Flow Chart for Policy 2.1P:

Developing and Revising District Policy and Procedures*

Requests for new or revised Policy/Procedrues originates from recognized Councils,

Committees and/or Constituent Groups

Proposals submitted to College Council

Include: Name of recognized constituent group

Name of individual responsible for the material as assigned by the constituent group

Brief explanation of the rationale

Category of the change or new P/P (Category 1-4)

May include the first Draft of the original proposal or change (using strike through and underline editing)

Policy and Procedure are submitted and reviewed at the same time (even if there is no change to one of these items)

College Council hears the agenda item and the Consitutent Groups are asked to acknowledge their interest in seeing this item presented to their group.

Constituent Groups may indicate this interest during the CC meeting or may do so up to 2 weeks after the meeting. The item does not need to be heard within the 2-week period only have been scheduled to be heard by the interested Constituent Group. If AFA or SEIU feel the item is actually one that requires negotiation, item sent to District and AFA or SEIU bargaining units first to be brought back jointly when ready.

After Constituent Group Review

The item is placed back on the CC agenda including all edits using standard editing with strike through and underlining. College Council requires that all new or revised material be reviewed for clarity, consistency and formatting prior to placing the item on its agenda and following changes resulting from constituent review.

College Council votes to approve or deny the proposal

College Council forwards proposed changes to
Superintendent/President for placement on the Board of Trustees agenda.
A cover memo should include a brief explanation and rationale and indication of the support or objections of all constituent groups.

President's Office places item on Board agenda.
First and second readings usually required.

Office of the President distributes new policies.
President's Office sends to Information Technology for posting on Board Docs.

VPAA sends the updates to the College community

*Simplified version, for a full text and explanation of each step in this process, it is highly recommended that you visit the District Policy Manual 2.1P