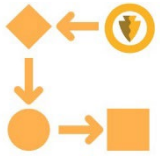


Policies & Procedures Advisory Committee



SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT

2025-2026



District Assembly- Prior to 2021

OLD PROCESS

Primarily Faculty Driven;
majority of representation
from one campus

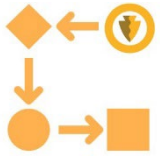
HR, Fiscal, and other District
Departments were guests

No check and balance with
impacted areas

Policies and Procedures
were too prescriptive

Facts vs Feelings

Board was excluded from
Process- Rubber Stamp
Effect



POLICIES & PROCEDURES ADVISORY COMMITTEE

REPRESENTATION

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

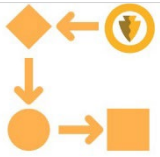
Represent constituency with accuracy and truthfulness; present information completely and not selectively.

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

Solicit input from and disseminate information to your constituency group.

Ensure interactions within and outside meetings 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, regardless of controversy in the discussion or its outcome.



POLICIES & PROCEDURES ADVISORY COMMITTEE

QUORUM

50%+1 of appointed voting
members
(not 50% of appointed members
plus vacancies), **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).





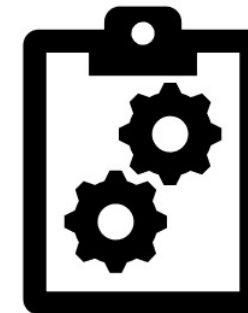
Board Policies (BPs)

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



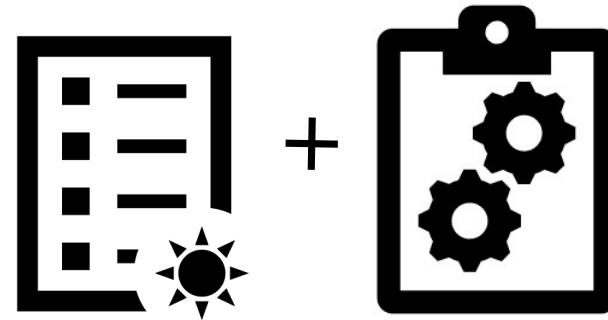
Administrative Procedures (APs)

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

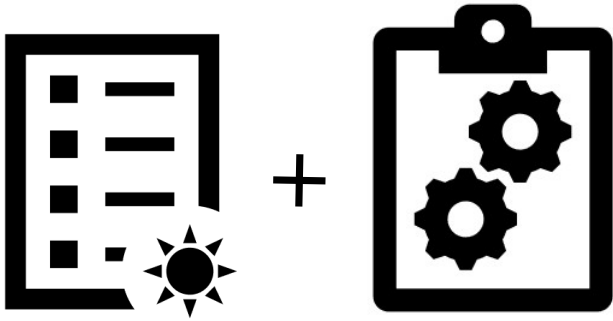




PPAC members are charged with updating, creating, developing, and systematically reviewing **Board Policies** and **Administrative Procedures**.



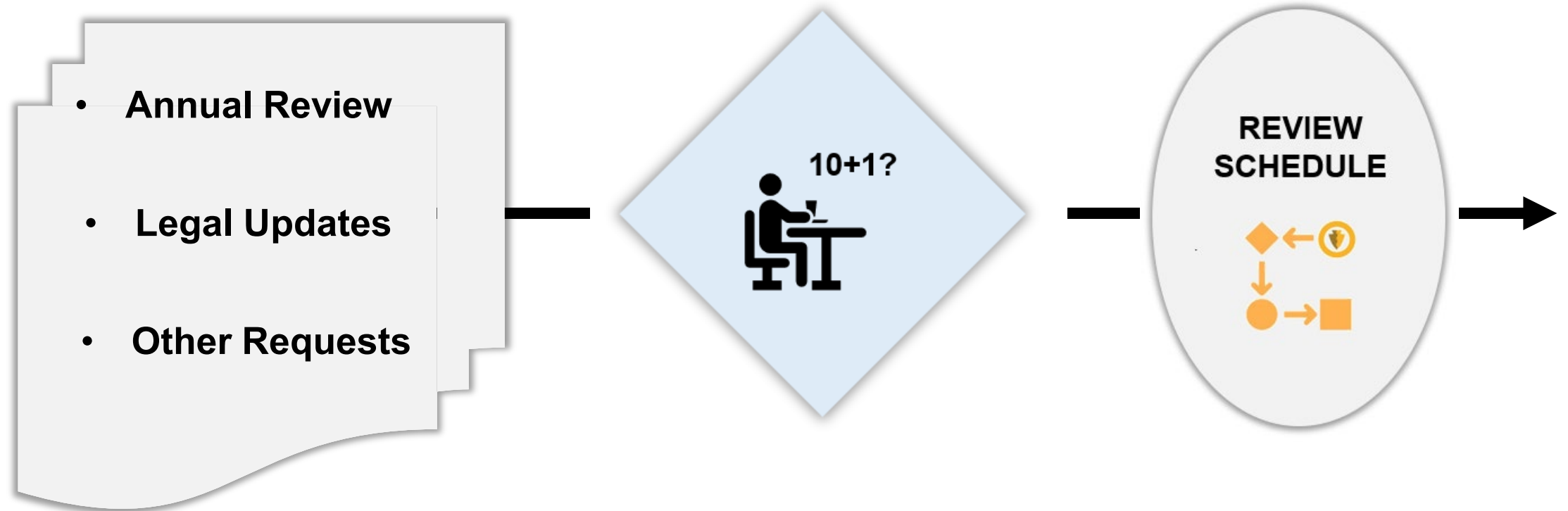
SBCCD Policies & Procedures (P&Ps)



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**

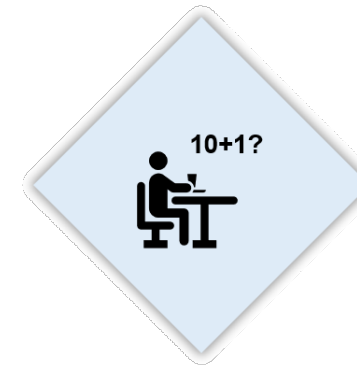
Other requests for review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student.

P&P Review Schedule

10+1 or Academic and Professional

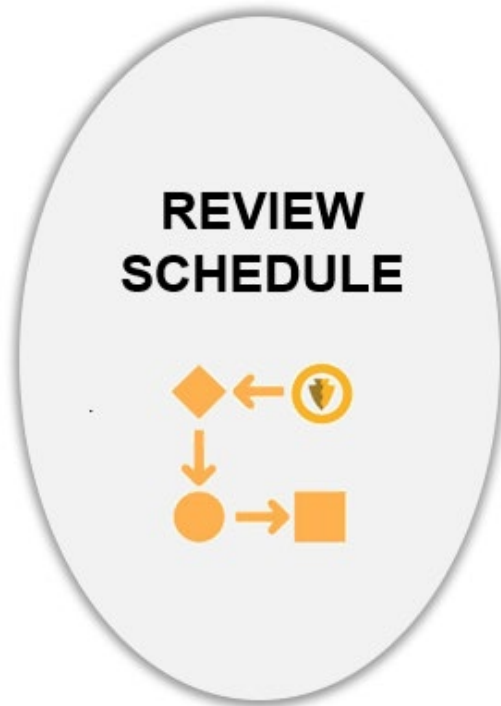
Relating to policy development and implementation matters for the following:

- 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

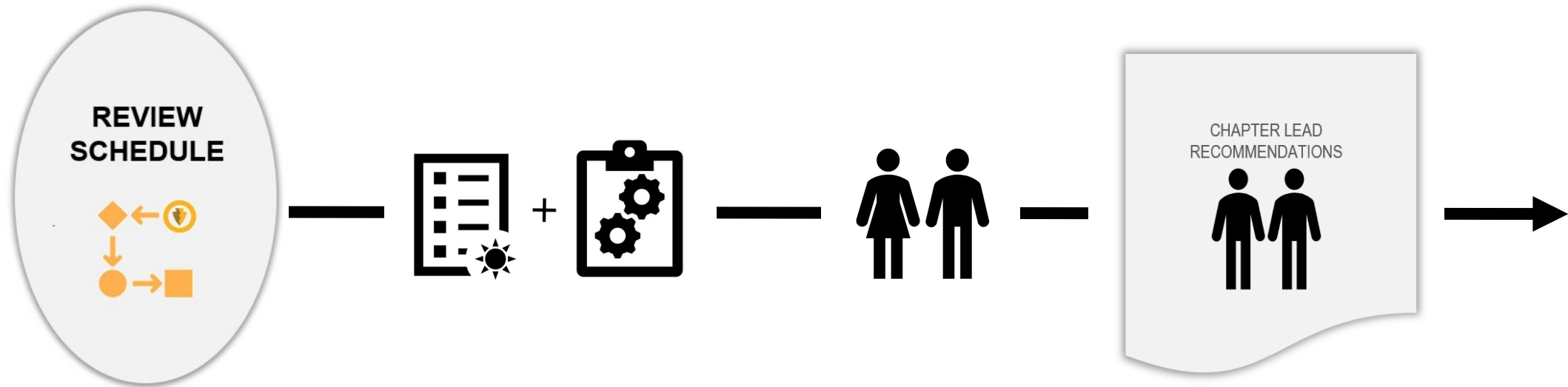


- Discussed at PPAC
- Presented to the BOT
- Updated and maintained throughout the year

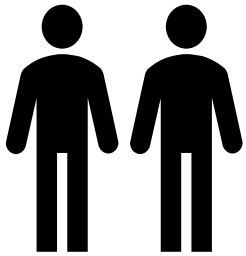
Chapter Lead **Review & Recommendation**

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

Chapter Lead **Review & Recommendation**

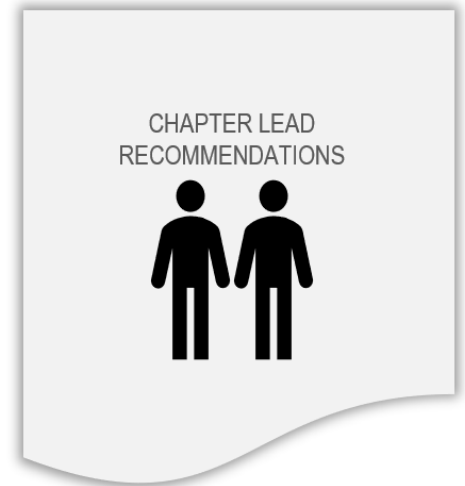


Chapter Lead **Review & Recommendation**



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

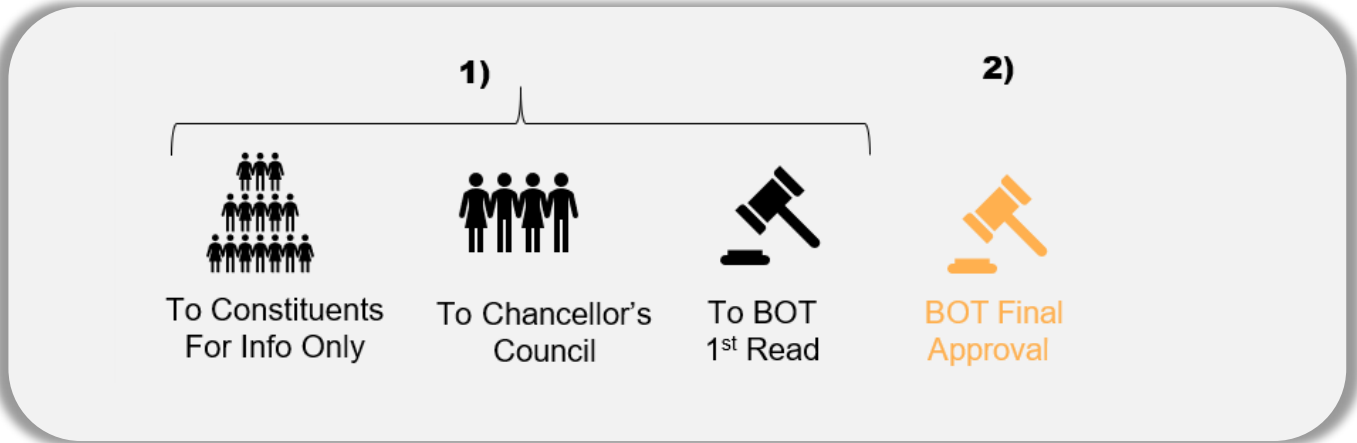
Level 1

INFO ONLY

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



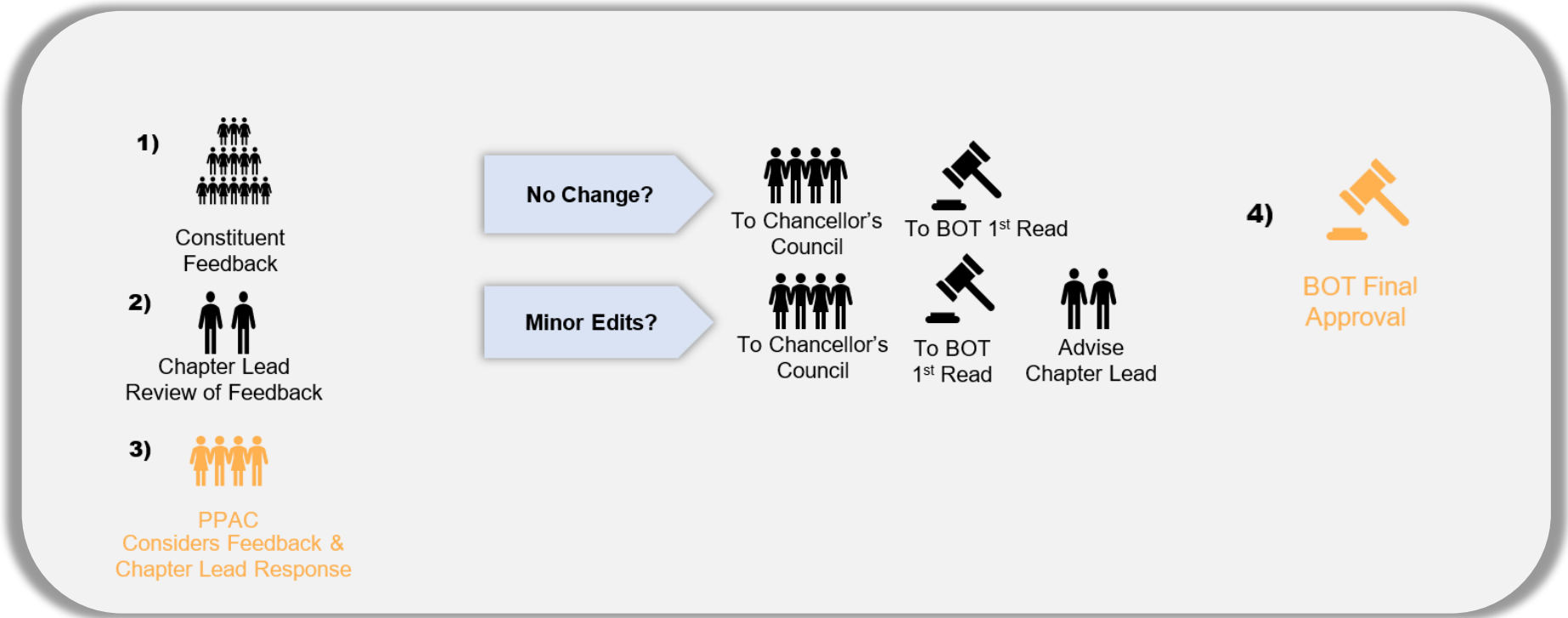
Constituent Feedback to Final Approval

Level 2 MINOR REVIEW (NON 10+1)

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

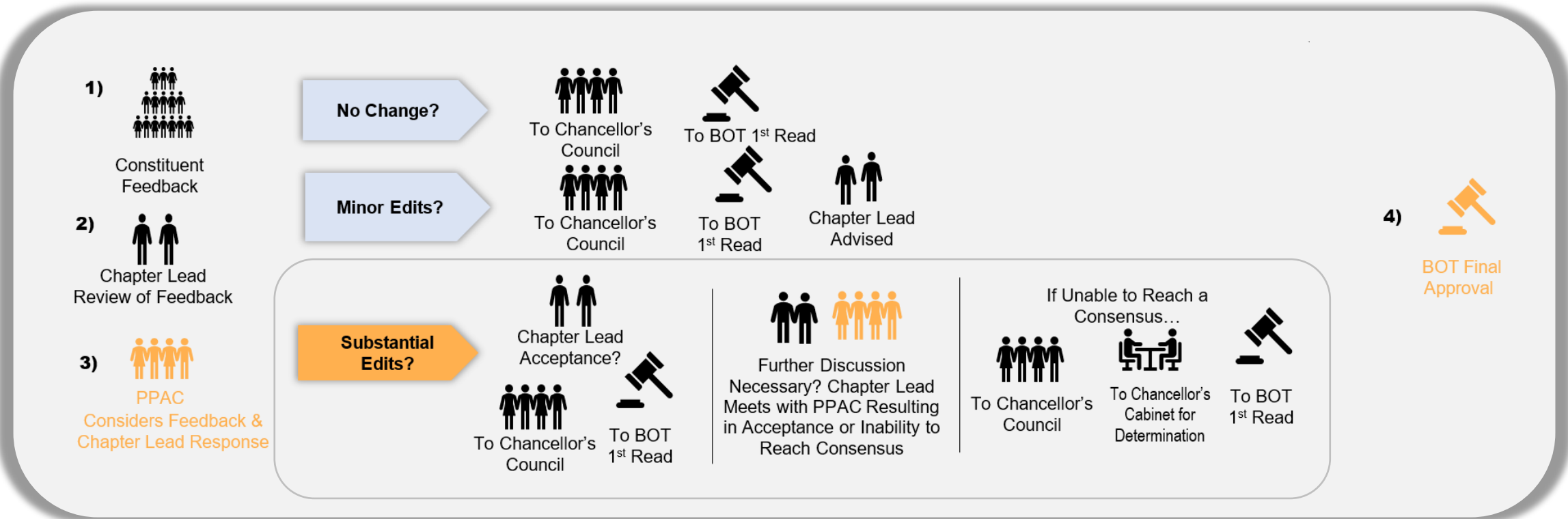
Level

3

EXTENSIVE REVIEW

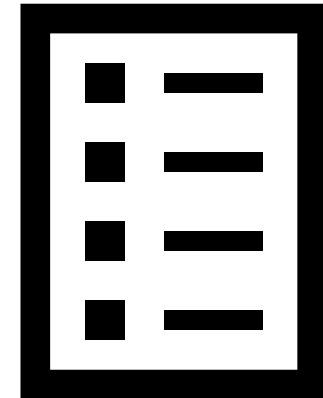
- Generally consists of Chapter Lead Recommendations on:
- Existing P&Ps with substantial changes and/or subject to 10+1.
 - New P&Ps that are controversial, complex and/or subject to 10+1.

Review Process



2025-2026 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



BPPAC



Board Policies & Procedures Ad-Hoc Committee

How are P&Ps reviewed?

Policies & Procedures Advisory Committee (PPAC)



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

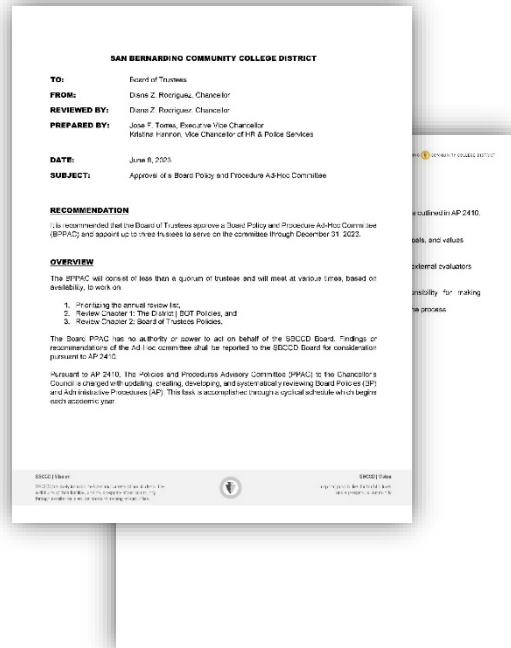
Separated by chapters with assigned leads who are charged with facilitating general correctness and operational feasibility

Chapters Leads	1. The District <i>BOT Chancellor</i>	2. Board of Trustees <i>BOT Chancellor</i>	3. General Institution <i>Chancellor, Chancellor's Cabinet</i>
4. Academic Affairs <i>Vice Chancellor of Educational and Student Support Services & Academic Senate Presidents</i>	5. Student Services <i>Chancellor's Designee & Academic Senate Presidents</i>	6. Business & Fiscal Services <i>Executive Vice Chancellor & Vice Presidents of Admin Services</i>	7. Human Resources <i>Vice Chancellor of Human Resources & Police Services</i>



BPPAC

Board Policies & Procedures Ad-Hoc Committee Charge



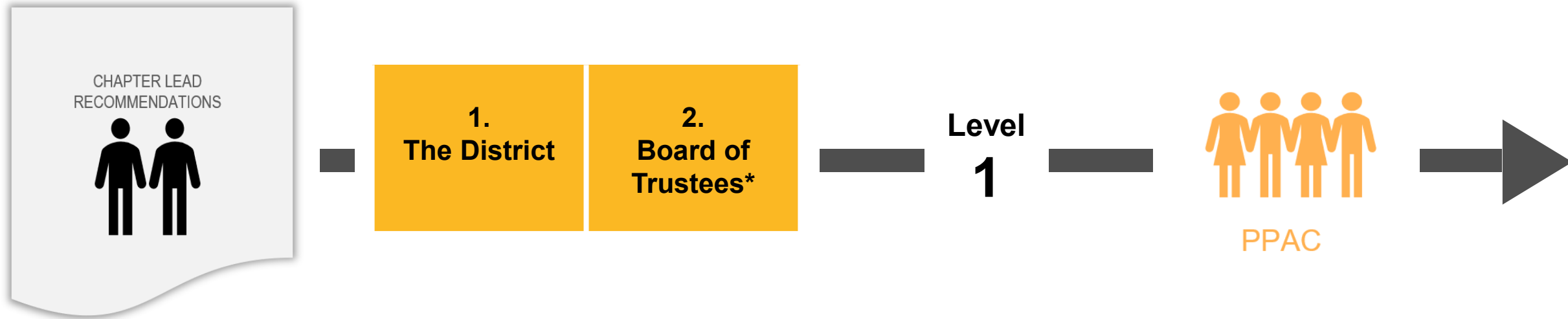
The BPPAC will consist of less than a quorum of trustees and will meet at various times, based on availability, to work on:

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

Questions?????

