APPENDIX H

BOARD POLICY: HOW NEW POLICIES ARE DEVELOPED, AND EXISTING POLICIES ARE CHANGED

When considering how policies are developed, it is important to understand the differences between policy and procedure. Policies put consistent guidelines in place and lay out the rules under which the college will operate. New policy, and any changes to existing policy, must be approved by the Board of Trustees. A step-by-step explanation of this process is provided below.

Procedures provide the practical detail of how policies will be implemented. They contain such detail as who will perform a procedure, the necessary steps in doing so, and the appropriate timing. Because procedures can change more frequently due to technology, or other external variables, they can be altered without Board of Trustees approval.

WHAT TRIGGERS POLICY CHANGES?

POLICY INITIATIVES

- Laws (state and federal)
- Chancellor’s Office Regulation Change
- Local District Choices
- BOTS
- Administration
- Academic Senate
- ASG

Policy is proposed by:

- CCLC
- State Chancellor’s Office
- Local College District (SCCCD)
  - Board of Trustees
  - Administration
  - Academic Senate
  - Associated Student Government

HOW POLICY IS DEVELOPED

STEP 1
A new or revised policy is proposed by an administrator, the Academic Senate, Associated Student Government, or Board of Trustees.
Note: If a sample policy is available from the Community College League of California, it will serve as a starting point.

STEP 2
Draft policy is reviewed by those who have a vested interest in the policy, or who will be responsible for implementing the policy. It will also be reviewed by the CEO, Executive Cabinet, and if necessary, legal counsel.

STEP 3
Policy goes to all affected constituent groups, as outlined in AB 1725.

STEP 4
After proposed policy has been reviewed by all constituent groups, it goes to College Policy Council for review.

STEP 5
Policy is finalized, with changes as agreed to.

OR

Policy returns to the originating group for further development. After revisions, it is returned to College Policy Council for review.

STEP 6
Completed policy is placed on Board of Trustees meeting agenda.

STEP 7
First reading by Board of Trustees.

STEP 8
Second reading and adoption by Board of Trustees.

STEP 9
Adopted policy is uploaded to canyons.edu and notification of adopted policy is sent to campus community.
THE ACADEMIC SENATE POLICY COMMITTEE
TITLE 5 OF CALIFORNIA CODE OF REGULATION, SECTION 5320 AND
SCCCD Board Policy 7215

PROCESS:

STEP 1
Review existing policy and procedures if these exist.

STEP 2
Draft new language for existing and/or new proposed policies.

STEP 3
Schedule meetings as appropriate, providing members an opportunity to explain the need for the change and changes proposed if available.

STEP 4
Meet with other college entities/representatives if the policy affects the college as a whole, or migrates from the ASG or administration.

STEP 5
Present policy/procedure changes to the Academic Senate for review.

STEP 6
Represent the Academic Senate to discuss proposed new/modified policy at College Policy Counsel.