

TO: Gayle
 From: Margaret

Policies/Procedures Needed as Evidence in Support of Accreditation Standards

Prepared by Dr. Andreea Serban, Vice Chancellor of Educational Services & Technology and Lynne Thissell
 Executive Assistant to the Vice Chancellor of Educational Services & Technology

February 3, 2012

Discussed with the Board Accreditation Committee on February 7, 2012 and the Board at the study session on

accreditation on February 8, 2012

Updated 4-23-2012

This document was prepared using as a starting base a document developed by the Community College League of California (CCLC) in June 2011. This list does not contain all required board policies and administrative procedures. This document only contains the board policies and administrative procedures that CCLC indicated as the minimum ones needed in response to the accreditation standards. There are other board policies and administrative procedures needed to meet legal and statutory requirements or needed to clarify locally adopted processes and procedures. Those are not the scope of this document.

Please note that this is a work in progress and additional policies and procedures may be identified as the work on the development of the colleges' institutional self evaluations for re-affirmation of accreditation are evolving through iterations of drafts.

Summary – Updated as of 4-23-2012

Accreditation standard	# of board policies that currently do not exist that need to be developed	# of administrative procedures that currently do not exist that need to be developed
Standard I	1 – BP 3250 Institutional Planning was developed and approved at the 3-21-2012 BOT meeting	1 developed
Standard II	0	6
Standard III	1	7
Standard IV	4 – BP 2200 Board Authority, Responsibility and Duties; BP 2510 Participation in Local Decision Making; and BP 3200 Accreditation were developed and approved at the 3-21-2012 BOT meeting. BP 2740 New Trustee Orientation was developed and approved by the Board on 2-8-2012. A policy on the Board education of all Board members is still needed.	6 – One of these procedures, AP 2410 Board Policies and Administrative Procedures was developed and ratified by the Board at the 3-21-2012 BOT meeting.
TOTAL	6 – Two of the 6 policies are still to be developed as of 4-23-2012: Board Policy 3050 Institutional Code of Ethics and Board policy on Board education	20 - 19 of the 20 policies are still to be developed as of 3-20-2012

Board Policy 2410 Policy and Administrative Procedure states that policies and procedures should be reviewed and revised, as needed, every other year. While reviewing all policies and procedures within an ongoing two-year cycle is practically difficult to achieve, a reasonable and feasible ongoing cycle and schedule for revising board policies and administrative procedures needs to be established and implemented. The revised version of BP 2410 which was approved at the 3-21-2012 BOT meeting has now set a cycle of four years for the review and revision of all current Board policies and administrative procedures.

Accreditation Standard I	CCLC Policy/Procedure #, Title and Accreditation Standard it supports	CCCD Policy/Procedure #	Status at CCCD
Standard I	Board Policy 1200 District Mission	BP 1200	August 2010
Standard I.B	Board Policy 3250 Institutional Planning		BP 3250 Institutional Planning was developed and approved at the 3-21-2012 BOT meeting
Standard I.B	Administrative Procedure 3250 Institutional Planning		Need to develop
Accreditation Standard II			
Standard II.A	Administrative Procedure 4020 Program & Curriculum Development		Board Policy BP 4020 on this topic exists. It was last revised on April 2, 1986, but no procedure is currently in place. The policy needs to be updated and the procedure needs to be developed.
Standard II.A.3	Board Policy 4025 Philosophy & Criteria for A.S. & GE	BP 4025	February 5, 2003
Standard II.A.6.a	Administrative Procedure 4050 Articulation		Need to develop
Standard II.A.7	Board Policy 4030 Academic Freedom	BP 4030	February 5, 2003
Standard II.A.7	Administrative Procedure 4030 Academic Freedom		Need to develop

Senators need to participate here

Accreditation Standard/Sub-standard	CCLC Policy/Procedure #, Title and Accreditation Standard it supports	CCCD Policy/Procedure #	Status at CCD If policy or procedure exists, the date below indicates the date of the last revision. If the policy or procedure does not currently exist at CCD, the notation below is "Need to develop"
Standard II.A.7.b	Board Policy 5500 Standards of Student Conduct	BP 3902	November 16, 2005
Standard II.A.7.b	Administrative Procedure 5500 Standards of Student Conduct		Need to develop
Standard II.B.2.c	Board Policy 3410 Nondiscrimination	BP 1201	January 18, 2012
Standard II.B.2.c	Administrative Procedure 3410 Nondiscrimination		Need to develop
Standard II.C	Administrative Procedure 4040 Library & Other Instructional Support Services		Need to develop
Accreditation Standard III			
Standard III.A.1	Board Policy 7120 Recruitment and Hiring	BP 7121	January 18, 2012
Standard III.A.1	Administrative Procedure 7120 Recruitment and Hiring		Need to develop
Standard III.A.1.b	Administrative Procedure 7150 Evaluation		Need to develop
Standard III.A.1.d	Board Policy 3050 Institutional Code of Ethics		Need to develop
Standard III.A.1.d	Administrative Procedure 3050 Institutional Code of Ethics	The Board passed a resolution on this topic – resolution	Need to develop
Standard III.A.5	Administrative Procedure 7160 Professional Development	Classified - BP 7854 Confidential - BP 7862 Management - BP 7886	Separate policies for professional development exist for Classified, Confidential and Management groups

Accreditation Standard/Sub-standard	CCLC Policy/Procedure #, Title and Accreditation Standard it supports	CCCD Policy/Procedure #	Status at CCD If policy or procedure exists, the date below indicates the date of the last revision. If the policy or procedure does not currently exist at CCD, the notation below is "Need to develop"
Standard III.A.5	Administrative Procedure 7160 Professional Development		Need to develop
Standard III.B.1	Board Policy 6520 Security for District Property	BP 6520	February 5, 2003
Standard III.B.1	Administrative Procedure 6520 Security for District Property		Need to develop
Standard III.D	Board Policy 6200 Budget Preparation	BP 6200	February 5, 2003
Standard III.D	Administrative Procedure 6200 Budget Preparation		Need to develop
Standard III.D.2	Board Policy 6300 Fiscal Management	BP 6300	February 5, 2003
Standard III.D.2	Administrative Procedure 6300 Fiscal Management		Need to develop
Accreditation Standard IV			
Standard IV.B.1	Board Policy 2435 Evaluation of CEO	BP 2435	September 5, 2007
Standard IV.B.1	Administrative Procedure 2435 Evaluation of CEO		Need to develop
Standards IV.A.2 & IV.A.5	Board Policy 2510 Participation in Local Decision Making		BP 2510 Participation in Local Decision Making was developed and approved at the 3-21-2012 BOT meeting
Standards IV.A.2 & IV.A.5	Administrative Procedure 2510 Participation in Local Decision Making		Need to develop
Standards IV.B.1 and IV.B.1.j	Board Policy 2431 CEO Selection	BP 7909	April 22, 2009
Standards IV.B.1.a, e, & h	Board Policy 2715 Code of Ethics/Standards of Practice	BP 2715	September

Accreditation Standard/Sub-standard	CCLC Policy/Procedure #, Title and Accreditation Standard it supports	CCCD Policy/Procedure #	Status at CCCD If policy or procedure exists, the date below indicates the date of the last revision. If the policy or procedure does not currently exist at CCCD, the notation below is "Need to develop"
Standard IV.B.1.b & e	Board Policy 2410 Board Policy & Administrative Procedure	BP 2410	January 20, 2010
Standards IV.B.1.b & e	Administrative Procedure 2410 Board Policy & Administrative Procedure		AP 2410 was developed and ratified at the 3-21-2012 BOT meeting
Standard IV.B.1.d	Board Policy 2200 Board Duties and Responsibilities		BP 2200 Board Authority, Responsibility and Duties was developed and approved at the 3-21-2012 BOT meeting
Standards IV.B.1.e and g	Board Policy 2745 Board Self-Evaluation	BP 2745	September 16, 2009
Standard IV.B.1.f	Board Policy 2740 Board Education		Need to develop This policy includes the expectation of an orientation for new Board members along with the expectation for continuing education of all Board members. BP 2740 New Trustee Orientation was developed and approved by the Board on 2-8-2012. A policy on the Board education of all Board members is still needed.
Standard IV.B.1.f	Administrative Procedure 2740 Board Education		Need to develop
Eligibility Requirement 20, Standard IV.B.1.i	Board Policy 3200 Accreditation		A new board policy BP 3200 Accreditation was developed and approved at the 3-21-2012 BOT meeting
Eligibility Requirement 20; Standard IV.B.1.i	Administrative Procedure 3200 Accreditation		Need to develop
Standards IV.B.1.j & IV.B.2	Board Policy 2430 Delegation of Authority to CEO	BP 2430	January 21, 2001

Accreditation Standard/Sub-standard	CCLC Policy/Procedure #, Title and Accreditation Standard it supports	CCCD Policy/Procedure #	Status at CCCD If policy or procedure exists, the date below indicates the date of the last revision. If the policy or procedure does not currently exist at CCCD, the notation below is "Need to develop"
Standards IV.B.1.j and IV.B.2	Administrative Procedure 2430 Delegation of Authority to CEO		Need to develop