



Policies & Procedures Advisory Committee (PPAC)
Meeting Agenda – December 13, 2021, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

- I. Welcome & Introductions** – Jose Torres & Kristina Hannon, Co-Chairs
- II. Approval of Minutes**
 - A. Confirmation of Quorum
 - B. Approval of Minutes from November 8, 2021
- III. Current Topics**
 - A. Constituent Feedback
 1. BP/AP 2510 Participation in Local Decision Making
 2. BP/AP 7340 Leaves
 - B. BP/AP 2410 Board Policies & Administrative Procedures
- IV. Updates**

AP 7210, 7210a and Handbook Subcommittee
- V. Future Topics**
 - C. Annual Schedule
 - D. Legal Update 38
 - E. Legal Update 39
- VI. Next Meeting Date & Adjournment**

The next meeting is scheduled for Monday, February 7, 2022, at 3 p.m.



Policies & Procedures Advisory Committee
Meeting Minutes – November 8, 2021, 3:00 p.m.

Via Zoom: <https://cccconfer.zoom.us/j/91470895848>
Or Dial-In: 669-900-6833 | Meeting ID: 914 7089 5848

I. Welcome & Introductions – Jose Torres & Kristina Hannon, Co-Chairs

Jose called the meeting to order at 3:04 p.m.

II. Approval of Minutes

A. Confirmation of Quorum

Quorum was confirmed.

B. Approval of Minutes from October 11, 2021

Carmen made a motion to approve the minutes of October 11, 2021, which Meridyth seconded. There was no discussion and the minutes were unanimously approved.

III. Current Topics

A. BP/AP 2510 Participation in Local Decision-Making

BP 2510 contains no changes from what was approved by District Assembly last year.

Committee members reviewed AP 2510 and discussed the proposed changes. Brandi confirmed that the subcommittees reporting to the advisory committees would not appear on the AP. Jose responded that task forces or workgroups, if needed, will be unique and established by the respective advisory committee. The adding of smaller bodies reporting to the advisory committees will not cause the AP to be revised.

Since the process of approving BPs and APs under the new structure is still being developed, we are following the old process for the time being. Committee members were asked to take these items to their constituent groups and bring them back to the next PPAC meeting for review and approval.

The items for review and approval will be forwarded to the committee members via MS Teams as soon as possible to facilitate this process.

B. BP/AP 7340 Leaves

Kristina addressed the committee on BP/AP 7340 Leaves. There are various laws associated with different leaves. This revision, however, is specific to leaves not covered by a law or contract, and pertains to any employee asking the Board for a leave for any amount of time, for any reason. The Board requested that the BP be adjusted so that such requests are handled by the Chancellor's designee. She

reiterated that this change pertains only to leaves not already governed contractually or by law.

Kristina advised that the AP, which is being recommended for deletion at this time, will be developed after further research into current contracts and discussions with the CTA.

IV. Updates

AP 7210, 7210a and Handbook Subcommittee

Kristina reported that the subcommittee had a productive meeting. It has been decided not to rush the AP in time for spring but instead to allow enough time for the process to be thoroughly vetted, ensuring a comprehensive AP and handbook.

Kristina went on to report that the State has signed onto the requirement for students to be included in the academic recruitment process. Discussions on what this will look like will begin taking place.

Additionally, the DEIAC is planning to use the Biddle method to analyze all policies and procedures to determine if there's any adverse impact to recruitment. This may generate unscheduled items for PPAC review.

Brandi asked that this subcommittee update appear as a regular item on future agendas.

V. Future Topics

- A. Annual Schedule
- B. Legal Update 38
- C. Legal Update 39

Jose mentioned that while we are getting a little behind on reviewing legal updates, he is confident we will catch up when we've had a chance to establish the revised approval process.

VI. Next Meeting Date & Adjournment

The meeting adjourned at 3:26 p.m.



Policies & Procedures Advisory Committee (PPAC)
 Meeting Attendance – November 8, 2021, 3:00 p.m.

QUORUM: Definition of Quorum is established by Chancellor’s Council. Committees cannot vote or make decisions unless they have met quorum, but in order to encourage participation, committee members can provide a designee or a proxy if they are not able to attend.

Met?	
Yes	50% + one of appointed* voting members (<i>8 members</i>)
Yes	Two persons from each site (CHC, SBVC, DSO)
Yes	Three of four constituent groups represented (faculty, classified, student, management)

Representation	Member	Present	Absent
1) Executive Vice Chancellor, Co-Chair	Jose Torres	X	
2) Vice Chancellor of HR & Police Services, Co-Chair	Kristina Hannon	X	
3) Management, CHC (appointed by College President)	Keith Wurtz	X	
4) Management, SBVC (appointed by College President)	Ray Carlos	X	
5) Faculty, CHC (appointed by Academic Senate President)	Jodi Hanley	X	
6) Faculty, SBVC (appointed by Academic Senate President)	Lucas Cuny	X	
<i>Classified, CHC (appointed by Classified Senate President)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
7) Classified, SBVC (appointed by Classified Senate President)	Nathan Yearyear	X	
<i>Classified, DSO (appointed by Classified Senate Presidents)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
8) ASG President or designee, CHC	Tiana McBride/Sasha Paago		X
9) ASG President or designee, SBVC	Paul Del Roasrio	X	
10) Confidential Group (appointed by Administrative Officer)	Stacey Nikac/Cyndie St. Jean	X	
<i>EEO Committee (appointed by EEO Committee)</i>	<i>Representation Declined</i>	<i>n/a</i>	<i>n/a</i>
11) CSEA (appointed by CSEA)	Ernest Guillen	X	
12) CTA (appointed by CTA)	Meridyth McLaren	X	
<i>POA (appointed by POA)</i>	<i>(pending appointment)</i>	<i>n/a</i>	<i>n/a</i>
13) Black Faculty & Staff	Stephanie Lewis	X	
14) Latino Faculty & Staff	Maria Del Carmen Rodriguez	X	

Notes:

11-08-2021 | PPAC members asked to review with constituent groups and return feedback by November 30

11-04-2021 | No changes being proposed from the version approved by District Assembly in February 2021.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for action under which the District is governed and administered.

Academic Senate(s) (Title 5 Sections 53200-53206)

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

Staff (Title 5 Section 51023.5)

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified Senate and Management Association will be given every reasonable consideration.

Students (Title 5 Section 51023.7)

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

References:

Education Code Section 70902(b)(7)

[v.2021-12-06.p.1|1]

**Finally approved at February 2021 District Assembly and accepted for first read at March 2021 BOT then put on hold pending formation of Chancellor's Council and advisory committees.*

Notes:

11-08-2021 | PPAC members asked to review with constituent groups and return feedback by November 30

11-04-2021 | Districts should insert their current procedures for participation in local decision-making (participatory governance) for the academic senate, associated students, and staff. Accreditation standards require regular evaluation of the structures and processes, and communication of the results of the evaluation.

- *Chancellor' Council*
- *Advisory Committees*
- *College Specific Processes*

Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. The Chancellor ultimately carries the recommendations to the Board of Trustees for discussion and potential final approval.

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the shared governance decision-making process.

Governance Process

The Chancellor's Council is the primary districtwide, participatory governance leadership team that advises the Chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from, and disseminating reports and updates to, constituency groups.

Members of the Chancellor's Council advise and make recommendations to the Chancellor regarding District goals and priorities that are of major importance in providing opportunity and promoting quality, integrity, accountability, and sustainability in carrying out SBCCD's mission.

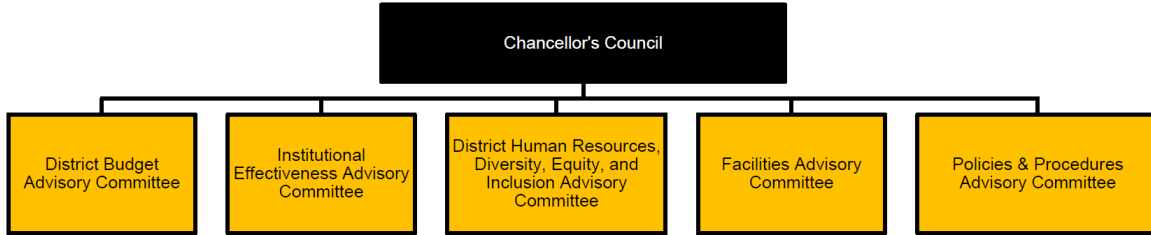
Organization

The membership of Chancellor's Council shall be made up of the individuals (or their respective designees) whose position in the collegiate structure of the District makes their presence on the Council essential to the successful completion of its goals.

To promote additional participation in local decision-making and efficacy, five advisory committees have been created which make recommendations to Chancellor's Council.

AP 2510: PARTICIPATION IN LOCAL DECISION-MAKING | Proposed (clean)

Subcommittees/task force/workgroup’s structure for each advisory committee (if needed, not mandatory) will be unique and established by the respective advisory committee. Advisory committees can adjust as they see fit to promote participation and efficacy.



References

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

Overview

Participation in local decision-making is a process involving faculty, staff, students, and administrators in discussions regarding specific day-to-day and long-range planning and policies for the colleges and the District. These discussions lead to recommendations to the Chancellor. ~~The~~ ~~which the~~ Chancellor ultimately carries ~~to the~~ ~~Board of Trustees, with his/her~~ recommendations to the Board of Trustees for discussion and potential final approval.-

The governance structure and practices embrace SBCCD's values of supporting inclusiveness of individual and community viewpoints in collaborative decision-making; promoting mutual respect and trust through open communication and actions; and fostering integrity. The Governing Board is the final authority for governance at SBCCD. The Governing Board delegates authority to the Chancellor who in turn solicits and receives input through the shared governance decision-making process.

Governance Process

~~The District Assembly~~ Chancellor's Council is the primary ~~body ensuring that the appropriate constituent group participates in the decision-making process. Members of the District Assembly advise and make recommendations to the Chancellor.~~ participatory governance leadership team that advises the chancellor on institutional planning, budgeting, and governance policies and procedures affecting SBCCD educational programs and services. Chancellor's Council members serve as a conduit for cross-district communication on these issues, soliciting feedback from, and disseminating reports and updates to, constituency groups.

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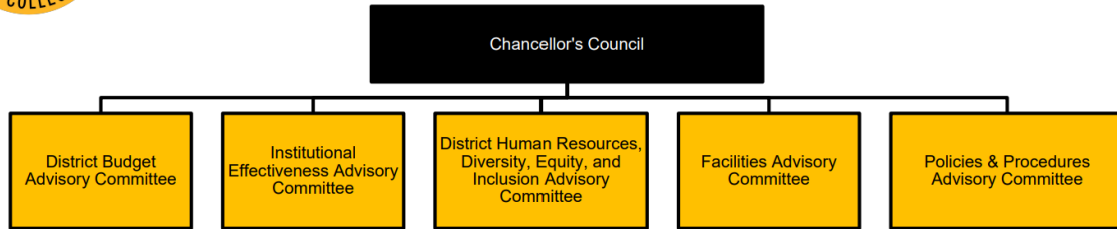
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Chancellor's Council
Advisory Committee Structure

As of October 2021



DISTRICT ASSEMBLY MEMBERS

- A. Chancellor
- B. Faculty Senate Presidents of Crafton Hills College and San Bernardino Valley College
- C. Classified Senate Presidents of Crafton Hills College and San Bernardino Valley College
- D. Student Senate Presidents of Crafton Hills College and San Bernardino Valley College
- E. CTA Representative
- F. CSEA Representative
- G. Management Association Representative

See the District website for additional web links regarding participation in local decision-making http://www.sbccd.org/District_Faculty_a_Staff_Information_Forms/District_Committee_Minutes

See the Crafton Hills College organizational handbook and college website for additional web links regarding participation in local decision-making http://www.craftonhills.edu/faculty_and_staff/committees/index.php

See the San Bernardino Valley College organizational handbook and college website for additional web links regarding participation in local decision-making <https://www.valleycollege.edu/about-sbvc/campus-committees/index.php>

References:

- Education Code Section 70902(b)(7);
- Title 5 Sections 53200 et seq., 51023.5, and 51023.7;
- ACCJC Accreditation Standards IV.A and IV.D.7 (formerly IV.A.2, IV.A.5)

*Showing changes from version that was finally approved at February 2021 District Assembly and accepted for first read at March 2021 BOT then put on hold pending formation of Chancellor's Council and advisory committees.

BP 7340: LEAVES | Current (redlined)

Notes:

11-08-2021 | PPAC members asked to review with constituent groups and return feedback by November 30

11-04-2021 | Per the request, changed the power to grant leaves designee to the Chancellor. B. Quinones

(Replaces current SBCCD BP 7340)

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated; Education Code Sections 87768.5; and 88210; Government Code Section 3558.8
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701;
- pregnancy leave; Education Code Sections 87766; and 88193; Government Code Section 12945;
- use of illness leave for personal necessity; Education Code Sections 87784; and 88207;
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Section 87036; and 87037;
- military service; Education Code Section 87700;
- sabbatical leaves for permanent faculty; academic employees, administrators, and managers.

Vacation leave for members of the confidential service, educational administrators, and classified supervisors and managers shall not accumulate beyond 48 days (384 hours) of paid. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the ~~Board~~ Board Chancellor ~~or designee~~ retains the power to grant leaves with or without pay for other purposes or for other periods of time.

Commented [BA1]: CHC AS would like process to stay with the board so that it can remain transparent.

References:

Education Code Sections 87763 et seq. and 88190 et seq. and additional cites above

AP 7340: LEAVES | Proposed (redlined)

Notes:

11-08-2021 | PPAC members asked to review with constituent groups and return feedback by November 30

11-04-2018 | Per VC of Human Resources and Police Services, this AP can be deleted for now. B. Quinones

~~(Replaces current SBCCD BP 7340)~~

~~NOTE: This procedure is optional. Local practice may be inserted. Leave procedures are a mandatory subject of bargaining for employees that are represented by an exclusive representative. Procedures as to other employees are at District discretion, and include the leaves provided for in BP 7340 titled Leaves.~~

~~(Replaces SBCCD BP 2045)~~

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative procedures are forwarded to the Board of Trustees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Board policies and administrative procedures are to be reviewed as per the schedule specified in AP 2410.

Board policies and administrative procedures shall be readily available on the District's website.

Reference:

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

AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)

The Policies and Procedures Advisory Committee (PPAC) to the Chancellor's Council is charged with updating, creating, developing, and systematically reviewing Board Policies (BP)/ Administrative Procedures (AP), also known as Policies and Procedures (P&P). This task is accomplished through a cyclical schedule which begins each academic year. The process is intended to:

- Efficiently allow for regular evaluation of policies and procedures.
- Provide faculty, staff, and students an opportunity to express opinions, and give those opinions every reasonable consideration.
- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

1. STARTING POINT

- Policies & Procedures are incorporated into the *Review Schedule* in one of three ways: *Annual Review*, *Legal Updates*, or *Other Requests*.
- Policies & Procedures are reviewed in pairs, when possible, to ensure the AP supports the direction outlined in the BP.
- BPs require Board approval. APs are submitted to the Board for informational purposes; however, the Board may direct revisions of any APs judged to be inconsistent with BPs.
- The Chancellor's designee facilitates this process.

A. Annual Review

Prior to the start of each academic year, the Chancellor's designee will take the necessary steps to initiate review of 10% of SBCCD's P&Ps, including:

- 1) Identify appropriate P&Ps for review.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.
- 4) Develop a timeline.
- 5) Present a *Review Schedule* to PPAC in September.
- 6) Maintain and publish the *Review Schedule* on PPAC webpage throughout the year.

B. Legal Updates

SBCCD keeps current with changes in law or accreditation standards through a subscription to the Community College League of California. This service issues periodic legal updates which promote regulatory compliance and familiarity with industry best practices.

Upon receipt of a Legal Update, the Chancellor's designee will take the necessary steps to initiate review of affected P&Ps, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.

C. Other Requests

Other requests for P&P review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student. All such requests should be submitted to the Chancellor's designee who will take the necessary steps to initiate review, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.

2. CHAPTER LEAD REVIEW & RECOMMENDATION

Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor's designee.
- For P&Ps designated 10+1, Chapter Leads are encouraged to work with Academic Senate Presidents.
- Chapter Leads return a recommendation to the Chancellor's designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor's designee assigns the recommendation a rating of *Level 1 | Info Only*, *Level 2 | Minor Review (Non 10+1)*, or *Level 3 | Extensive Review* and includes item on the PPAC agenda.

3. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Constituent feedback is collected through the appointed PPAC representatives and reviewed at committee meetings. The *Review Schedule* is posted on the PPAC webpage, and a report of PPAC activity is sent districtwide to keep all SBCCD employees informed.

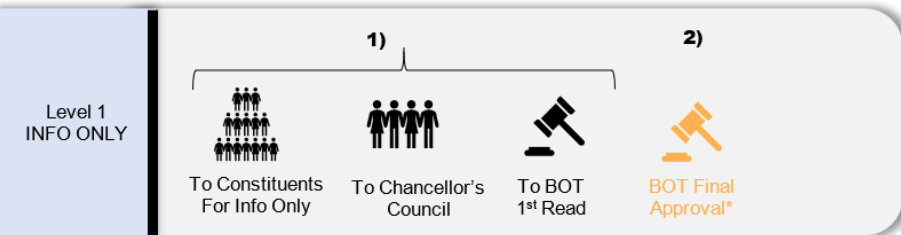
To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

A. Level 1 | Info Only

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
 - Reviewed with no changes.
 - Reviewed with only minor clerical edits or legal reference changes.
 - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.
- All items deemed appropriately placed in *Level 1* by PPAC members are:
 - 1) Simultaneously forwarded to constituent groups for information only, forwarded to

Chancellor's Council, and scheduled for BOT first read.

- 2) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 3) Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



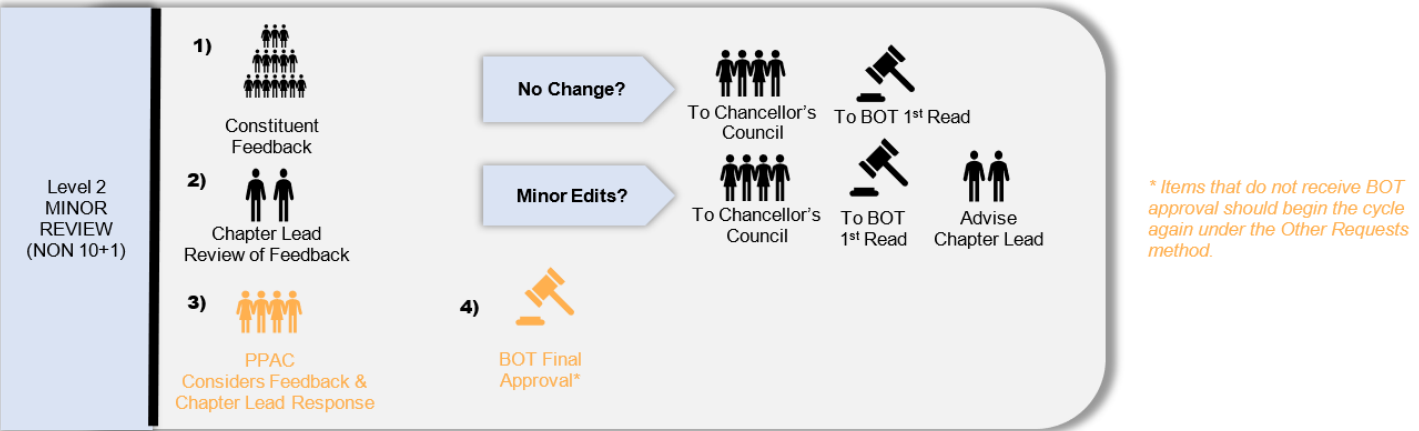
* Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.

Level 2 | Minor Review (Non 10+1)

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps which are simple and non-controversial.
 - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | *Minor Review (Non 10+1)* by PPAC members begin the following review process.
 - 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
 - 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
 - 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes or Minor Edits*. (*Substantial Edits* are not expected for *Level 2 | Minor Review* recommendations.)
 - a. No Changes: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
 - b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
 - c. Substantial Edits: Substantial edits are not expected for *Level 2 | Minor Review* recommendations. Any substantial edits will cause these items to be moved to *Level 3 | Extensive Review*.
 - 4) The month following BOT first read, items should appear on the BOT agenda for

second read and final approval.

- 5) Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



B. Level 3 | Extensive Review

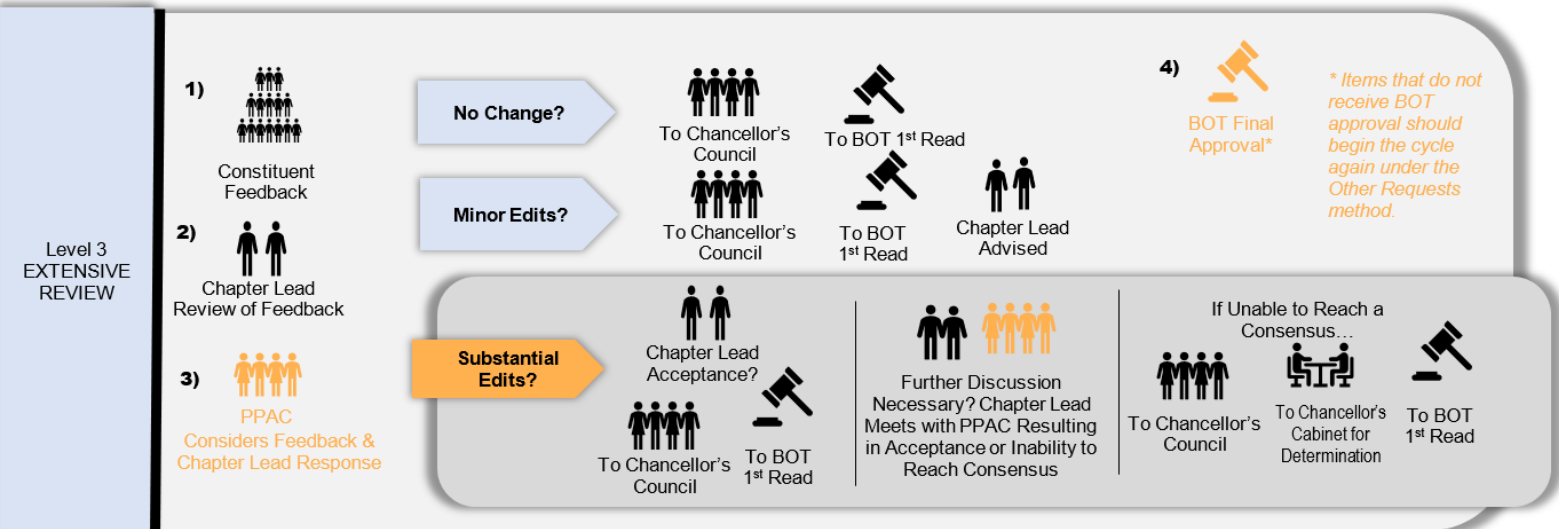
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps with substantial changes and/or subject to 10+1
 - New P&Ps that are controversial, complex and/or subject to 10+1
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
- All items deemed appropriately placed in *Level 3 | Extensive Review* by PPAC members begin the following review process.

Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.

- 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
- 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
- 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with *No Changes*, *Minor Edits*, or *Substantial Edits*.

AP 2410: BOARD POLICIES & ADMINISTRATIVE PROCEDURES | Proposed (clean)

- a. No Changes: Items with no changes are forwarded to Chancellor’s Council and scheduled for BOT first read.
- b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor’s Council and scheduled for BOT first read.
- c. Substantial Edits: Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.
 - i. *Chapter Lead Acceptance of Edits* results in P&Ps being forwarded to Chancellor’s Council and scheduled for BOT first read.
 - ii. For *Edits Requiring Further Discussion*, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
 - iii. When *Consensus Cannot be Reached on Edits*, Chancellor’s Council will be informed, and P&Ps referred to Chancellor’s Cabinet for a determination, which will then be scheduled for BOT first read.
- 4) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 5) Items that do not receive BOT approval should begin the cycle again under the *Other Requests* method.



Definitions:

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.

AP: Administrative Procedure(s)

BOT: Board of Trustees

BP: Board Policy(ies)

Chapters and Chapter Leads: Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed below.

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees | BOT, Chancellor (Lead)
- Chapter 3: General Institution | Chancellor (Lead) and Chancellor’s Cabinet
- Chapter 4: Academic Affairs | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 5: Student Services | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (Lead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (Lead)

P&P: Board Procedure(s) and Administrative Policy(ies)

PPAC: Policies and Procedures Advisory Committee, an advisory body to the Chancellor’s Council, charged with updating, creating, developing, and systematically reviewing BPs/APs.

References:

Education Code Section 70902;
ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4



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- Ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

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- BPs require Board approval. APs are submitted to the Board for informational purposes; however, the Board may direct revisions of any APs judged to be inconsistent with BPs.
- The Chancellor's designee facilitates this process.

A. Annual Review

Prior to the start~~(Replaces SBCCD AP 2045)~~

~~Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board of Trustees may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by any law, and that is not in conflict with the purposes for which community college districts are established.~~

~~The Chancellor, through the collegial consultation process, has the authority to propose new board policies and administrative procedures.~~

~~The annual review of the board policies and administrative procedures shall begin in the fall of each academic year. Each year, at least ten percent (10%) of the SBCCD policies and procedures will be identified for review. At the beginning of each academic year, the Chancellor's designee will notify the~~take the necessary steps to initiate review of 10% of SBCCD's P&Ps, including:

- 1) Identify appropriate parties of the specific BPs or APs identified P&Ps for review.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 4)3) ___ Notify Chapter Leads responsible for review.
- 4) Responsibility for~~Develop~~a timeline.
- 5) Present a *Review Schedule* to PPAC in September.
- 6) Maintain and publish the *Review Schedule* on PPAC webpage throughout the year.

B. Legal Updates

SBCCD keeps current with changes in law or accreditation standards through a subscription to the Community College League of California. This service issues periodic legal updates which promote regulatory compliance and familiarity with industry best practices.

Upon receipt of a Legal Update, the Chancellor's designee will take the necessary steps to initiate review process as follows of affected P&Ps, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.

C. Other Requests

Other requests for P&P review may be Chapter Lead-initiated, or come from a trustee, a staff member, or a student. All such requests should be submitted to the Chancellor's designee who will take the necessary steps to initiate review, including:

- 1) Add P&Ps to the Review Schedule.
- 2) Work with Academic Senate Presidents to determine which P&Ps fall under 10+1.
- 3) Notify Chapter Leads responsible for review.

2. CHAPTER LEAD REVIEW & RECOMMENDATION

Chapter Leads are the responsible "owners" of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed in the Definitions section of AP 2410.

- Chapter Leads receive requests to review P&Ps, and/or suggestions to revise P&Ps, from the Chancellor's designee.
- For P&Ps designated 10+1, Chapter Leads are encouraged to work with Academic Senate Presidents.
- Chapter Leads return a recommendation to the Chancellor's designee based on the outcome of the review (i.e., reviewed with no change, reviewed with minor revisions, reviewed with content change, suggested deletion, etc.)
- The Chancellor's designee assigns the recommendation a rating of *Level 1 | Info Only*, *Level 2 | Minor Review (Non 10+1)*, or *Level 3 | Extensive Review* and includes item on the PPAC agenda.

3. CONSTITUENT FEEDBACK TO FINAL APPROVAL

Constituent feedback is collected through the appointed PPAC representatives and reviewed at committee meetings. The *Review Schedule* is posted on the PPAC webpage, and a report of PPAC activity is sent districtwide to keep all SBCCD employees informed.

To promote efficiency and respect the time of PPAC and constituent group members, P&Ps are categorized by level of review. This is to streamline the process and promote efficiency. PPAC members will assess review levels to ensure appropriateness.

A. Level 1 | Info Only

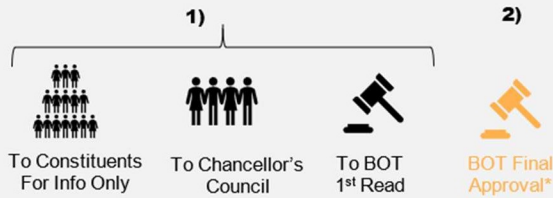
- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of items that are:
 - *Reviewed* with no changes.
 - Reviewed with only minor clerical edits or legal reference changes.
 - Chapter 2 Board of Trustees P&Ps that do not fall under 10+1.

- *All* items deemed appropriately placed in *Level 1* by PPAC members are:

- 1) Simultaneously forwarded to constituent groups for information only, forwarded to

Chancellor's Council, and scheduled for BOT first read.

- 2) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 3) Items that do not receive BOT approval should begin the cycle again under the Other Requests method.



* Items that do not receive BOT approval should begin the cycle again under the Other Requests method.

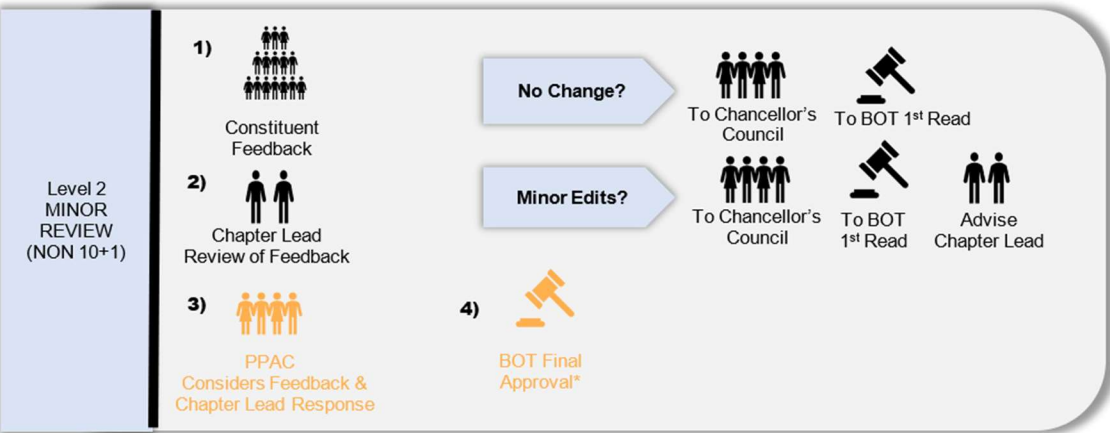
Level 2 | Minor Review (Non 10+1)

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - Existing P&Ps which are simple and non-controversial.
 - New P&Ps that are simple and non-controversial.
- All items deemed appropriately placed in Level 2 | Minor Review (Non 10+1) by PPAC members begin the following review process.
 - 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
 - 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
 - 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with No Changes or Minor Edits. (Substantial Edits are not expected for Level 2 | Minor Review recommendations.)
 - a. No Changes: Items with no changes are forwarded to Chancellor's Council and scheduled for BOT first read.
 - b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor's Council and scheduled for BOT first read.
 - c. Substantial Edits: Substantial edits are not expected for Level 2 | Minor Review recommendations. Any substantial edits will cause these items to be moved to Level 3 | Extensive Review.
 - 4) The 4-month following BOT first read, items should appear on the BOT agenda

Level 1
INFO ONLY

for second read and final approval.

5) Items that do not receive BOT approval should begin the cycle again under the Other Requests method.



* Items that do not receive BOT approval should begin the cycle again under the Other Requests method.

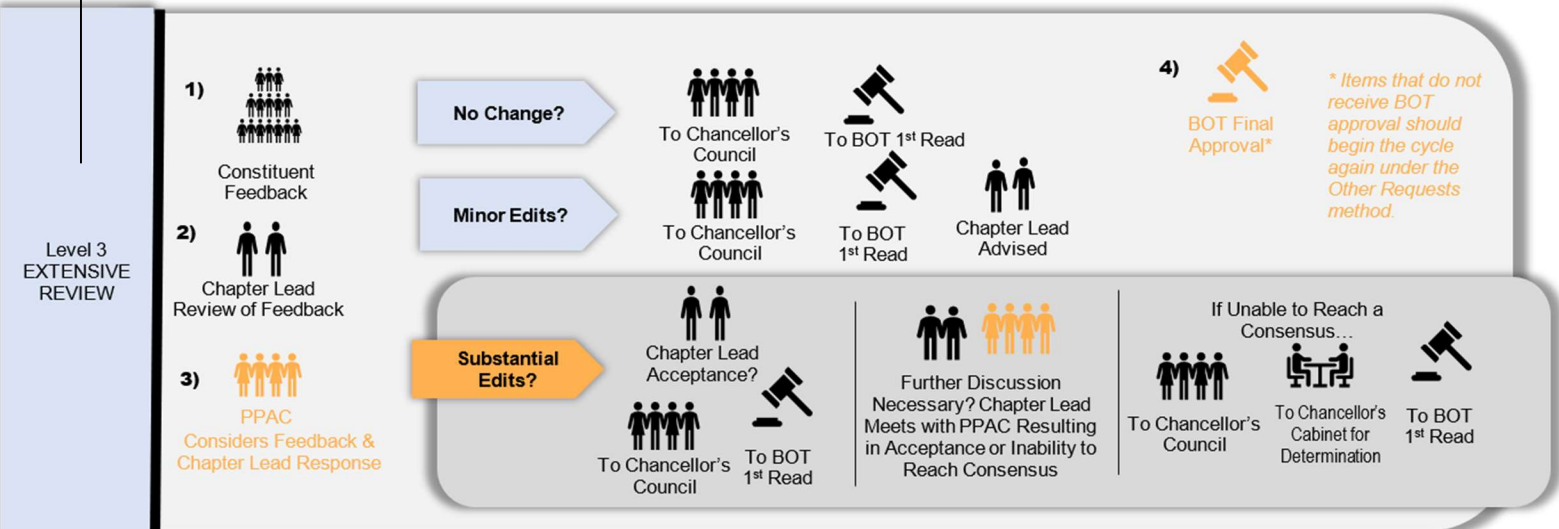
B. Level 3 | Extensive Review

- These appear on the PPAC agenda for confirmation of review level assignment and are generally comprised of recommendations involving:
 - 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
- If consensus cannot be achieved on P&Ps falling under 10+1, Chancellor's Council will be informed, and the issue referred to Chancellor's Cabinet to make a determination.
- All items deemed appropriately placed in Level 3 | Extensive Review by PPAC members begin the following review process.

Constituent review, especially for the Academic Senate, may take up to two sessions or four weeks. Constituent representatives should keep PPAC members updated as to the work of their constituent groups on these items.

- 1) PPAC representatives solicit constituent feedback which is uploaded via Microsoft Teams.
- 2) Constituent feedback is forwarded to Chapter Leads to be reviewed for operational applicability and feasibility, and a determination on any suggested edits is made.
- 3) At its next meeting, PPAC members review constituent feedback and the corresponding Chapter Lead determination, responding to the determination with No Changes, Minor Edits, or Substantial Edits.

- a. No Changes: Items with no changes are forwarded to Chancellor’s Council and scheduled for BOT first read.
 - b. Minor Edits: When appropriate, minor edits are incorporated into P&Ps, and Chapter Leads made aware. These items are then forwarded to Chancellor’s Council and scheduled for BOT first read.
 - c. Substantial Edits: Any substantial edits will be forwarded to the Chapter Leads to be reviewed for operational applicability and feasibility.
 - i. Chapter Lead Acceptance of Edits results in P&Ps being forwarded to Chancellor’s Council and scheduled for BOT first read.
 - ii. For Edits Requiring Further Discussion, Chapter Leads are invited to attend PPAC meeting to discuss, resulting in acceptance or failure to reach consensus.
 - iii. When Consensus Cannot be Reached on Edits, Chancellor’s Council will be informed, and P&Ps referred to Chancellor’s Cabinet for a determination, which will then be scheduled for BOT first read.
- 4) The month following BOT first read, items should appear on the BOT agenda for second read and final approval.
- 5) Items that do not receive BOT approval should begin the cycle again under the Other Requests method.



Level 3
EXTENSIVE
REVIEW

Definitions:

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.

AP: Administrative Procedure(s)

BOT: Board of Trustees

BP: Board Policy(ies)

Chapters and Chapter Leads: Chapter Leads are the responsible “owners” of SBCCD P&Ps. These individuals are charged with reviewing and making recommendations based on general correctness and operational feasibility, including alignment with current practices, legal considerations, mandates, etc. SBCCD Chapter Leads are listed below.

- Chapter 1: The District | BOT, Chancellor (Lead)
- Chapter 2: Board of Trustees and the | BOT, Chancellor (leadLead)
- Chapter 2: Board of Trustees and the 3: General Institution | Chancellor (lead)Lead) and Chancellor’s Cabinet

~~In matters relating to board policies in Chapter 2 (not including BP/AP 2410 & BP/AP 2510, which will go through the process below), the Board will submit board policies and policy changes to the District Assembly (DA) for review and feedback only, prior to placing on board agenda. This will occur at the next meeting of District Assembly.~~

~~Chapter 3: Chancellor (lead) and Chapter 4: Academic Affairs | Chancellor’s Cabinet~~

- Chapter 4: Chancellor’s designeeDesignee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 5: Chancellor’s designeeStudent Services | Chancellor’s Designee(s) and Academic Senate Presidents (Co-Leads)
- Chapter 6: Business & Fiscal Services | Executive Vice Chancellor (leadLead) and Vice Presidents of Administrative Services
- Chapter 7: Human Resources | Vice Chancellor of Human Resources and Police Services (leadLead)

~~The process for developing or changing board policies and/or administrative procedures is outlined below:~~

~~Annual Review Process~~

- ~~A. All policies and procedures will be tracked and revised using the district adopted policy review software.~~
- ~~B. BPs and APs will be reviewed in pairs whenever possible to ensure the procedure supports the direction delineated in the policy.~~
- ~~C. Prior to the start of each academic year, the Chancellor's designee will sort the BPs and APs by age and will compile the annual review list, consisting of approximately 10% of the district's BPs & APs with a proportional amount from each chapter.~~
- ~~D. Chancellor's designee will meet with the policy leads responsible for facilitating the review of BPs and APs to establish the review timeline.~~
- ~~E. The annual review timeline, listing the policies and procedures and the leads for each BP & AP will be presented to the District Assembly at the first meeting of the Academic Year. The timeline as well as all revisions to the review timeline will be posted on the DA webpage.~~
- ~~F. DA constituent group reps will share the annual list with their members and shall provide an opportunity for their members to review and/or provide input as desired.~~
 - ~~1) Chancellor's designee will email the policies and procedures under review along with the timeline for the year to each of the policy leads.~~
- ~~G. The BP/AP leads will review, gather input from the campus community as applicable and will input all recommended revisions in policy stat by the agreed upon due date.~~
- ~~H. Reviewed and/or revised policies and procedures will be submitted to the District Assembly for review and recommendation as a first read with no action as per the established timeline and then as a 2nd read for approval at the next regularly scheduled meeting of the District Assembly. (Note: this affords all interested parties 1 additional month to review and request input from their constituents.)~~
- ~~I. Policies and procedures included on the District Assembly consent agenda for 2nd read may be pulled for discussion, debate and/or revision recommendations prior to approval.~~
- ~~J. As per BP 2410, the Chancellor will review the recommendations from the District Assembly and will forward the BPs to the Board of Trustees for action and the APs as information items.~~

~~Review of Policies and Procedures Deemed Academic and Professional~~

~~Prior to finalizing the annual review list, Chancellor's designee will meet with the Academic Senate Presidents to determine which BPs & APs are academic and Professional. These BPs & APs will be noted as such on the annual review timeline.~~

- ~~a. Policies and procedures that fall under the 10+1 (an Academic and Professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be submitted for consideration to the~~

~~Academic Senates on both campuses as per the agreed upon timeline. BP/AP revision recommendations will be completed by up to four consecutive Academic Senate meetings, beginning with the date the BP/AP is presented at District Assembly.~~

- ~~A. The Academic Senates will then submit the revised BPs/APs to the District Assembly as an information item.~~
- ~~B. As per BP 2410, the Chancellor will review the recommendations from the Academic Senate and will forward the BPs to the Board of Trustees for action and the APs as information items.~~

~~Review of Policies and Procedures Not on the Annual Review List~~

~~A proposal for a new board policy or a change in a current policy or administrative procedure not included on the annual review list may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and/or the District Assembly. The District Assembly will, in consultation with the Chancellor, determine if the BP/AP, or a change in current BP/AP, is warranted. If so, the BP/AP will be forwarded to Chancellor's designee. Chancellor's designee will then meet with the Academic Senate Presidents to determine if the BP and/or AP is Academic and Professional. Chancellor's designee will add the BP/AP to the annual review timeline and will forward to the appropriate policy lead. The revised timeline will be posted on the District Assembly webpage.~~

~~Review of Bi-Annual Policy & Procedure Updates from the Community College League of California (CCLC)~~

~~Updates to APs and BPs are reviewed by the Chancellor's designee when forwarded from the Community College League of California (CCLC) in Fall and Spring P&P: Board Procedure(s) and Administrative Policy(ies)~~

~~PPAC: Policies and Procedures Advisory Committee, an advisory body to the Chancellor's Council, charged with updating, creating, developing, and systematically reviewing BPs/APs.~~



~~All updates from the CCLC will be reviewed by the chapter leads and SBCCD Chancellor's designee. The chapter leads will make a recommendation as to whether each update is either simple or requires review and revisions. (Note: If the Last Reviewed and Last Approved dates get reset, then these all may require a thorough review.)~~

~~A. Simple updates (revisions to legal references) will be revised by the policy lead and, when ready, will be added to the District Assembly agenda as an information item.~~

~~B. New BPs & APs and/or those requiring review and revision:~~

- ~~1. New BPs & APs that are legally advised or optional will be reviewed by the chapter lead to determine if the BP/AP is needed.~~

- a. ~~If yes, then the BP/AP will be forwarded to the District Assembly with a recommendation to adopt and, if approved by the District Assembly, will be added to the review timeline as per the recommendation of the chapter lead;~~
 - b. ~~If no, then the BP/AP will be forwarded to the District Assembly with a recommendation to not adopt.~~
2. ~~New “Required” BPs & APs, as well as those requiring content review and revisions, will be added to the annual review timeline as per the recommendation of the chapter leads.~~
 3. ~~The revised timeline including the CCLC BPs & APs (notated with the legal update #) will be posted on the District Assembly webpage.~~

References:

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)

