



PROCEDURE FOR REVIEW AND APPROVAL OF BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Updates from Community College League of California (CCLC) and Annual Review are Distributed to Executive Council for Revisions.	Revisions are brought back to Executive Council for review.	Revisions are brought to College Coordinating Council (CCC) for review, input and to determine substantive change vs non-substantive change which does not require Board action.	Revisions are presented to Academic Senate and All Constituent Groups.	Revisions are brought to College Coordinating Council (CCC) for review and final recommendation.	Revisions are brought to Board of Trustees for Approval.

30 Days

STEP 1

Updates from CCLC and Annual Review are distributed to Executive Council for revisions.

STEP 2

Revisions are brought back to Executive Council for review.

STEP 3

Revisions are brought to College Coordinating Council (CCC) for review, input and to determine substantive change vs non-substantive change which does not require Board action.

STEP 4

Revisions are presented to Academic Policies & Procedures (AP & P), Academic Senate and All Constituent Groups for 30 days for review and input.

STEP 5

Revisions are brought back to College Coordinating Council (CCC) for review and final recommendation.

STEP 6

Revisions are brought to the Board of Trustees for Approval.

Revised 5.11.16