

Board Policies and Administrative Procedures; Development, Review, and Update

AP 2410

Reference: Education Code Section 70902; Accreditation Standard IV.B.1.b & e;
 Board Policy 2305

1. Definition
 - a. Board policies are legally binding to the District.
 - b. Administrative procedures implement Board policies, State or Federal laws, or other regulations. They are implemented by the Superintendent/President. Proposals for new administrative procedure or recommendations for changes to existing administrative procedure may be made by the Superintendent/President or designee, the Academic Senate, or the Associated Students of Cuesta College. Administrative procedures do not require Board action but are presented as information items to the Board of Trustees before being implemented by the District.
2. Recommendations for new Board policies or updates to current Board policies may originate from any source, e.g., the Board of Trustees, Associated Students of Cuesta College, the Academic Senate, classified staff, administrators, members of institutional committees, or any other citizens of the District.
3. Recommendations shall be presented to the Board of Trustees using the participatory governance processes of the college, provided for in BP 2510 and the SLOCCCD Participatory Governance: Decision-Making and Committee Handbook. Consultation with appropriate college stakeholder groups will occur as prescribed by these processes.
4. Updates - Review. The District participates in the Community College League of California's (CCLC) Policy and Procedure Subscription Service. Upon receipt of a biannual update from the CCLC, the Superintendent/President or designee will screen and distribute the update to the appropriate responsible administrator for action. Other factors may initiate an update, such as new legislation, local college conditions, and college, regional, or national recommendations. Review is ongoing and continuous throughout a five (5) year cycle, but all Board policies and administrative procedures are reviewed by the date in the table below. Distribution of chapters will be made based on the following:

Chapter	Title	Responsible Administrator
One – 1000	District	Superintendent/President
Two – 2000	Board of Trustees	Superintendent/President
Three – 3000	General Institution	Assistant Superintendent / Vice President Administrative Services
Four – 4000	Academic Affairs	Assistant Superintendent / Vice President Academic Affairs
Five – 5000	Student Services	Assistant Superintendent / Vice President of Student Services
Six – 6000	Business and Fiscal Affairs	Assistant Superintendent / Vice President Administrative Services
Seven – 7000	Human Resources	Executive Director Human Resources and Labor Relations

Chapter	Title	Chapter Review
One – 1000	District	Accomplish by 2014 and then every 5-years thereafter.
Two – 2000	Board of Trustees	Accomplish by 2014 and then every 5-years thereafter.
Three – 3000	General Institution	Accomplish by 2016 and then every 5-years thereafter.
Four – 4000	Academic Affairs	Accomplish by 2017 and then every 5-years thereafter.
Five – 5000	Student Services	Accomplish by 2017 and then every 5-years thereafter.
Six – 6000	Business and Fiscal Affairs	Accomplish by 2016 and then every 5-years thereafter.
Seven – 7000	Human Resources	Accomplish by 2017 and then every 5-years thereafter.

The above table represents a standard cycle upon which the institution will establish a regular schedule for review. The use of a cycle does not preclude the continual review/revision of board policies and administrative procedures as needed due to local determination for change, response to legislative updates, or changes in state or federal mandates.

5. The designated department, division, or stakeholder group will have a minimum of 30 days and no more than 60 days to review any Board policy updates and submit a proposal to the Superintendent/President as prescribed below.

6. Board Policy and Administrative Procedure Proposal Process and Responsibilities.
 - a. The process and responsibilities by different stakeholder groups for the development and review of board policy and administrative procedure is described below. When the originator of a new or revised policy or procedure does not know that stakeholder group to begin with, he/she will present the proposal to the co-chairs of the College Council as described in figure 3; SLOCCCD Decision Making Process of the SLOCCCD Participatory Governance: Decision-Making and Committee Handbook.
 - b. Proposals for new Board policies or changes/updates to existing Board policies will be shared collegially with the Academic Senate President to determine whether the proposal is an "academic and professional matter."
 - c. Title 5 § 53200 defines the 10+1 "academic and professional matters" in the purview of the Academic Senate as the following policy development and implementation matters:
 - 1) Curriculum, including 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;