

## CPC 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.

## **CPC Periodic Review Task Forces**

1. Each task force 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 task force 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 CPC chair of any suggested edits or identified inconsistencies. The CPC chair and task force review the suggestions and make any changes they deem appropriate to the draft document prior to its placement on the CPC 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 CPC-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 4020 Program and Curriculum Development	S22 (BP & AP)	2024	S21 (BP & AP)
AP 4021 Program Discontinuance (w/ AAC)	S22	2024	SP15
AP 4022 Course Approval Process	S22	2024	SP20
BP/AP 4025 Philosophy and Criteria for Associate Degrees and General Education	F15 (BP)/S21 (AP)	<b>2023</b>	F14 (BP & AP)
BP/AP 4025B Philosophy and Criteria for Baccalaureate Degree and General Education	S16 (BP)/S21 (AP)	<b>2023</b>	N/A (local)
AP 4026 Philosophy and Criteria for International Education (w/ AAC)	S21	<b>2023</b>	SP03
BP/AP 4050 Articulation	S16 (BP)/S21 (AP)	<b>2023</b>	F14 (BP)/SP17 (AP)
BP 4070 Course Auditing	S22	2024	F15
BP/AP 4100 Graduation Requirements for Degrees and Certificates	F15 (BP)/S21 (AP)	<b>2023</b>	F18 (BP)/ <b>S22</b> (AP)
BP/AP 4100B Graduation Requirements for Baccalaureate Degree and General Education	F18 (BP)/S21 (AP)	<b>2023</b>	N/A (local)
BP/AP 4100C Graduation Requirements for Adult High School Diploma and Noncredit Certificates	S22 (BP & AP)	2024	N/A (local)
AP 4101 Directed Studies	S21	<b>2023</b>	SP08
AP 4102 Career and Technical Education (w/ IPRC)	S22	2024	F15
AP 4105 Distance Education	S22	2024	F21
BP 4106 Post Baccalaureate Nursing Students	S22	2024	SP21
BP/AP 4220 Standards of Scholarship (w/ AAC)	S22 (BP & AP)	2024	SP20 (BP & AP)
AP 4222 Developmental Coursework	S22	2024	F18
BP/AP 4225 Course Repetition	S22 (BP & AP)	2024	F16 (BP)/SP18 (AP)
BP/AP 4260 Prerequisites and Corequisites	F15 (BP)/S21 (AP)	<b>2023</b>	SP08 (BP)/ SP20 (AP)
AP 5031 Instructional Materials	S21	<b>2023</b>	F12
BP/AP 5052 Student Open Enrollment	S22 (BP & AP)	2024	SP14 (BP)/F03 (AP)

# Applying an Equity Lens to Policies & Procedures

