



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Administrative Procedure

### Chapter 2 – Board of Trustees

#### AP 2410 – BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

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##### **Board Policy (BP)**

The Board has, as a major responsibility, the establishment and adoption of all Board Policies. Board policy is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Board of Trustees, through policy, delegates authority to and through the Chancellor to administer the District. The Chancellor and District employees are responsible for reasonably interpreting Board policy as well as other relevant laws and regulations that govern the District.

##### **Administrative Procedure (AP)**

Administrative procedures are the responsibility of the Chancellor, in consultation with the various constituencies of the District, and implement Board policy. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Procedures do not require Board of Trustees action.

##### **Regular Evaluation of Policies and Procedures**

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.

In order to ensure currency and broad participatory input in the policy and procedure review process, three categories of review have been identified.

- Category 1** New and/or major revisions to policies and/or procedures that are not required by law or regulation, but are recommended by the respective office of responsibility. This category has the most extensive review process.
- Category 2** New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.
- Category 3** Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

Items in Category 2 and Category 3 will have a streamlined review process. However, any member of the participatory governance structure may recommend that it undergo a full review at the completion of its current approval process.

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

**1. Originator:**

When the Policy and Procedure service issues updates, the Chancellor's Office will disseminate each templates to the office of primary responsibility. The office of primary responsibility prepares a draft of the proposed new or revised Board Policy or Administrative Procedure utilizing the District policy and procedure format as appropriate.

**2. Constituent Review:**

The office of primary responsibility reviews the new or revised policies/procedures with the respective districtwide participatory governance council (e.g., Student Services Council, Curriculum and Instructional 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 office of primary responsibility brings the draft revisions or new policies and/or procedures to the DGC for input by the various constituent groups. Category 1 policies and procedures require a first and second review at this level.

**5. Adopted Policies and Approved Procedures:**

Final Board Policies are sent to the Board of Trustees for approval. Adoption of policies requires two readings by the Board of Trustees at two separate public meetings.

Final Administrative Procedures are sent to the Chancellor for review and approval.

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 (e.g., changes to Education Code/Title 5 references, titles, dates) 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

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**Date Approved:** December 6, 2016  
**Revised:** March 13, 2018, March 12, 2021  
(*Supersedes AP 2410*)