

Administrative Policy Review Cycle

Review Cycle

Policy sections to be reviewed every three years utilizing a 2-year review cycle. 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	April 2019 - June 2019	Policy 101: 4/17/19 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: 6/19/19 Policy 228: 6/19/19 Policy 230: 6/19/19 Policy 235: 6/19/19 Policy 236: 6/19/19 Policy 238: 6/19/19 Policy 240: 6/19/19 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243: 6/19/19 Policy 245: 6/19/19 Policy 246: 6/19/19 Policy 250: 6/19/19 Policy 251: 6/19/19 Policy 252: 6/19/19 (superseded by Policy 240) Policy 253: 6/19/19 Policy 256: 6/19/19 (deleted) Policy 258: 6/19/19 Policy 260: 6/19/19 Policy 265: 6/19/19
Section 3: Instruction	October 2019 - December 2019	Policy 305: 10/16/19 Policy 307: 6/19/19 Policy 310: 6/19/19 Policy 315: 6/19/19 Policy 320: 6/19/19 Policy 325: 6/19/19 - Requires further review
Section 4: Student Services	January 2020 - March 2020	Policy 401: 1/29/20 - Requires further review Policy 420: 1/29/20 - Requires further review Policy 425: 1/29/20 Policy 430: 1/29/20 Policy 435: 1/29/20 Policy 440: 1/29/20 Policy 450: 1/29/20 Policy 460: 1/29/20 Policy 463: 1/29/20 Policy 464: 1/29/20 Policy 465: 1/29/20 Policy 468: 1/29/20 - Requires further review Policy 470: 1/29/20 Policy 475: 11/27/19 Policy 480: 1/29/20 Policy 490: 1/29/20 - Update following ctcLink
Section 5: Business & Finance	April 2020 - June 2020	Policy 501: 8/31/20 Policy 503: 8/31/20 - Requires further review Policy 505: 8/31/20

Policy Section	Review Period	Date Review Completed/Review Status
		510: 8/31/20 - Requires further review Policy 515: 8/31/20 - Requires further review Policy 520: 8/31/20 - Requires further review Policy 522: 8/31/20 - Requires further review Policy 524: 8/31/20 - Requires further review Policy 530: 8/31/20 Policy 532: 8/31/20 - Requires further review Policy 535: 8/31/20 - Requires further review Policy 540: 8/31/20 - Requires further review
Section 6: Facilities	October 2020 - December 2020	Policy 601: 8/31/20 Policy 605: 8/31/20 Policy 606: 8/31/20 Policy 610: 8/31/20 Policy 620: 8/31/20 - Requires further review Policy 625: 8/31/20 - Requires further review (add procedures) Policy 630: 8/31/20 Policy 635: 8/31/20 Policy 645: 8/31/20 Policy 650: 8/31/20 Policy 655: 8/31/20 Policy 660: 8/31/20 Policy 665: 8/31/20 Policy 667: 8/31/20 Policy 670: 8/31/20 Policy 671: 8/31/20
Section 7: Information Systems & Services Section 8: Miscellaneous	January 2021 - March 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.