

## College OneDrive BP/AP Review Steps

 Receipt of ESSC email with BP or AP details, deadline, and the OneDrive edit link. Notify the constituent group of review details and establish a 6-week review timeline. 2 Use the ink in review email to allow edit access in OneDrive. 3 · Review documents: current BP or AP, PDF CCLC track changes updates (if applicable), Word version for revisiosn, and the CCLC template. 4 Complete the contituent review process, noting any suggested revisions via track changes. Note: CCLC legal language cannot be revised. 5 Complete the Review Table at the bottom of the last page of BP/AP. 6 • Email Barbara and Amber by the 6-week deadline notifying of either: > Completion, -or-> Status of review process.