



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

Chapter 2 – Board of Trustees

AP 2410 – BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

The Board has, as a major responsibility, the establishment and adoption of all Board Policies. Administrative Procedures are the responsibility of the Chancellor, in consultation with the various constituencies of the District, and do not require adoption by the Board of Trustees. To ensure regular review of Board Policies and Administrative Procedures, the District subscribes to a Policy and Procedure Service, which provides bi-annual updates. In addition, Board Policies and Administrative Procedures shall undergo a comprehensive review every six years to ensure currency and compliance with state and federal laws and regulations.

Responsibility for review and updates is as follows:

- Chapter 1 – Chancellor
- Chapter 2 – Chancellor/Board of Trustees
- Chapter 3 – Chancellor/ Vice Chancellors
- Chapter 4 – Vice Chancellor, Instructional Services
- Chapter 5 – Vice Chancellor, Student Services
- Chapter 6 – Vice Chancellor, Business and Technology Services
- Chapter 7 – Vice Chancellor, Human Resources

The following process outlines the procedures for review, preparation, and revision of Board Policies and Administrative Procedures.

1. **Originator:** The Vice Chancellor responsible for the area prepares a draft of the proposed new or revised Board Policy or Administrative Procedure utilizing the District policy and procedure format.
2. **Constituent Review:** The originator reviews the new or revised policies/procedures with the respective districtwide participatory governance council (i.e., Student Services Council, Management Services Council). The districtwide council members share the draft policies/procedures with college/Continuing Education constituent groups for input.
3. **Chancellor's Cabinet Review:** The Chancellor's Cabinet reviews the draft revisions or new policies/procedures and consults with constituency groups through their Presidents' Councils.
4. **District Governance Council (DGC):** The originator brings the draft revisions or new policies and procedures to the DGC for input by the various constituent groups.
5. **Adopted Policies and Approved Procedures:** Final Board Policies are sent to the Board of Trustees for approval. Approval requires two readings by the Board of Trustees at two separate public meetings. After the Board of Trustees adopts a new, or revisions to a Board Policy, and/or the Chancellor approves an administrative procedure, the Chancellor's Office posts the Board Policy/Administrative Procedure to the District's website.

6. **Technical Revisions:** Technical revisions (i.e., changes to Education Code/Title 5 references, titles, dates, etc.) to Board Policies are not subject to the review process and shall be sent directly to the Chancellor for implementation and will appear on the Board Agenda for information only.

References: Accreditation Standard I.B.7, I.C.5, IV.C.7 & IV.D.4; Policy and Procedure Review Flow Chart

Approved by
the Chancellor: December 6, 2016

Supersedes: New Procedure