

BP/AP Revision Project Overview

Background

- In April 2007, President White proposed to College Council that the College undertake a major project to update all Board Policies and District Procedures.
- College of Marin is a subscriber to the CCLC (Community College League of California) Policy and Procedure Service. President White recommended we work with a professional representative from CCLC to assist us in revising our policies and procedures and aligning them with League-recommended language which has been vetted by the Law Firm of Liebert, Cassidy and Whitmore to ensure they reflect current laws and legal codes.
- The Board of Trustees approved the contract with CCLC to update Board Policies and Administrative Procedures* at its April, 2007 meeting.

CCLC Policy and Procedure Service

- Dr. Cindra Smith, CCLC Director of Education Services and & CCLC policy advisor Dr. Jane Wright presented an overview of the CCLC Policy and Procedure Service and a recommended process for the policy revision project to College Council in May 2007.
- CCLC provides California Community Colleges with legally vetted drafts of policies and procedures that are either legally required, legally advised or best practice.
- CCLC provides updates twice a year of policies or procedures that have been changed or added as a result of new or revised laws or changes in Title 5 or the Ed. Code.
- At its May, 2007 meeting, College Council approved the formation of a Board Policy and Administrative Procedure Revision Task Force to include representatives from the Senates and the unions. The Task Force is charged with reviewing proposed CCLC and COM policies and procedures and making recommendations to College Council on recommended language.
- The project will include re-numbering our existing Policies and Procedures to align with CCLC numbering system so that future revisions from CCLC can be made efficiently. Dr. Wright will develop a matrix.
- Task Force meetings will be facilitated by Dr. Wright

Integration of Existing COM Policies and Procedures with CCLC Templates

- In summer 2007, the ODP Office worked with Dr. Wright to outline the review process, develop flow charts and timelines, identify the order of chapters for review, establish meeting dates etc.
- Dr. Wright thoroughly reviewed all existing COM policies and procedures and created drafts that integrated our existing language into the appropriate CCLC template.
- Dr. Wright developed a notebook for each chapter that included the following for *each* Policy and Procedure:
 - Recommended CCLC language including applicable legal citation references
 - Notes re. current Marin policies/procedures
 - All legal citations
 - Sample policies/procedures from other schools.
 - Copy of original College of Marin Policy or Procedure

BP/AP Task Force and Review Process

- In Fall 2007, College Council established the BP/AP Revision Task Force and approved the review process.
- Institutional Policies and Procedures are contained in chapters 2-7. See flow chart: **Institutional Board Policies and Administrative Procedures** (Figure 1)
- Chapters 1 and 2 contain Board-related policies and procedures. The review process for these chapters is outlined in the flow chart: **Board-Related Board Policies and Administrative Procedures (Chapters 1 & 2)** (Figure 2)

- President White communicated the project launch to the college community in the September 10, 2007 “Presidential Briefing.”
- President White contacted leaders of each constituency to solicit Task Force representatives (Academic, Classified and Student Senates, CSEA, SEIU and UPM plus one administrator).

Ongoing Project Activities

- The Board Policy Revision Project Web Site administered by the ODP office provides current information to the College Community about the project including Task Force representatives, meeting summaries and policy/procedure recommendations made to College Council: <http://www.marin.edu/com/ODP/BPAPTTaskForcePage.htm>
- Chapter VPs meet with Dr. Wright to review policy/procedure drafts from their chapter and suggest revisions that reflect local practice and/or College of Marin culture before BP/APs are presented to the Task Force.
- Policies and Procedures that fall under the faculty’s 10 + 1 purview go through the Academic Senate and come to the Task Force and College Council as Information Items.
- Proposed Policies/Procedures are presented to the Task Force for review and suggested revisions in meetings facilitated by Dr. Wright. Task Force representatives can take proposed policy/procedure to their constituency if additional feedback is necessary before recommending to College Council.
- Proposed policies/procedures are presented to College Council for review as a recommendation from the Task Force.
- College Council makes recommendations on proposed Board Policy and Administrative Procedure to President White
 - Policies go to Board of Trustees for adoption
 - Administrative Procedures are approved by the President and go to Board as Information Items.
- Newly adopted Board Policies and approved Administrative Procedures are posted on Board of Trustees Web Page: http://www.marin.edu/com/board_of_trustees.htm

*Definitions:

Board Policy (BP)

Board policy is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the College. It implements state and federal laws and regulations. The Board, through policy, delegates authority to and through the chief executive to administer the College. The CEO and College staff members are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the College.

Policy is best expressed in broad statements. It legally binds the District. Therefore, policy statements should be clear, succinct, and current. Policies and procedures should be accessible, useful, and up-to-date.

Administrative Procedure (AP)

Administrative procedures implement Board Policy, laws, and regulations. 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. Although procedures may be developed by the CEO, administration, faculty, and staff members, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures. Procedures do not require Board action.

Figure 1

**COLLEGE OF MARIN INSTITUTIONAL POLICY/PROCEDURE
REVIEW AND UPDATE PROCESS**

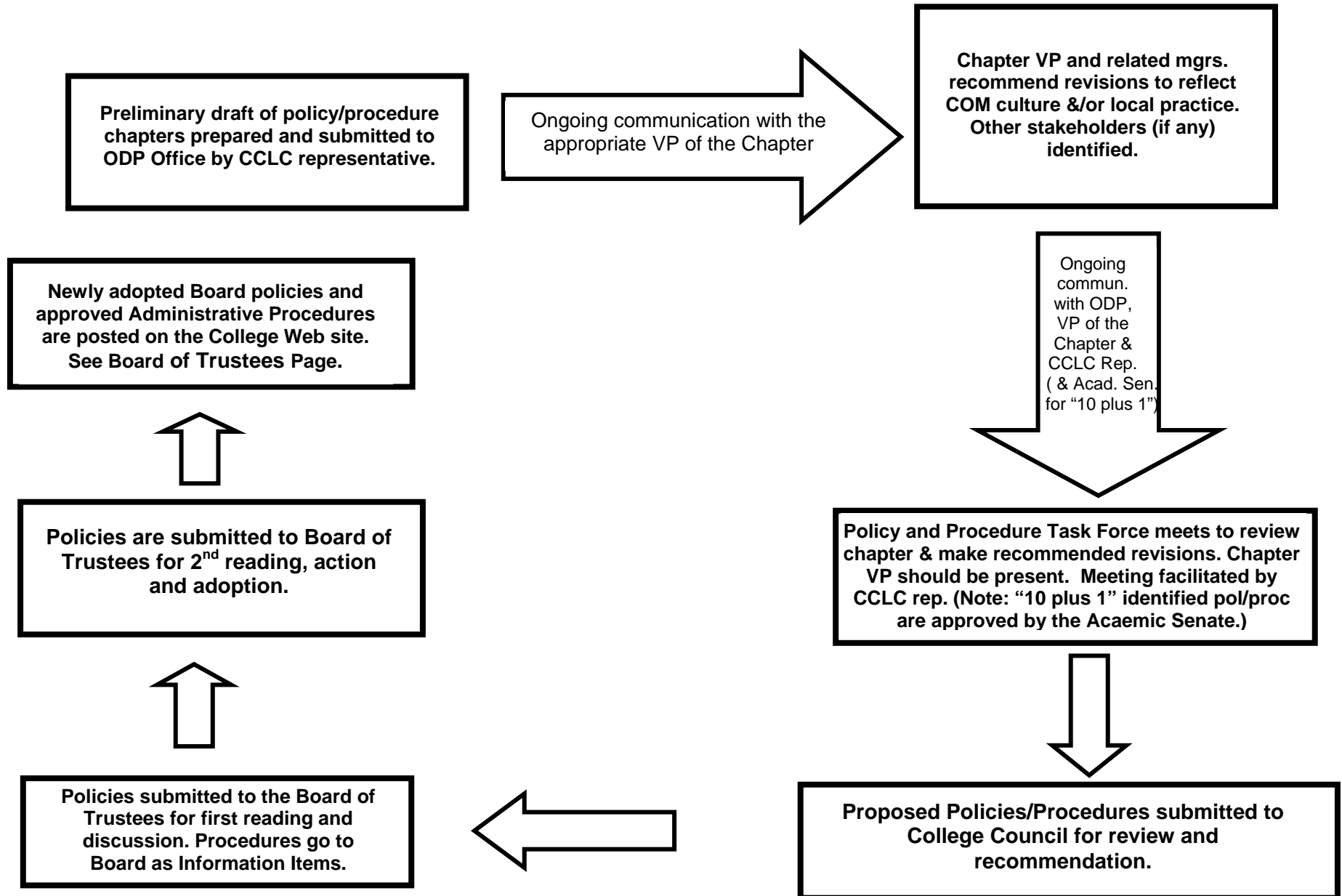


Figure 2

**COLLEGE OF MARIN BOARD-RELATED POLICY/PROCEDURES
REVIEW AND UPDATE PROCESS**

