

# AP 2411 Administrative Procedures

## Reference:

***Education Code Section 70902 Board Policies 2410, 2510, 2515, 2520***

## Definitions

**Originator:** The creator (person, group, or organization) of the proposed new or suggested revised Administrative Procedure (AP).

**Technical Change:** An update for compliance with legal statutory reference requirements or conformity with Community College League of California (CCLC) Policy & Procedure Update Service, or minor revisions for clarification purposes that do not change the intent of the associated policy or procedure.

**Substantive Change:** A major revision that changes the meaning, adds, or deletes substantial information contained in the AP or associated BP.

**District Chancellor's Consultation Council (DCCC):** Required for all new or proposed revisions to APs.

**District Council on Student Learning (DCSL) Review:** Required for Chapters 4 and 5 APs.

**District Council on Administrative Services (DCAS):** Required for Chapter 6 APs.

**District Council on Human Resources (DCHR):** Required for Chapter 7 APs.

## Preparation, Revision, and Review of Administrative Procedures

- 1. Originator:** The originator prepares a draft of the proposed new or revised AP utilizing the District AP format, and forwards the recommendation to the Chancellor.
- 2. Chapters 4 through 7:** After review, the Chancellor separates them into five categories: Technical Change, DCCC Review, DCSL, DCAS, or DCHR Review.
- 3. Chancellor/Cabinet Review:** Following committee review, the Chancellor again reviews the recommendation for format and consistency with existing district policies, regulations, and CCLC guidelines. The Chancellor returns the AP to the originator for revision or review of legal implications, or forwards it to Chancellor's Cabinet for review.
- 4. Technical Changes:** Revisions that are technical in nature are not subject to the DCSL, DCAS, or DCHR review process. Technical revisions shall be sent directly to the Chancellor. However, they are subject to a one-time DCCC review.
- 5. Committee Review:** Procedures that are new or have substantive changes are submitted by the Chancellor to the appropriate committee (DCCC, DCSL, DCAS, or DCHR) for review.

Committee members will share/distribute the AP with their constituent groups for review and comment. Any comments received by committee members are to be forwarded to the Originator and copied to all DCCC, DCSL, DCAS, or DCHR members prior to the next meeting. On items where the issue applies only to the Board of Trustees, such as terms of office, DCCC review may be for information only.

The Originator incorporates constituent group recommendations or comments into the AP and submits them for a second review at the next scheduled meeting. Those revisions are once again distributed by committee members to constituent groups for review. Any additional comments are to

be sent to the Originator and copied to all committee members prior to the next DCCC, DCSL, DCAS, or DCHR meeting.

After constituency consultation and collegial review by appropriate committees, the Stakeholder presents the AP for final review to DCCC, DCSL, DCAS, or DCHR. APs reviewed and finalized in DTRW, DCSL, DCAS, or DCHR are then sent to DCCC for final review before going to the Chancellor.

**6. Approve/Issue:** Once DCCC has approved the final review, APs are forwarded to the Chancellor with comments and/or recommendations and APs are then issued by the Chancellor.

**7. Approved APs:** After the Chancellor issues a procedure, the Chancellor's Office distributes and posts the AP to the District website. [www.vcccd.edu](http://www.vcccd.edu)

**8. Formatting:** Revisions to procedures will reflect proposed additions or deletions by underline or strike-through.

Adopted: March 10, 2009  
Revised: \_\_\_\_\_