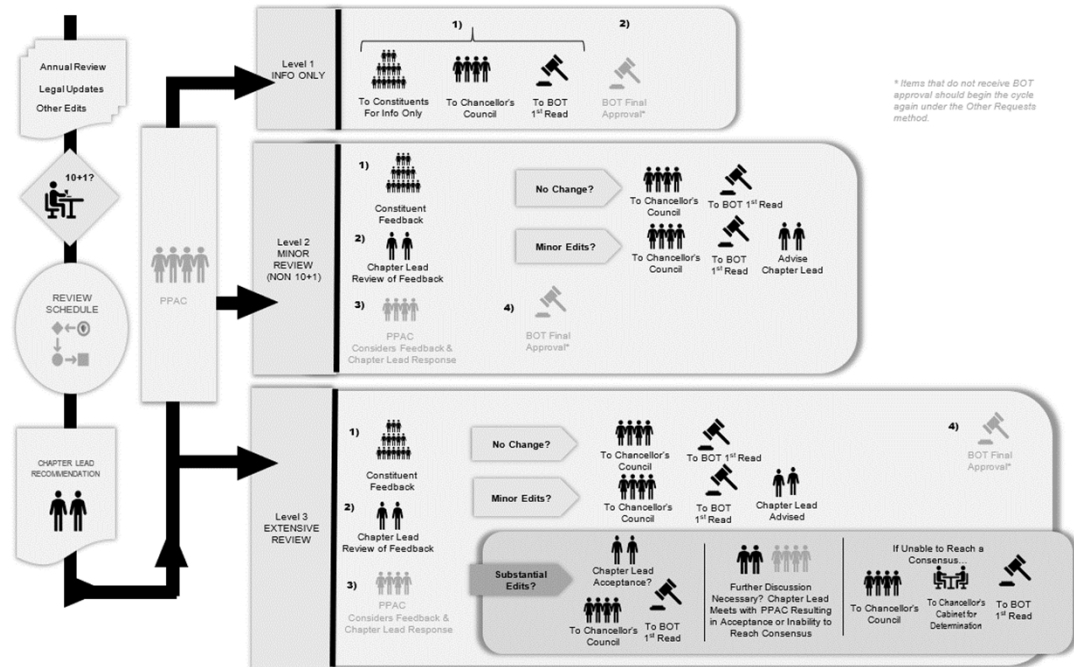
- Methods used to implement BPs
- Consistent with the intent of BPs
- Presented to the BOT for information



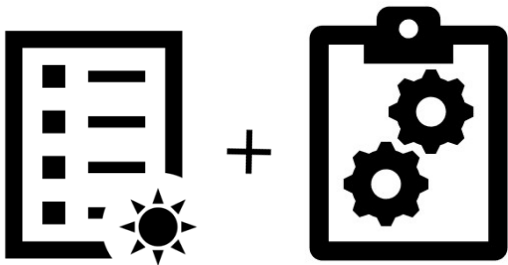
# SBCCCD Policies & Procedures (P&Ps)



Governed by P&P 2410



## SBCCCD Policies & Procedures (P&Ps)

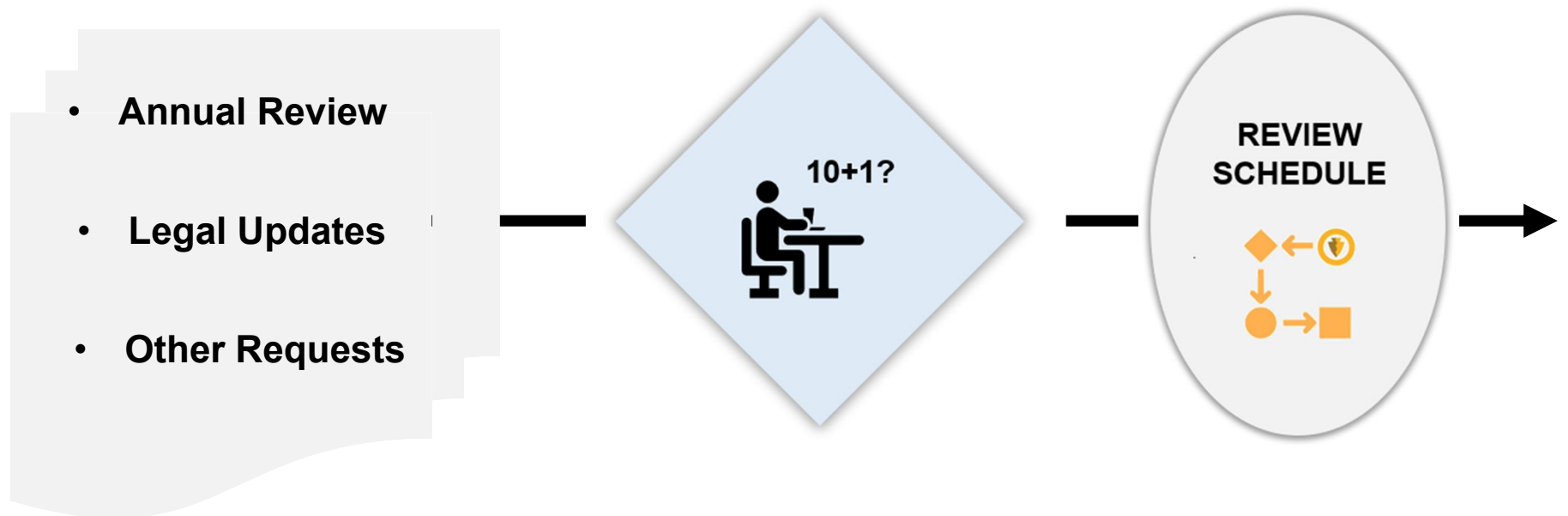


Governed by P&P 2410

- Are reviewed in pairs, when applicable, to ensure the AP supports the direction of the BP.
- Are, if related to academic and professional matters, designated as “10+1,” allowing for appropriate Academic Senate review.
- Are separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility of the P&Ps.



## P&P Review Schedule



Initiated each academic year

## **P&P Review Schedule**

- **Annual Review**

Each academic year, the PPAC Co-Chairs will initiate review of 10% of SBCCD's P&Ps

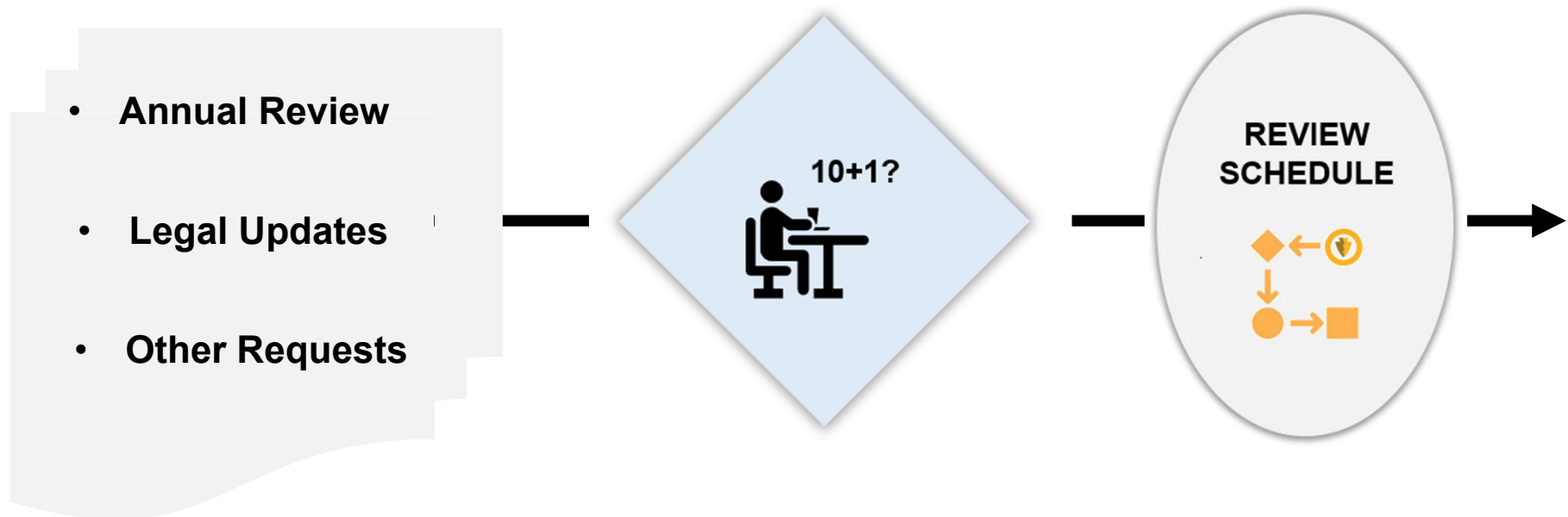
- **Legal Updates**

SBCCD keeps current with legal mandates and accreditation standards through Legal Updates from the Community College League of California.

- **Other Requests**

Other requests for review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student.

## P&P Review Schedule



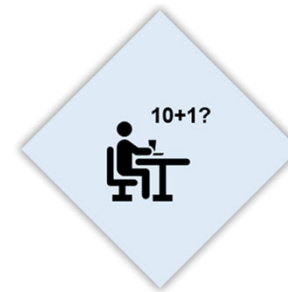
Initiated each academic year

# P&P Review Schedule

## 10+1 or Academic and Professional

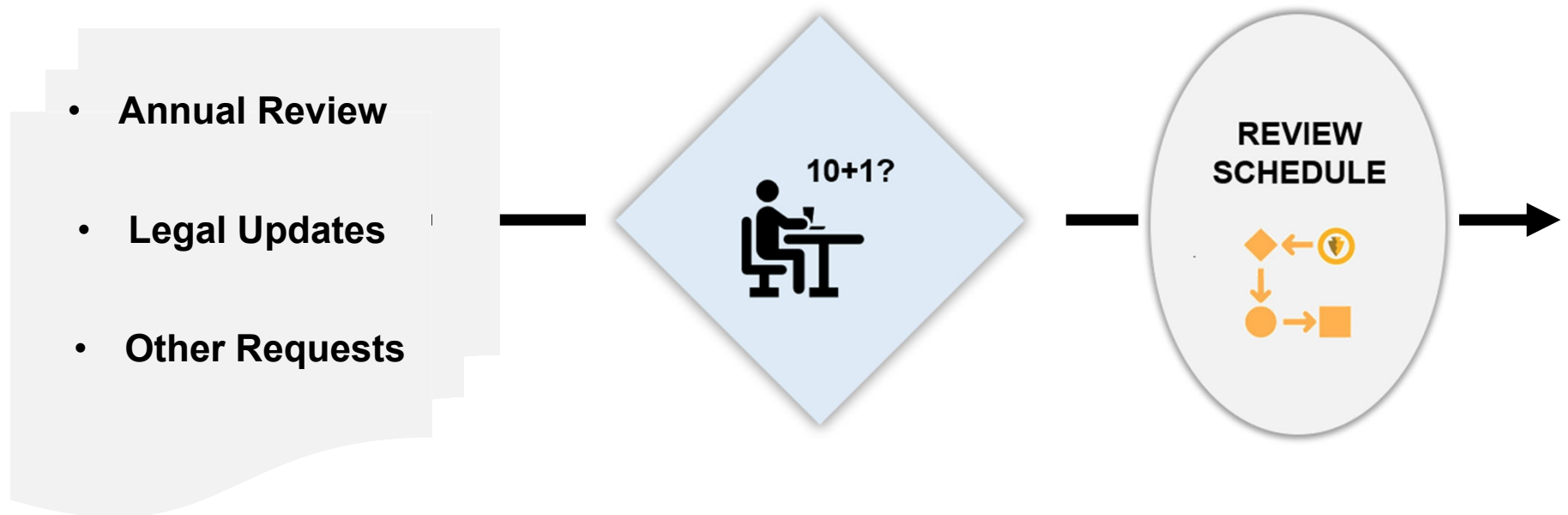
Relating to policy development and implementation matters for the following:

- 1) Curriculum, including establishing prerequisites and placing courses within disciplines;
- 2) Degree and certificate requirements;
- 3) Grading policies;
- 4) Educational program development;
- 5) Standards or policies regarding student preparation and success;
- 6) District and college governance structures, as related to faculty roles;
- 7) Faculty roles and involvement in accreditation processes, including self-study and annual reports;
- 8) Policies for faculty professional development activities;
- 9) Processes for program review;
- 10) Processes for institutional planning and budget development; and
- 11) Other academic and professional matters as are mutually agreed upon between the governing board and the academic senate.



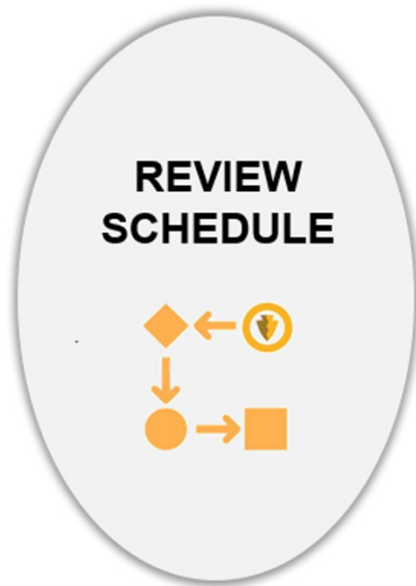
Ensures the right of our Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards

## P&P Review Schedule



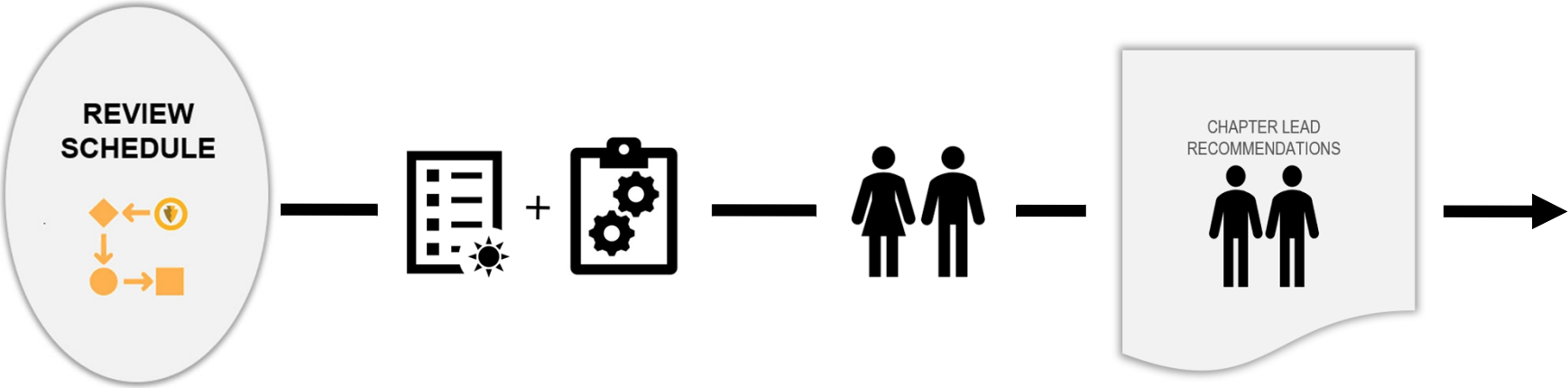
Initiated each academic year

## P&P Review Schedule



- Discussed at PPAC
- Presented to the BOT
- Updated and maintained throughout the year

# Chapter Lead **Review & Recommendation**



# Chapter Lead **Review & Recommendation**



## **Chapter Leads**

**1. The District**  
*BOT,  
Chancellor*

**2. Board of Trustees**  
*BOT,  
Chancellor*

**3. General Institution**  
*Chancellor,  
Chancellor's Cabinet*

**4. Academic Affairs**  
*Vice Chancellor of  
ED&SSS, Academic  
Senate Presidents*

**5. Student Services**  
*Vice Chancellor of  
ED&SSS, Academic  
Senate Presidents*

**6. Business & Fiscal**  
*Executive Vice Chancellor,  
Vice Presidents of Admin  
Services*

**7. Human Resources**  
*Vice Chancellor of  
Human Resources*



# Chapter Lead **Review & Recommendation**



## Chapter Leads

- Will be assigned the task of reviewing P&Ps from the Review List.
- Are encouraged to **collaborate with appropriate constituent groups**.
- Will make Chapter Lead Recommendations based on correctness and operational feasibility.



# Constituent Feedback to **Final Approval**



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

# Constituent Feedback to Final Approval

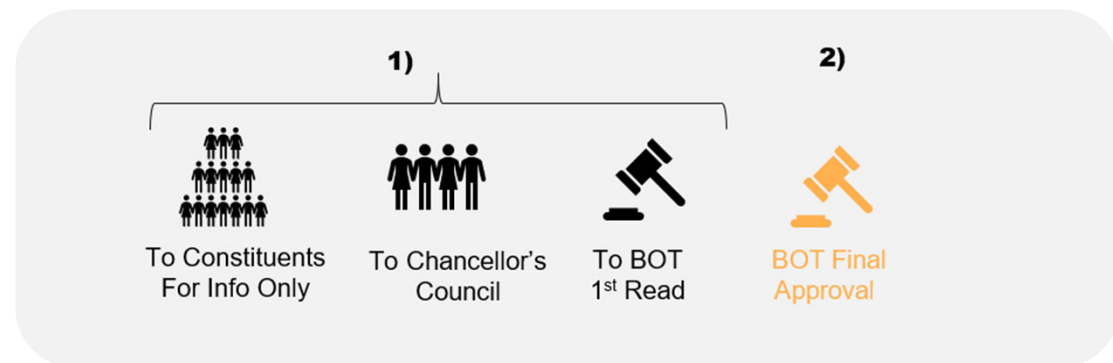
## Level INFO ONLY

1

Generally consists of Chapter Lead Recommendations for P&Ps which are:

- Reviewed with no changes,
- Reviewed with only minor clerical edits or legal reference changes, or
- Chapters 1 and 2 BOT P&Ps which are not designated 10+1.

## Review Process



# Constituent Feedback to Final Approval



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

# Constituent Feedback to Final Approval

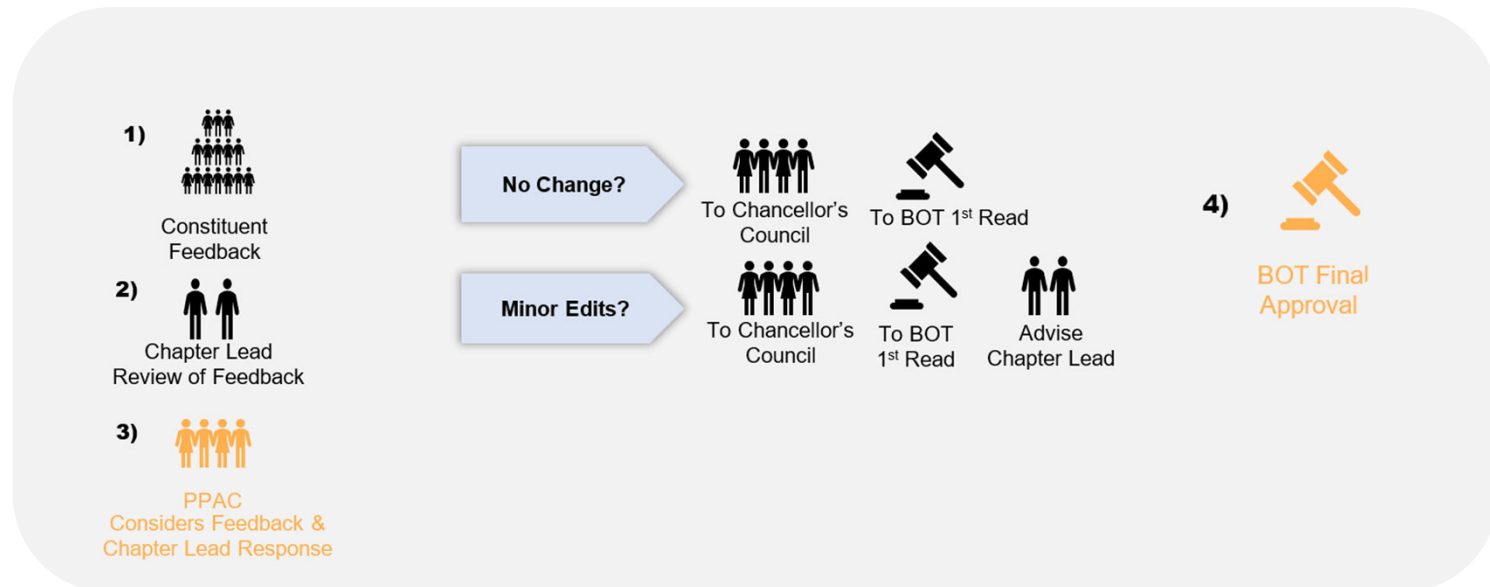
## Level 2 MINOR REVIEW (NON 10+1)

2

Generally consists of Chapter Lead Recommendations on:

- Existing P&Ps which are simple and non-controversial.
- New P&Ps that are simple and non-controversial.

### Review Process



# Constituent Feedback to **Final Approval**



Chapter Lead Recommendations are assigned a Review Level rating of 1, 2, or 3 and placed on the PPAC agenda

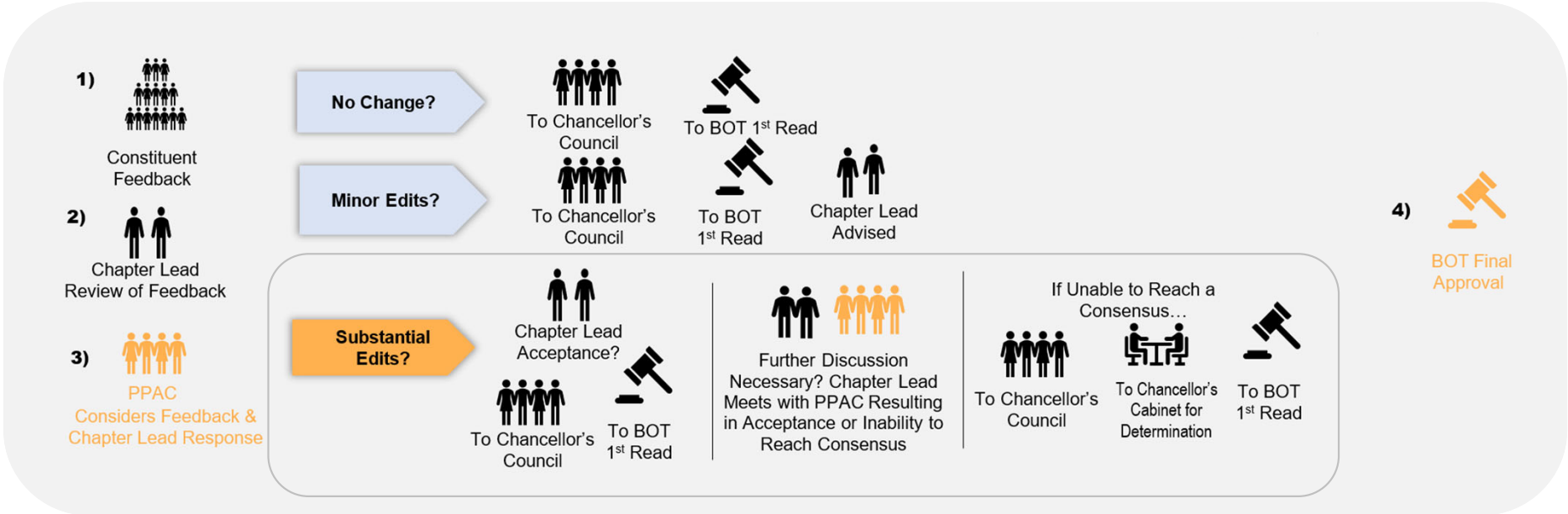
# Constituent Feedback to Final Approval

## Level 3 EXTENSIVE REVIEW

3 Generally consists of Chapter Lead Recommendations on:

- Existing P&Ps with substantial changes and/or subject to 10+1.
- New P&Ps that are controversial, complex and/or subject to 10+1.

### Review Process



## 2023-24 PPAC Wins

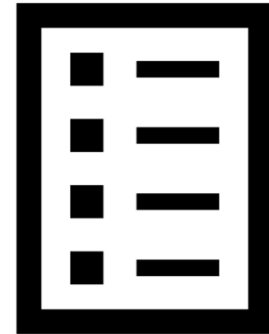
- Productively convened and conducted business **8** times
- Developed efficiencies and provided feedback to improve our processes
- Successfully processed **144** items from the 2023-24 annual review list





## 2024-25 Targets

- Continue developing PPAC efficiencies and refining the process
- Train incoming members
- Clear backlog of CCLC Legal Updates
- Raise awareness of P&P recommendation process
- Anticipate two new CCLC Legal Updates, and return to 10% review cycle



*A word about the ...*



## Board Policies & Procedures Ad-Hoc Committee (BPPAC)

## How are P&Ps reviewed?



PPAC

### Policies & Procedures Advisory Committee (PPAC)

- Charged with updating, creating, developing, and systematically reviewing Board Policies and Administrative Procedures
- Reports to Chancellor's Council
- Forwards to Board of Trustees for approval



BPPAC

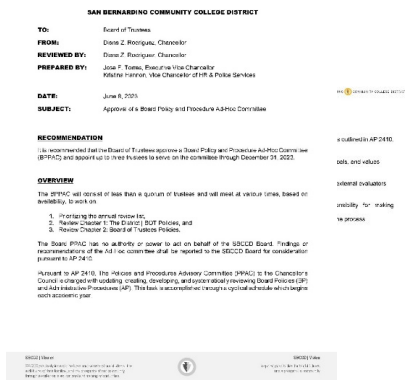
# Chapter Leads

Separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility

<b>Chapter Leads</b>	<b>1. The District</b> <i>BOT, Chancellor</i>	<b>2. Board of Trustees</b> <i>BOT, Chancellor</i>	<b>3. General Institution</b> <i>Chancellor, Chancellor's Cabinet</i>
<b>4. Academic Affairs</b> <i>Vice Chancellor of ED&amp;SSS, Academic Senate Presidents</i>	<b>5. Student Services</b> <i>Vice Chancellor of ED&amp;SSS, Academic Senate Presidents</i>	<b>6. Business &amp; Fiscal</b> <i>Executive Vice Chancellor, Vice Presidents of Admin Services</i>	<b>7. Human Resources</b> <i>Vice Chancellor of Human Resources</i>



# Board Policies & Procedures Ad-Hoc Committee Charge



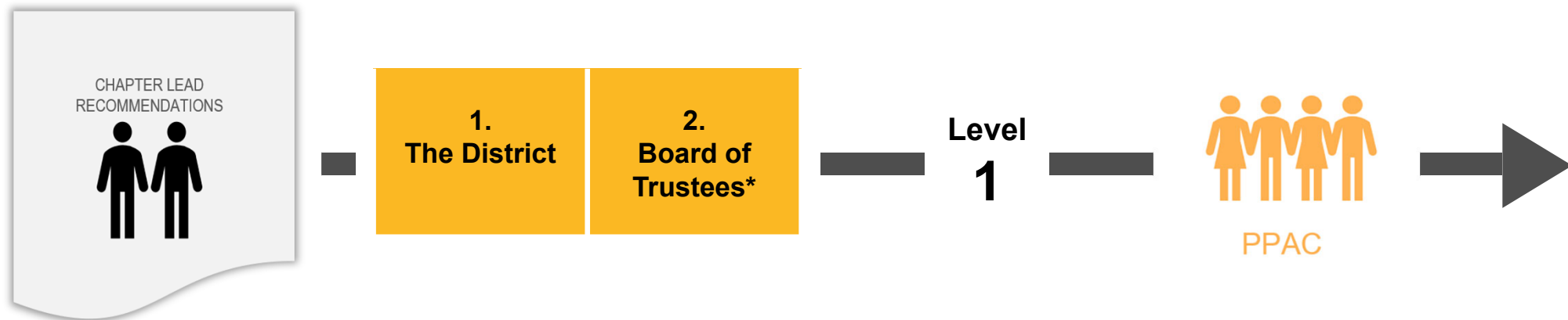
The BPPAC will consist of less than a quorum of trustees and will meet at various times, based on availability, to work on:

1. Prioritizing the annual review list,
2. Reviewing **Chapter 1: The District** policies, and
3. Reviewing **Chapter 2: Board of Trustees** policies.



BPPAC

# Process for Chapter 1 and Chapter 2



\*P&P 2410 and 2510 are 10+1 and need to be assigned a different review level.



BPPAC

**Looking forward to another great year!**  
**Thank you, PPAC.**

