



## SISC BP/AP Review Process and Procedure

### GCCCD Definitions

A Board Policy (BP) is a written statement that embodies the interest and philosophy of the Governing Board and exists to provide parameters of governance concerning a particular area or issue of the district. A majority of the Board members must approve of a Board Policy.

An Administrative Procedure (AP) is a statement of the process to be used in implementing a corresponding Board Policy. The Chancellor approves and issues Administrative Procedures.

The current GCCCD Policies and Procedures are on the district [Governing Board website](#).

### Policy and Procedure Background

The California Community Colleges is guided by a process of participatory governance, and the Board of Governors of the California Community Colleges sets policy and provides guidance. The Board may adopt regulations binding on California community college districts when required by the Legislature or to make specific laws enforced or administered by the Board.

The GCCCD subscribes to the Federally Compliant Board Policy (BP) and Administrative Procedure (AP) Program, provided by the Community College League of California (CCLC). This provides over 360 BP and AP samples that are legally required, legally advised, or suggested as good practice for governing entities. Each year, the district receives legal updates to assist in ensuring BPs and APs are current.

BPs and APs are required to be reviewed every 6 years, with a few exceptions of every 3 years. Additionally, all BPs and APs with legal updates must be reviewed and SISC can suggest technical reviews for recommended improvement outside of the review cycle.

During the SISC review process, BPs and APs are evaluated for alignment with Legislature and with GCCCD procedures – and includes recommended areas of improvement.



## **SISC BP/AP Review Process**

As a component of the SISC (Student & Institutional Success Council) [Charge](#), the Council provides guidance on assigned BPs and APs in areas within Chapter 3: General Institution, Chapter 4: Academic Affairs, and Chapter 5: Student Services.

The SISC Chair (Assoc. Vice Chancellor, Educational Support Services) determines the assigned BP/APs to be reviewed at each SISC Meeting, per 3 and 6-year review cycle deadlines, and CCLC Updates to ensure compliance. The BP/APs are listed on the agenda in various stages of review and documents are hyperlinked. SISC Members determine the appropriate constituency groups to complete initial review.

BP/APs are reviewed in SISC as a 1st Read. The SISC members determine the next step of the review process. The Chair sends BP/APs to applicable constituency groups as V1. Groups submit recommendations, via track changes, as V2. SISC Members review submitted BP/APs in 2nd Read to determine approval to move forward to DEC or continued discussion in SISC. BP/APs in the review process remain on the SISC Agenda, with a required monthly update to ensure evaluation by procedure deadlines.

BP/AP recommendations approved by SISC are submitted by the SISC Chair to DEC (District Executive Council) to determine approval for Governing Board review or return to SISC for further evaluation. BP/APs approved by DEC are submitted by the SISC Chair via Board Docs. The status of BP/APs are monitored in the BP/AP Tracking Log.



## SISC BP/AP Review Procedure

- 1 Chair maintains BP/AP Tracking Log of review cycle deadlines and CCLC Updates
- 2 Chair identifies priority of BP/APs to be reviewed annually and monthly  
Annual review goal shared at first SISC Meeting of the academic year
- 3 BP/APs will be reviewed each month, with no more than seven (7) at each meeting
- 4 BP/APs are grouped by review status and hyperlinked on the SISC agenda  
BP/APs with track changes will be posted on the SISC Intranet
- 5 1st Read of BP/APs will be conducted by SISC Members to determine next steps of review
- 6 BP/APs with legally mandated CCLC updates should generally be reviewed and approved at 1st Read to ensure timely compliance
- 7 BP/APs identified for review will be sent by Chair within one (1) week of SISC Meeting. Email to contain information regarding the deadline, review and submission process, and include V1 (Version 1) docs
- 8 Chair to note next steps of review in SISC Meeting Notes and updates Tracking Log
- 9 **All BP/AP recommended revisions will be completed in Word, via track changes**  
Document submitted with V1 changed to V2 (Version 2) in the title
- 10 **Review Deadline:** The second Monday of the month, of the second sequential meeting  
About a 10 week review (skipping one SISC Meeting and reviewed at the next meeting)
- 11 **Submission:** Groups notify Chair via email of status by the deadline: notification of no revisions or Submit V2 of the BP/AP with track changes
- 12 **Review NOT completed:** Groups notify Chair via email with a progress updated to be included on agenda and anticipated completion date
- 13 BP/APs will remain on the SISC agenda with monthly updates until review is complete
- 14 BP/APs approved at SISC are forwarded to DEC