

Administrative Policy Review Cycle

Review Cycle

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

Policy Section	Review Period	Date Review Completed/Review Status
Section 1: Governance & Administration Section 2: Human Resources	March 2022- July 2022	Policy 101: 4/1/19 Policy 201: 5/8/19 Policy 203: 5/8/19 Policy 205: 5/8/19 Policy 210: 5/8/19 Policy 215: 5/15/19 Policy 220: 5/8/19 Policy 225: 5/15/19 Policy 227: 1/2/19 Policy 228: 1/2/19 Policy 230: 6/19/19 Policy 235: 11/25/20 Policy 236: 6/19/19 Policy 238: 6/19/19 Policy 240: 1/22/20 Policy 243: 6/19/19 Policy 245: 6/19/19 Policy 246: 6/19/19 Policy 250: 6/19/19 Policy 251: 6/19/19 Policy 252: 6/19/19 (superseded by Policy 240) Policy 253: 6/19/19 Policy 256: 6/19/19 (deleted) Policy 258: 6/19/19 Policy 260: 6/19/19 Policy 265: 6/19/19 Policy 266: 5/7/21 Policy 267: 3/2/22
Section 3: Instruction	October 2022 - February 2023	Policy 305: 3/4/20 Policy 307: 3/4/20 Policy 310: 3/4/20 Policy 315: 3/4/20 Policy 320: 3/4/20 Policy 325: 6/19/19 - Redacted and Replaced by Policy 420.6
Section 4: Student Services	March 2023 - July 2023	Policy 401: 4/28/21 Policy 420: 4/28/21 Policy 425: Repealed and Superseded by Policy 235 Policy 430: 4/28/21 Policy 435: 1/29/20 Policy 440: 1/29/20 Policy 450: 4/28/21 Policy 460: 4/28/21 Policy 463: 4/28/21 Policy 464: 4/28/21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: 4/28/21 Policy 470: 4/28/21 Policy 475: 4/28/21 Policy 476: 4/28/21 Policy 480: 3/10/21 Policy 490: 2/3/21
Section 5: Business & Finance	October 2023 - February 2024	Policy 501: 3/16/22 Policy 503: 3/16/22 Policy 505: 3/16/22 Policy 510: 3/16/22 Policy 515: 3/16/22 Policy 520: 3/16/22-

Policy Section	Review Period	Date Review Completed/Review Status
		Deleted and Combined with Policy 515 Policy 522: 3/16/22- Redacted and Replaced by Procedure 515.1 Policy 524: 3/16/22- Redacted and Replaced by Procedure 515.2 Policy 530: 3/16/22 Policy 532: 3/16/22 Policy 535: 3/16/22 Policy 540: 3/16/22
Section 6: Facilities	March 2024 - July 2024	Policy 601: 3/16/22 Policy 605: 3/16/22 Policy 606: 3/16/22 Policy 610: 3/16/22 Policy 620: 3/16/22 Policy 625: 3/16/22 Policy 630: 3/16/22 Policy 635: 3/16/22 Policy 645: 3/16/22 Policy 650: 3/16/22 Policy 655: 3/16/22 Policy 660: 3/16/22 Policy 665: 3/16/22 Policy 667: 3/16/22 Policy 670: 3/16/22 Policy 671: 3/16/22
Section 7: Information Systems & Services Section 8: Miscellaneous	October 2024 - February 2025	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: 4/28/2021 Policy 810: 3/24/2021

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)
- Operations Council

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.