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

									Check-in		
Jan	Feb	March	April	May	June	July	Aug	Sept	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

Chapter Review/ Biannual Legal Update/ Proposed Revisions

BPs uploaded to website

President's Office meets with Lead Assistant

If not part of the annual cycle, BP/APs are checked out

Approved APs uploaded to website and information item to Board if correllating BP

BPs 1st/2nd read to Board

PC Lead/Assistants determine if an update is needed

President's Cabinet review

PC/Lead Assistant ensures review through:
1) Academic Senate (primarily rely upon)
2) Human Resources (negotiation impact only)
3) President's Advisory Council

PC/Lead Assistant ensures review through committees/councils, when appropriate

PC Lead/Assistant from each area determine if an update is required

Assistant prepares a draft policy/procedure with recommended changes

President's Cabinet reviews proposed changes

PC Lead sends draft to Curriculum and Instruction, Student Services, SCE, ITAC, AMAC, Associated Students, or other committees/councils for review and input, when appropriate

The Assistant updates draft policy/procedure with recommended changes

The Assistant tracks through revision process and updates master tracking spreadsheet

PC Lead sends draft to:
1) Academic Senate (for primarily rely upon); 2) Human Resources (for negotiation impact); or 3) PAC for review and recommendation

PC Lead sends "final proposed revised draft" to President's Advisory Council

BPs for information

APs for 1st/2nd reading to PAC

Approved APs posted to website and placed onto Board Agenda as Information if corresponding BP

Approved BPs placed onto Board Agenda for 1st/2nd reading

After adoption by the Board, adopted BPs posted to website

President's Office updates master tracking spreadsheet and master file copy

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.