

# COLLEGE OF --- MARIN

## BOARD POLICIES & ADMINISTRATIVE PROCEDURES: Process Overview and 2022 Goals



College Council  
Micõl Benét, Executive Assistant II  
September 15, 2022

# Agenda

- ❑ Why do we have Board Policies and Administrative Procedures?
- ❑ What is the difference between Board Policies and Administrative Procedures?
- ❑ What is participatory governance?
- ❑ What is the scope of the “10+1” Board Policies and Administrative Procedures?
- ❑ How are Board Policies and Administrative Procedures developed, reviewed, and updated?

# Why do we have Board Policies and Administrative Procedures?

- ▶ All of the District's activities are guided by our mission and values.
- ▶ The Educational Master Plan sets forth the District's focus areas and goals in support of the mission and values.
- ▶ The Strategic Plan, in turn, sets forth specific objectives, action steps, and performance indicators.
- ▶ Board Policies and Administrative Procedures articulate the goals, practices, and operations of the District to govern operations and ensure consistency and continuity.
- ▶ In addition, we have guidelines, handbooks, and internal processes and protocols, written and unwritten, that govern day-to-day operations.

# What is the difference between Board Policies and Administrative Procedures?

- ▶ **Board Policy** is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District.
- ▶ It implements federal and state laws and regulations.
- ▶ The Board, through policy, delegates authority to and through the Superintendent/President to administer the District.
- ▶ The Superintendent/President and District employees are responsible to reasonably interpret Board Policy as well as other relevant laws and regulations that govern the District.

# What is the difference between Board Policies and Administrative Procedures?

- ▶ Administrative Procedures implement Board policy, as well as State and Federal laws and regulations.
- ▶ They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, accreditation standards, and standards of practice.
- ▶ Although procedures may be developed by the Superintendent/President, managers, faculty, and staff members, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures.
- ▶ Not all Board Policies have a related Administrative Procedure.

# What is the difference between Board Policies and Administrative Procedures?

## Board Policies

- ▶ **Establish the what** - define goals and practices
- ▶ Represent the voice of the Board
- ▶ The responsibility of the Board
- ▶ Require Board approval
- ▶ Delegate authority
- ▶ Best expressed in broad statements
- ▶ Should be clear and succinct
- ▶ Should not require frequent updates or changes, absent changes in law, regulations, or the goals and mission of the District

## Administrative Procedures

- ▶ **Establish the how** - address implementation of goals and practices
- ▶ Do not require Board action
- ▶ The responsibility of the CEO
- ▶ Should include sufficient detail to be implemented appropriately
- ▶ Should be clear
- ▶ Should be updated as-needed to remain current under applicable law, regulations, best practices, and the District's organizational structure

# What is participatory governance?

- ▶ The College of Marin Participatory Governance System is guided by the California Educational Code as specified in Section 70901(b)(1)(E).
- ▶ An *effective* participatory governance system is required to meet accreditation standards.
- ▶ The College of Marin Participatory Governance System aspires to practice transparency in decision-making.
- ▶ Participatory governance provides a structure for constituent groups to participate effectively in the District's governance.
- ▶ The District's constituent groups include: the Board of Trustees, President's Cabinet, Academic Senate, Classified Senate, and the Associated Students of College of Marin (ASCOM).

# What is the scope of “10+1” Board Policies and Administrative Procedures?

- ▶ Under the California Code of Regulations, Title 5, section 53200, the Academic Senate “is to make recommendations to the administration of a college and to the governing board of a district with respect to *academic and professional matters.*”
- ▶ Pursuant to Title 5, section 53200, and [Board Policy 3260](#), the District has agreed to “rely primarily on the advice and judgment of the Academic Senate” in these 10 “academic and professional matters.” For the “+1” matters, the District and Academic Senate will mutually agree.

See [Board Policy 3260](#) and [Administrative Procedure 3260](#)



# What is the scope of “10+1” Board Policies and Administrative Procedures?

- ▶ (1) curriculum, including establishing prerequisites and placing courses within disciplines;
- ▶ (2) degree and certificate requirements;
- ▶ (3) grading policies;
- ▶ (4) educational program development;
- ▶ (5) standards or policies regarding student preparation and success;
- ▶ (6) district and college governance structures, as related to faculty roles;
- ▶ (7) faculty roles and involvement in accreditation processes, including self-study and annual reports;
- ▶ (8) policies for faculty professional development activities;
- ▶ (9) processes for program review;
- ▶ (10) processes for institutional planning and budget development; and
- ▶ (11) *other academic and professional matters as are mutually agreed upon between the governing board and the Academic Senate.*



# What is the scope of “10+1” Board Policies and Administrative Procedures?

- ▶ The District tracks identifies “10+1” Board Policies and Administrative Procedures internally.
- ▶ Excerpt of the tracking document:

**Marin Community College District  
Board Policies/Administrative Procedures Index**

2/01/2022

BP 4230	Grading and Academic Record <u>Symbols</u> (10 + 1)	6/19/2018	2023
AP 4230	Grading and Academic Record Symbols (10 + 1)	5/15/2018	2023
BP 4231	Grade <u>Changes</u> (10 + 1)	6/19/2018	2023
AP 4231	Grade Changes (10 + 1)	5/11/2021	2027
AP 4232	Pass/No Pass (10 + 1)	5/15/2018	2023
BP 4235	Credit by Examination (10 + 1)	4/13/2021	2027
AP 4235	Credit by Examination (10 + 1)	12/15/2020	2026
BP 4240	Academic <u>Renewal</u> (10 + 1)	3/18/2008 *	Due for review
AP 4240	Academic Renewal (10 + 1)	7/21/2015	2021
<b>BP 4250</b>	<b>Academic Probation, Dismissal, and Readmission (10 + 1)</b>	<b>AS review 1-27-2022</b>	<b>CCLC 38</b>
AP 4250	Probation (10 + 1)	AS review 9/2021	CCLC 38

# How are Board Policies and Administrative Procedures reviewed, updated, and developed?

- ▶ Board Policy and Administrative Procedure changes may be initiated in various ways:
  - ▶ Community College League of California's Policy & Procedure Subscription Service (legally required, legally advised, and best practices updates)
  - ▶ Manager-generated revisions/additions
  - ▶ Academic Senate-generated revisions/additions
  - ▶ Classified Senate-generated revisions/additions
  - ▶ ASCOM-generated revisions/additions
  - ▶ Board Policy Committee-initiated revisions/additions

# Required versus Recommended versus Optional

What is the difference between legally required, legally advised, and optional revisions by the CCLC?

- **Legally required** edits to a policy or procedure need to be made for the community college's practices to conform with Federal and State laws/regulations, recent legislation, amendments to code, and updated ACCJC requirements.
- **Legally advised** edits to a policy or procedure need to be made for the community college to conform with best practices based on case law and litigation to protect the District from liability.
- **Optional** recommended language changes to policies and procedures are typically best practices but need not be adopted.

# How to make edits in Word Documents

Please **do not** use Track Changes in Word Documents for your recommended revisions. Please use your assigned **color** to make updates and use “~~strikethrough~~” for language you wish to delete and “underline” for language you wish to add.

Assigned colors are indicated in the top right corner of the BP or AP to be reviewed. The date the document was sent to the constituent for review is also included. Where no date is included, the constituent is the next reviewer.

For review purposes this system is far more efficient for reviewing any updates recommended by constituents.

Example:

**CCLC 39** adds a legal citation to reflect an amendment to Title 10 of the U.S. Code regarding the disclosure of student information to the military for recruitment purposes. CCLC 40 updates were approved in May 2022. Mici B. 8-26-2022  
To Jon H. 8-30-2022  
To ASC/AS

# Goals for 2022-2023:

## Policy and Procedure Legal Updates

### *Effective Review Process Aligned with Goals*

- ▶ Constituents are asked to provide any revisions to BP/APs with CCLC *required or advised legal updates* within 30 days of receipt.
- ▶ The Administration will prioritize policies and procedures with *required or advised legal updates*.
- ▶ Constituents can initiate administrative procedure revisions at any time.
- ▶ Approved updated BP/APs are posted online.
- ▶ **Prioritizing BP/APs:**
  - ▶ BP/APs with required or advised legal updates;
  - ▶ BP/APs due for review, as part of the regular review cycle, related to accreditation;
  - ▶ BP/APs due for review, as part of the regular review cycle, that are longest overdue; and
  - ▶ Remaining BP/APs due for review, as part of the regular review cycle, in chronological order.

Let's keep up  
the momentum!