A. Purpose

The purpose of this administrative procedure is to detail how policies and procedures are developed and approved to support the governance system at MiraCosta College.

B. Scope

This procedure applies to all governance and operational policies, procedures, and other related documents handled by the governance system, as defined in Administrative Procedure 2510.

C. Definitions

1. Board Policies (BPs)

Broad, holistic statements that guide operations and set standards for the institution. They are classified 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.

2. Administrative Procedures (APs)

Create a plan of action for achieving policies. They identify processes used and related documents. They are classified 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.

3. Minor Change

An administrative change that can be made directly by the College Council to ensure currency and compliance with state and federal laws and

Effective Date:	1/20/09, 3/8/11, 5/12/15, 8/26/21
Reference Update:	11/14, 1/15
References:	Education Code §70902 ACCJC Accreditation Standards I.B.7, I.C.5, and IV.C.7, IV.D.4 MiraCosta College Governance Manual
CCLC Update:	#25, 11/14
Steering:	CC / All

consistency with other BPs, APs, district policies and regulations, and legal guidelines. A minor change has no material impact on the intended scope, purpose, or function of a policy or procedure.

4. Major Change

   Any change to a policy or procedure that originates through the document's defined routing.

5. Controlling Language

   The language used in writing and revising policy and procedure documents that controls the level of commitment, procedure, and/or outcome.

   a. Language such as should, might, may, normally indicates some flexibility in a commitment, process, or outcome.

   b. Language such as shall, will, must indicates strict adherence to the commitment, process, or outcome.

D. Document Routing

1. College Council determines the appropriate routing of all issues (governance operational) that leads to the creation or revision of BPs and APs, as described in AP 2510.

2. Current routings are maintained on the College Council website.

3. Any employee or student may submit an agenda request form to the College Council (via the executive assistant to the superintendent/ president) to route or re-route a new or existing BP or AP. Board members submit their requests directly to the superintendent/president.

E. Creation, Review, and Revision of BPs and APs

1. The Board of Trustees and superintendent/president regularly review board policies to ensure currency and compliance with state and federal laws.

2. The superintendent/president is responsible, through the collegial participation described in AP 2510, for crafting administrative procedures that conform to board policies.

3. Any employee or student may initiate a review of an existing BP or AP or request development of a new BP or AP by submitting an agenda request to the representative committee, districtwide committee, district advisory, or working conditions committee to which the BP or AP has been routed.

4. The College Council reviews all BP and AP revisions.

    a. After College Council reviews a new or revised BP or AP, the Office of the Superintendent/President formats it for consistency.

    b. The superintendent/president approves new and revised APs after the College Council review.

    c. Whenever possible, new or revised BPs are accompanied by any related APs to ensure continued consistency between BPs and APs.

    d. The superintendent/president submits all new or revised BPs to the board for a first reading prior to the second (adoption) reading.

5. The Office of the Superintendent/President notes the date of board approval for all BPs and the date of College Council review for all APs before posting the documents on the district's website.

F. Reconciliation of Revisions During Routing

1. When the College Council routes a policy, procedure, or issue to a representative committee, the committee considers the matter and takes appropriate action.

2. Committees forward their recommendations to the appropriate representative committees, as determined by the College Council.

3. When a recommendation is approved by all committees to which it was routed and the College Council, the matter goes forward to the superintendent/president for action or for referral to the Board of Trustees, if appropriate, for approval as noted above.

4. Single Committee Process

    a. Nonacademic and professional matters as defined in BP 2510

        1) When a recommendation is not approved by the only committee to which it was routed, the committee returns the recommendation to the committee with suggestions for modification and a timeline for completion. The committee considers the suggestions for amending the recommendation and then either sends a modified recommendation to the committee or meets with committee members to reach agreement on a modified recommendation.

        2) If the committee declines to modify the recommendation or the process stalls, the council consults with the superintendent/president and sets a new deadline for a revised recommendation to be returned to the council for action. If the modified recommendation is not approved by the council, the recommendation fails.

b. Academic and Professional Matters as Defined in BP 2510

1) When the Academic Senate sends a recommendation and suggestions for modification back to the committee and the committee declines to modify the recommendation, or the modified recommendation is not accepted by the Academic Senate, the Academic Senate may modify the recommendation before approving it.

2) When the Academic Senate does not approve a modified recommendation, the recommendation fails.

5. Multiple Committees Process

a. When a committee recommendation is not approved by all committees to which it was routed, the opposing committees or council returns the recommendation to the committees to which it was routed with suggestions for modification. The committee, and any committee to which the recommendation was routed, may request a meeting with appropriate representatives to reach agreement on a modified recommendation.

b. This process must be completed in a defined period of time determined by mutual agreement among the disapproving committees.

c. If the process stalls, affected committees consult with the superintendent/president and set a new deadline for a revised recommendation to be brought forward to the.

If the modified recommendation is not approved by all committees to which it was routed, the recommendations of all the committees involved are forwarded to the superintendent/president.

d. The superintendent/president may request a meeting with all the involved committee presidents, refer the issue back to the original committee, deny the proposals, or move one of the proposals forward to action or to the Board of Trustees for final approval. When the superintendent/president denies a proposal, they provide the relevant committee(s) with a written rationale for that decision.

6. Operational Matters

a. Operational matters that are not routed to a representative committee are assigned to the appropriate person, persons, or committee for action.

b. Operational recommendations rejected by the superintendent/ president are returned to the originating committee or person for modification or for consultation with the superintendent/president.

c. If no agreement is reached on a modified recommendation, the matter fails.