

SAN FRANCISCO COMMUNITY COLLEGE DISTRICT  
ADMINISTRATIVE PROCEDURE MANUAL

<b>Title:</b> BOARD POLICY AND ADMINISTRATIVE PROCEDURES	<b>Number:</b> AP 1.15
<b>Legal Authority:</b> Education Code Section 70902	<del>CCLC Number: AP 2410</del> <del>Related to CCLC AP 2410</del>

**Commented [KC1]:** Modified to address concern raised by Academic Senate 4/12.

**NOTE: THIS IS A NEW ADMINISTRATIVE PROCEDURE**

The Board of Trustees reviews policies (and associated procedures) within an 8-year cycle or more frequently as needed when circumstances arise, ~~such as or in accordance with~~ changes to legal or regulatory requirements.

**Commented [KC2]:** Note that this is a proposed expansion from a 5-year review cycle to 8 years. The justification for this is that ACCJC is moving toward an 8-year review cycle. If that period of time is considered appropriate for regular quality review, it seems appropriate to extend our review to that same time period.

~~The Chancellor will designate a Cabinet-level administrator as the policy review facilitator to work closely with the administrator(s) responsible for the areas affected by the particular policy.~~

**Commented [KC3]:** Change recommended by Classified Senate 4/12.

The College’s Roles, Responsibilities, and Processes Handbook (“RRP Handbook,” available on the [participatory governance website](#)) details the standard review process for Board Policies and Administrative Procedures (this applies to new or substantially revised policies or procedures).

**Commented [KC4]:** Added to address a concern raised by the Academic Senate 4/12.

The standard review process allows for Participatory Governance Standing Committee input (where applicable) and constituent input prior to review by the Participatory Governance Council ~~and ensures that the College relies primarily on Academic Senate recommendations regarding policies and administrative procedures that are in 10+1 areas of academic and professional matters.~~

**Commented [KC5]:** Added based on Academic Senate conversation on 4/12 and further consultation with Academic Senate President Sapienza on 4/13.

When policies or administrative procedures require minor or no changes, the individual facilitating the policy review may prepare a list of policies/procedures for expedited review. Expedited review does not require constituent input prior to review by the Participatory Governance Council.

After receiving a PGC recommendation, the Chancellor recommends policies to the Board and adopts procedures. The Board approves policies and receives procedures as information items.

<b>Recommended by Participatory Governance Council:</b> <b>Approved by Chancellor:</b>	<b>Page 1 of 1</b>
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