



ADMINISTRATIVE PROCEDURE

2410

DESERT COMMUNITY COLLEGE DISTRICT

BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

Board Policies

The Board of Trustees may adopt, revise, and delete such board policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on specific issues within its subject matter jurisdiction.

Adoption, revision, or deletion will be determined by the Board upon recommendation of the Superintendent/President, based on recommendations of the Community College League of California (CCLC) or upon internal recommendation. Internal recommendation can occur at any time as a consequence of determined need or as a result of the annual policy and procedure review process. The Superintendent/President will ensure systematic review of all policies and procedures at least once in any seven year cycle, generally by reviewing one chapter of policies and procedures per year.

Administrative Procedures

Administrative procedures are to be issued by the President as statements of method to be used in implementing board policies. Such administrative procedures shall be consistent with the intent of the related board policies. Administrative procedures may be revised by the President at any time upon recommendation of the CCLC, or as need is determined, or consequent to the annual policy and procedure review process.

Regular Evaluation of Policies and Procedures

To ensure regular review of Board Policies and Administrative Procedures, the District subscribes to the Community College League of California Policy and Procedure Service, which provides bi-annual legal updates. In addition, all District Board Policies and Administrative Procedures shall undergo a comprehensive review every seven 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 Mandated legal changes to policies and/or procedures that are required by law or regulation recommended from the Community College League of California Policy and Procedure Service (bi-annual updates) with non-substantive revisions to the reference section, including updated Education Code, title 5, and accreditation standard references. (Recommendation: Category 1 updates should be integrated in one (1) reading).

Category 2 Mandated legal changes to policies and/or procedures that are required by law or regulation recommended from the Community College League of California Policy and Procedure Service (bi-annual updates) with substantive revisions, but where the College has little or no discretion to make amendments to the proposed language due to clear legal requirements.

Category 3 New policies and/or procedures that are either legally mandated or non-legal updates initiated to improve local practices, which allow for broad discretion and may require robust discussion and review.

Items in Category 1 and Category 2 will have a streamlined review process, with these Items regularly reviewed and processed within a single meeting. However, any segment of the participatory governance structure may recommend that Administrative Procedures or Board Policies undergo additional review during or at the completion of its current approval process.

Overview of Policy/Procedure Process

The following process provides an overview of the procedures for the review, preparation, and revision of Board Policies and Administrative Procedures. The Superintendent/President shall maintain an Annual Administrative Procedures and Board Policies Cycle Workflow that further identifies the District's internal processes to review, prepare, and revise Board Policies and Administrative Procedures.

1. Originator: When the Policy and Procedure Service issues updates, the Office of the President will disseminate the biannual legal updates to Responsible Offices through the area Vice President. The Responsible Office prepares a draft of the proposed new or revised Board Policy or Administrative Procedure utilizing the District approved format. New or revised Board Policies and Administrative Procedures are presented to the President's Executive Cabinet for approval to continue through the process.

2. Constituent Review: The Responsible Office distributes the new or revised policies/procedures with relevant stakeholders and collects feedback and recommendations, as appropriate, through the appropriate governance process (including the Academic Senate, Labor Units, the Educational Policies and Practices Committee, or the Associated Students). The Responsible Office may recommend amendments to the draft policies/procedures based on the feedback and formal recommendations from constituent groups.

3. Executive Cabinet Review: The Responsible Office presents the draft revisions or new policies/procedures to the Executive Cabinet for review and approval.

4. College Planning Council Review: The College Planning Council includes representatives from various District constituency groups, and serves as the final advisory body making recommendations to the Superintendent/President on new or revised policies/procedures. The Responsible Office presents the draft revisions or new policies/procedures to the College Planning Council for review and discussion. The College Planning Council may provide input and feedback to the Superintendent/President on proposed policies and procedures, and may make recommendations to the Superintendent/President. Any recommendations made by the College Planning Council shall be advisory to the Superintendent/President.

5. Adopted Policies and Procedures: The Superintendent/President shall have the authority and discretion to approve and adopt final Administrative Procedures. The Superintendent/President shall recommend Board Policies to the Board of Trustees for Board approval consistent with BP 2410.

After the Board of Trustees adopts a new, or revised Board Policy, and/or the Superintendent/President approves an Administrative Procedure, the Office of the President shall post the policy/procedure to the District's website.

Reference: Education Code Section 70902; ACCJC Accreditation Standard 4.4

Administrator: Superintendent/President

Executive Cabinet Review: 9/10/2024

College Planning Council – 1st Reading: 9/13/2024

College Planning Council – 2nd Reading: 9/27/2024

Board Review/Approval: 10/18/2024

Next Review: 10/2031