

**Mt. San Antonio Community College District
Board Policy and Administrative Procedure Review**

Chapter Assignments

Chapter	Primary Responsibility	President's Cabinet Lead	Lead Assistant	Appropriate Constituent Group
1 – The College	President/CEO	M. Garcia	C. Nelson	N/A
2 – Board of Trustees	President/CEO	M. Garcia	C. Nelson	N/A
3 – General Institution	CEO/VPHR/VPAS	M. Garcia/S. Song (T. Dave-Harris)/M. Rodrigue (S. Carter)	C. Nelson/J. Ramirez/M. Stansell	Academic Senate, CSEA units, Faculty Association
4 – Academic Affairs	VPI and VPSCE/VPSS/VPAS	K. Fowler and M. Arballo (M. Chen and T. Pearson)/M. Castro (T. Mauch)/M. Rodrigue (S. Carter)	L. Martinez and M. Cone/L. DeLeon/M. Stansell	Academic Senate, CSEA units, Faculty Association
5 – Student Services	VPSS	M. Castro (T. Mauch)	L. DeLeon	Academic Senate, CSEA units, Faculty Association
6 – Business and Fiscal Affairs	VPAS	M. Rodrigue (S. Carter)	M. Stansell	Academic Senate, CSEA units, Faculty Association
7 – Human Resources	VPHR	S. Song (T. Dave-Harris)	J. Ramirez	Academic Senate, CSEA units, Faculty Association

Seven-Year Review Cycle

Chapter 1 The College	Chapter 2 Board of Trustees	Chapter 3 General Institution	Chapter 4 Academic Affairs	Chapter 5 Student Services	Chapter 6 Business and Fiscal Affairs	Chapter 7 Human Resources	Future Accreditation Site Visits
2023-24		2024-25	2025-26	2026-27	2027-28	2028-29	2031
2030-31	2031-32	2032-33	2033-34	2034-25	2035-36	2036-37	2038

Participatory Governance Review Process

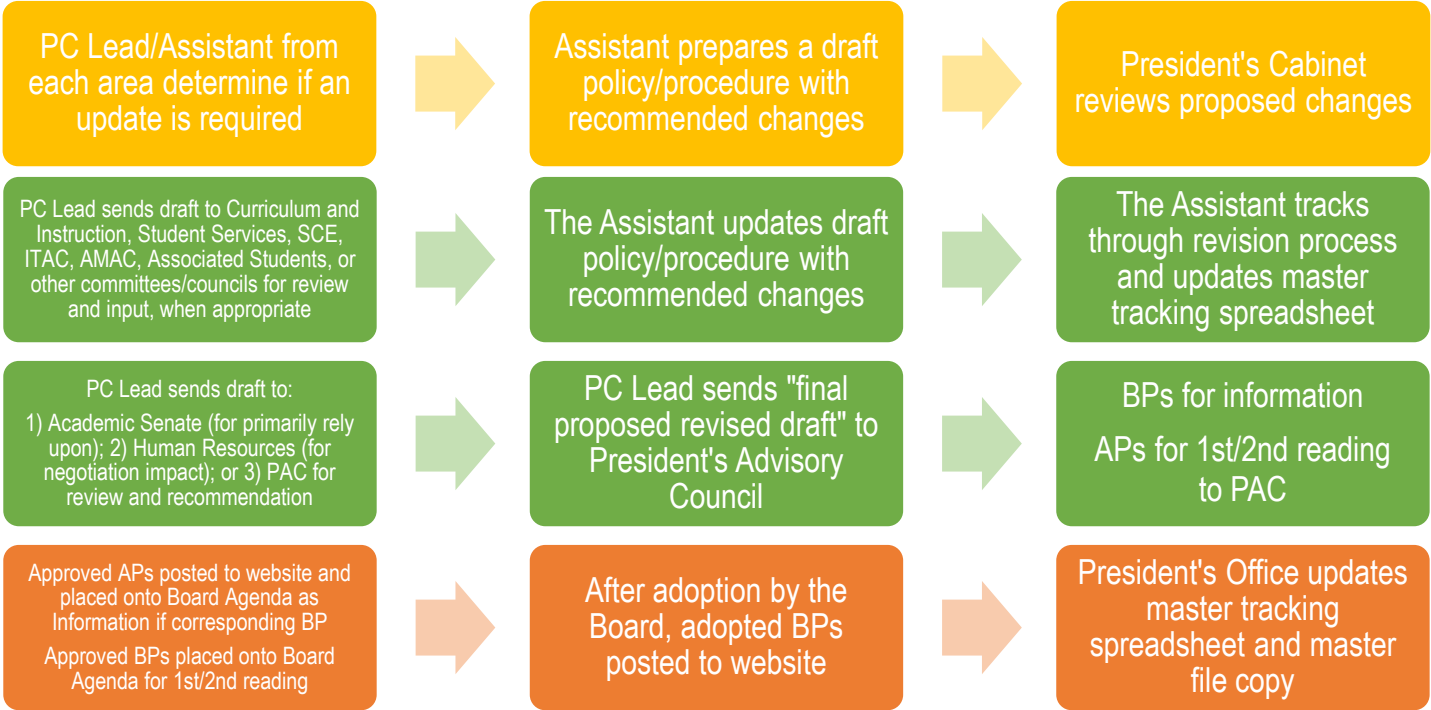
Jan	Feb	March	April	May	June	July	Aug	Sept	Check-in	Oct	Nov	Dec
				CCLC Updates Lead Assistants and PC Meet		Annual Review Process Begins				CCLC Updates Lead Assistants and PC Meet		

Goal: Review cycle to follow the Accreditation Review Cycle

Timeline: July through June, annually.

1. President's Cabinet oversees participatory governance review process; assigns BPs/APs from Chapters to be reviewed by Lead Reviewer.
2. Incorporate Community College League of California Policy and Procedure Biannual Updates into review process. Continuous review and update as necessary or applicable.
3. Incorporate changes in legislation into review process. Continuous review and update as necessary or applicable.

Board Policy and Administrative Procedure Review Annual Cycle



- Key**
- Preparation of Review
 - College Leadership Review
 - Participatory Governance Review
 - Board Review

- The President's Office is the liaison between the College and the CCLC Policy and Procedure service. The League updates are received biannually in April and October.
- The President's Office is responsible for maintaining a Master BP and AP tracking spreadsheet which will be shared monthly with the President's Advisory Council as an Information item.
- The President's Office is responsible for maintaining the master BP and AP files in OnBase.
- Per Board Policy 3255, participatory governance is defined as shared responsibility for developing and recommending policy through the collaboration of administration, faculty, staff, and students for the purpose of providing high quality programs and services at the College. Appropriate constituencies of the College shall participate in planning for the future and developing policies, regulations, and recommendations under which the College is governed and administered.
- Under Board Policy 3255, the Board of Trustees shall "primarily rely upon" the Academic Senate for recommendations regarding curriculum; degree and certificate requirements; grading policies; educational program development; standards or policies regarding student preparation and success; and policies for faculty professional development activities. The College and the faculty shall "mutually agree" on District and college governance structures, as related to faculty roles; faculty roles and involvement in the accreditation processes, including self-study and annual reports; process for program review; processes for institutional planning and budget development; and other College policy, procedure, or related matter that the College determines will have a significant impact on students.
- Regulatory or compliance changes that have an immediate impact may be approved with one reading at PAC, as determined by the College President/CEO.