

AAC BP/AP Periodic Review Cycle & Guidelines

“Policies and procedures provide an institutional perspective on many important issues for district leadership and governance. They also provide context for action and thoughtful decision making” (Jane Wright, Director, CCLC Policy & Procedure Services).

Background

MiraCosta regularly reviews college policies and practices to assure their effectiveness in supporting academic quality and accomplishment of the college mission. This regular review is required by California Education Code (§70902), accreditation (ACCJC Standards IV.C.7, IV.D.4, I.B.7, I.C.5), and district policy (BP 2410). MiraCosta subscribes to the Community College League of California (CCLC) Board Policy & Administrative Procedure Service to assist with this process.

The CCLC, in partnership with Liebert Cassidy Whitmore law corporation, provides MiraCosta and other subscribing districts with more than 400 legally vetted policy and procedure templates to ensure legal compliance and to address changes in law or accreditation Standards. The templates are based on federal and state statutes, regulations, and court cases as well as accreditation Standards, Attorney General Office legal opinions, and Chancellor’s Office opinions. The templates help colleges create and maintain policies and procedures that are lawful but also reflective of their respective college culture.

Definitions

Board policies (BPs) are broad, holistic statements that guide operations and set standards for the institution. The CCLC classifies them as legally required (by law, regulation, and/or accreditation), legally advised (to protect the district from potential liability), or suggested as good practice (for making effective operations). BPs represent the voice of the board of trustees and require official board adoption.

Administrative procedures (APs) create a plan of action for achieving policies. They identify processes used and related documents. The CCLC classifies them as legally required (by law, regulation, and/or accreditation), legally advised (to protect the district from potential liability), or suggested as good practice (for making effective operations). APs are the responsibility of the superintendent/president and do not require board action.

BP/AP Updates

The CCLC provides subscribing districts with legal updates twice a year (spring and fall) to assist them in ensuring their board policies and administrative procedures reflect current laws and statutes. Each update reflects new statutes and regulations, legal opinions, and questions from subscribers. Additionally, the service has committed to biannual updates of the templates to integrate “diversity, equity, inclusion, and accessibility issues into these reviews” (*Overview, CCLC Legal Update #39, October 2021*).

BP/AP Review

The sole purpose of periodic review is to ensure MiraCosta's policies and procedures are aligned with current laws, statutes, and local processes.

1. Begin with a Word version of the policy and/or procedure and review it for any errors in local process. If necessary, check with those who are most familiar with and responsible for the process to ensure its accuracy.

Note: The CCLC recommends codifying detailed plans of action for achieving policy in handbooks and manuals rather than in APs when possible; APs can instead lead the reader to where more information can be found. The service also suggests not including information that changes frequently in BPs/APs, such as URLs.

2. Using tracked changes, modify the policy/procedure to correct errors. If helpful to reviewers, note the source of the corrections.
3. Check if any CCLC updates have been made to the policy and/or procedure since the last periodic review.
4. Using tracked changes, add any CCLC updates, noting if they are legally required, legally advised, or recommended.

Note: The CCLC recommends **not** changing its template language unless the template clearly invites districts to insert their own descriptions. The language is carefully written and reviewed by legal counsel, and "portions of templates often repeat applicable statutes and/or regulations," so "changes that affect the meaning and additions that add further constraints should be reviewed by local district counsel."

5. Using the equity lens schematic (p. 4), review the policy/procedure in terms of its intended stakeholders, purpose, and equitable impact.

AAC Periodic Review Work Groups

1. Each work group is given a Word document of each district BP/AP assigned to them and the current CCLC template if any updates have been made since the last periodic review.
2. If the work group recommends revisions, they provide a draft of the revised document to the senior curriculum and accreditation analyst for review (for consistency with district standards, unintentional errors, etc.).
3. The senior curriculum and accreditation analyst notifies the AAC chair of any suggested edits or identified inconsistencies. The AAC chair and work group review the suggestions and make any changes they deem appropriate to the draft document prior to its placement on the AAC agenda.
4. The senior curriculum and accreditation analyst submits all periodically reviewed and approved policies and procedures into the Portal for routing. BPs/APs with no recommended changes are fast-tracked to the College Council; those with AAC-approved updates are routed to the Academic Senate for review.

Board Policy/Administrative Procedure	Last Periodic Review	Next Periodic Review (Spring)	Last CCLC Recommendation
BP/AP 3710 Securing of Copyright	BP/AP 2022	2025	2005
AP 3750 Use of Copyrighted Material	2020	2023	2004
BP/AP 4010 Academic Calendar	BP/AP 2021	2024	2000/2021
AP 4021 Program Discontinuance (<i>w/CPC</i>)	2022	2025	2015
AP 4026 Philosophy and Criteria for International Education (<i>w/CPC</i>)	2021	2024	2003
BP 4030 Academic Freedom	2021	2024	2014
BP/AP 4040 Library & Other Instructional Support Services	BP/AP 2020	2023	2014
AP 4072 Opening Class Sessions to the Public/Visitors to the Classroom	2021	2024	<i>unique to MCC</i>
AP 4103 Experiential Education	2022	2025	Spring 2018
AP 4104 Contract Education	2020	2023	2000
BP/AP 4220 Standards of Scholarship (<i>w/CPC</i>)	BP/AP 2022	2025	Spring 2020
BP/AP 4230 Grading and Academic Record Symbols	BP/AP 2022	2025	Fall 2021
BP/AP 4231 Grade Changes	BP/AP 2022	2025	2008
AP 4232 Pass/No Pass	2020	2023	2008
BP*/AP 4235 Credit for Prior Learning	BP/AP 2022	2025	Fall 2021
AP 4236 Advanced Placement Credit	2022	2025	Fall 2021
BP/AP 4240 Academic Renewal	BP/AP 2022	2025	2008/2009
BP/AP 4250 Probation, Dismissal, Readmission, and Disqualification	BP 2018/AP 2021	2024	Spring 2021
AP 4255 Disqualification, Dismissal, and Readmission	2022	2025	2013
BP/AP 4300 Field Trips and Excursions	BP/AP 2021	2024	2017
BP/AP 4400 Fee-Based Community Services Programs	BP/AP 2020	2023	Spring 2020
BP/AP 5055 Student Enrollment Limitations & Priorities	BP/AP 2022	2025	2003/Spring 2020
AP 5070 Attendance Accounting	2021	2024	2000
AP 5075 Course Adds and Drops	2022	2025	Spring 2018
BP/AP 5500 Standards of Student Conduct	BP/AP 2020	2023	Fall 2020
BP/AP 5505 Academic Integrity/Academic Dishonesty	BP/AP 2020	2023	<i>unique to MCC</i>
AP 5520 Student Conduct Procedures	2020	2023	Spring 2022
AP 5530 Student Rights and Grievances	2021	2024	Fall 2021

*Legally required every 3 years.

Applying an Equity Lens to Policies & Procedures

1



STAKEHOLDERS

Who is this for?

- Students?
- Employees?
- Community?

2



PURPOSE

What is this doing or what is this supposed to be doing?

3



EQUITABLE IMPACT

- Consider barriers that may disadvantage groups.
- Consider the barriers that exist from this.
- Consider outcomes and other data.

[MiraCosta Dashboards](#)

5



RECOMMENDATION

1. Keep?
 - a. Can it be more accessible?
 - b. Should it live elsewhere?
2. Change?
 - a. Repeat steps 1–5.

4



REQUIREMENT

Does some governing body (ACCJC, CCCCC, MiraCosta CCD, USDOE), Title 5, or government code require the college to have this?



Additional Resources:

[Governance Manual](#)

[Board Policy 2410—Board Policies/Administrative Procedures](#)

[Administrative Procedure 2410—Board Policies/Administrative Procedures](#)

Adapted by MiraCosta College; original created by Sacramento City College (Los Rios District).