

BP/AP Change Management

This site contains a document change management system to manage the creation or revision of **Board Policies (BPs)** and

Administrative Procedures (APs):

- All BP/APs have an approval routing. BP/APs are either governance or operational. If governance, that means a governance committee (AAC, BPC, C&P, OAC, IPRC, SSC), or a combination of governance committees, owns the document. If operational, it means a division (VPBAS, VPI, VPSS, S/P) owns the document.
- All governance routings leave the committee and proceed to a council (AS, Admin, ASG, CSC), or a combination of councils, for approval.
- Operational routings do not go to councils.
- All BPs/APs then proceed to College Council for approval. BPs continue on to Board of Trustees for final approval. APs receive final approval in College Council.
- Please review and apply an equity lens to policies and procedures with [this helpful guide](#).

[Submit BP/AP Change Request](#)


Contact Details

- ☐ Julie Bollerud
Executive Assistant to Superintendent/President

Links

- [BPs/APs \(Public Site\)](#)
- [Approved and Published Requests](#)
- [Archived Requests \(requiring revision\)](#)
- [Active Requests Grouped by Stage](#)
- [Approvals in Progress](#)
- [Approvals Completed by Approval Type](#)
- [Approvals Completed by Request Title](#)
- [Approvals Completed by Assigned To](#)

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Resources

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✓	📄	Name	Modified	Modified By
	📄	BP-AP_change-mgmt	... February 18, 2015	☐ Chad Woolley
	📄	DCMS_11Feb15	... February 18, 2015	☐ Chad Woolley
	📄	DCS_27Feb15	... March 2, 2015	☐ Chad Woolley
	📄	example_cover-sheet	... February 26, 2015	☐ Chad Woolley
	📄	User Training - the Process	... September 22, 2015	☐ Chad Woolley

Drag files here to upload

My Active Change Requests

[+ new item](#)

✓	📄	Title	Number	Status	Stage	Committee(s)	Council(s)	Created By	Created
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Category : **AP** (19)

Category : **BP** (13)

All Active Change Requests

[+ new item](#)

✓	📄	Title	Number	Stage	Committee(s)	Council(s)	Created By	Created	Modified By	Modified
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Count= 45

Category : (2)

Category : **AP** (26)

Category : **BP** (17)

Active Approvals by Assigned To

✓	📄	Approval Type	Related Content	Assigned To	Created	Created By	Modified	Status	Outcome
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Assigned To : ☐ **ASG President** (1)

Assigned To : ☐ **Carl Banks Jr** (1)

Assigned To : ☐ **Debby Adler** (1)

Assigned To : ☐ **Julie Bollerud** (29)

Assigned To : ☐ **Mana Tadayon** (1)

Assigned To : ☐ **Scott Conrad** (7)

Active Approvals by Type

✓	Edit	Related Content	Assigned To	Created	Outcome	Status	% Complete	Approver Comments
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Approval Type : **Request College Council approval** (29)

The Process (4 min.)

The Process (4 min.)



Viewing Workflow Change: Click the 1st drop-down and select **Advanced** in order to view **Workflow history**

Submitting Requests / Viewing Workflow (6 min.)

‣ Approval Type : Request Admin Council approval (6)
‣ Approval Type : Request AS Council approval (1)
‣ Approval Type : Request AS/Admin/ASG/CSC Council approval (3)
‣ Approval Type : Request ASG Council approval (1)

Active Approvals by Change Request

✓	Edit	Approval Type	Created	Assigned To	Outcome	Status	% Complete	Approver Comments
‣ Related Content : Academic Renewal (2)								
‣ Related Content : AP 3280 Grants (1)								
‣ Related Content : AP 3520 Local Law Enforcement (1)								
‣ Related Content : AP 4500 (1)								
‣ Related Content : AP 5700 Athletics (1)								
‣ Related Content : AP 6306 Equipment Replacement (1)								
‣ Related Content : AP 6740 Independent Citizens' Bond Oversight Committee (1)								
‣ Related Content : BP 3200 Accreditation (1)								
‣ Related Content : BP 3280 Grants (1)								
‣ Related Content : BP 3570 Tobacco-Smoke-Vapor-Free Campus (3)								
‣ Related Content : BP 5700 Athletics (1)								
‣ Related Content : BP 6450 Mobile Communication Devices (1)								
‣ Related Content : BP 6740 Independent Citizens' Bond Oversight Committee (1)								
‣ Related Content : BP 7400 (1)								
‣ Related Content : Course Adds and Drops (1)								
‣ Related Content : Course Approval Process (1)								
‣ Related Content : Course Auditing (1)								
‣ Related Content : Credit for Prior Learning (2)								
‣ Related Content : Dismissal, Disqualification, Readmission (1)								
‣ Related Content : Distance Education (1)								
‣ Related Content : Experiential Education (1)								
‣ Related Content : Grade Changes (2)								
‣ Related Content : Grading and Academic Record Symbols (1)								
‣ Related Content : Graduation Requirements for Adult HS Diploma & Noncredit Certs (2)								
‣ Related Content : Post Baccalaureate Nursing Students (1)								
‣ Related Content : Program and Curriculum Development (2)								

BP/AP Change Management

- User Training -

Online Form and Workflow

Change

Viewing Workflow Change:

Click the 1st drop-down and select Advanced in order to view Workflow history

Approving Requests (6 min.)

Approving Requests (6 min.)

BP/AP Change Management

- Approver Training -

How to Approve Change Requests