

Administrative Policy Review Cycle

Review Cycle

Policy sections to be reviewed every three years. Note: no policies will be reviewed during summer quarter.

Section 1: Governance & Administration and Section 2: Human Resources

Review Period: March 2022- July 2022

Policy Number	Date Review Completed/Review Status
Policy 101	8/24/22
Policy 201	7/13/22
Policy 203	7/13/22
Policy 205	12/7/22
Policy 210	7/13/22
Policy 215	7/13/22
Policy 220	7/13/22
Policy 225	7/13/22
Policy 227	7/13/22
Policy 228	7/13/22
Policy 230	7/13/22
Policy 235	7/31/24
Policy 236	7/13/22
Policy 237	7/31/24
Policy 238	7/13/22
Policy 240	7/13/22
Policy 243	7/13/22
Policy 245	7/13/22

Policy Number	Date Review Completed/Review Status
Policy 246	7/13/22
Policy 250	7/13/22
Policy 251	10/26/22
Policy 252	6/19/19 (superseded by Policy 240)
Policy 253	10/26/22
Policy 256	6/19/19 (deleted)
Policy 258	10/26/22
Policy 260	7/13/22
Policy 265	7/13/22
Policy 266	7/13/22
Policy 267	7/13/22
Policy 268	9/14/22
Policy 269	4/26/23
Policy 270	3/20/24
Policy 271	4/24/24
Policy 272	6/26/24

Section 3: Instruction

Review Period: October 2023- February 2023

Policy Number	Date Review Completed/Review Status
Policy 305	2/1/23
Policy 307	2/1/23
Policy 310	4/11/23
Policy 315	4/11/23
Policy 320	2/1/23
Policy 325	6/19/19 - Redacted and Replaced by Policy 420.6

Section 4: Student Services

Review Period: March 2023- July 2023

Policy Number	Date Review Completed/Review Status
Policy 401	2/8/24
Policy 420	2/8/24
Policy 425	Repealed and Superseded by Policy 235
Policy 430	4/28/21
Policy 435	10/4/23
Policy 440	1/29/20
Policy 450	4/28/21
Policy 460	4/28/21
Policy 463	4/28/21
Policy 464	4/28/21
Policy 465	4/28/21
Policy 468	2/8/24
Policy 470	4/28/21
Policy 475	4/28/21
Policy 476	4/28/21
Policy 480	10/4/23
Policy 490	2/3/21

Section 5: Business & Finance

Review Period: October 2023 - February 2024

Policy Number	Date Review Completed/Review Status
Policy 501	In Review
Policy 503	In Review
Policy 505	In Review
Policy 510	In Review

Policy 515	In Review
Policy 520	3/16/22 Deleted and Combined with Policy 515
Policy 522	3/16/22 Redacted and Replaced by Procedure 515.1A
Policy 524	3/16/22 Redacted and Replaced by Procedure 515.2A
Policy 530	In Review
Policy 532	In Review
Policy 535	In Review
Policy 540	In Review

Section 6: Facilities

Review Period: March 2024 - July 2024

Policy Number	Date Review Completed/Review Status
Policy 601	10/9/24
Policy 605	10/9/24
Policy 606	10/9/24
Policy 610	10/9/24
Policy 620	10/9/24
Policy 625	10/9/24
Policy 630	10/9/24
Policy 635	10/9/24
Policy 645	10/9/24
Policy 650	10/9/24
Policy 655	10/9/24
Policy 660	10/9/24
Policy 665	10/9/24
Policy 667	10/9/24
Policy 670	10/9/24

Policy 671	10/9/24
Policy 672	In Review

Section 7: Information Systems & Services and Section 8: Marketing, Media, and Communications

Review Period: October 2024 - February 2025

Policy Number	Date Review Completed/Review Status
Policy 701	3/16/22
Policy 705	3/16/22
Policy 720	3/16/22
Policy 725	3/16/22
Policy 730	3/16/22
Policy 805	1/15/2025
Policy 810	1/15/2025
Policy 815	1/15/2025
Policy 820	1/15/2025

Review Process

- The Executive Leadership Team (ELT) will review policy sections to determine if revisions are necessary. The policies identified as needing revisions will go through the revision process.
- The ELT will ensure that all policies are consistent, fair, and equitably applied to employees and students.

Revision Process

Step 1: During the review process, The Executive Leadership Team will identify which existing policies/procedures are in need of revision.

Step 2: A draft of the suggested revised policy/procedure will be taken to the following constituency groups:

- Governance Council
- Union Management Team (UMCC)

Step 3: Once the Step 2 review is complete, the draft policy/procedure will be made available to the campus community for input.

Step 4: Results of the campus input will be shared with Governance Council and UMCC.

Step 5: The Executive Leadership Team will then recommend approval, or further revision, to the President for final adoption.