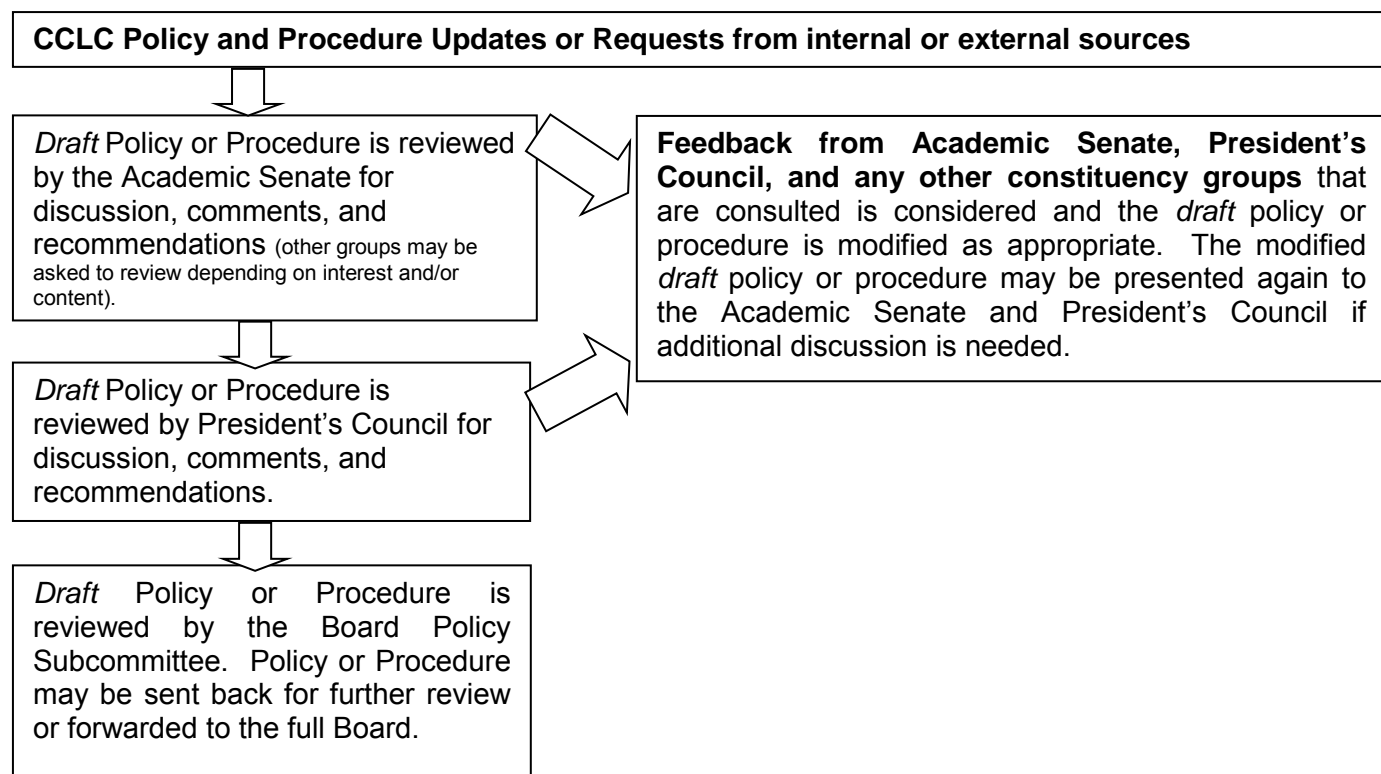


AP 2410 When and How Board Policy/Administrative Procedure Review is Initiated

Reference:

**Education Code Section 70902;
ACCJC Accreditation Standards I.B.7; I.C.5; IV.C.7; and IV.D.4 (formerly IV.B.1.b &e)**

- The process begins with updates from the CCLC (Community College League of California) or requests from internal and external sources.
- CCLC Provides templates, updates, and ongoing feedback on policies and procedures which are legally required, legally advised, or good practice.
- If the request is internal or from an external source, the interested parties may be requested to gather existing data as well as input regarding the proposed policy or procedure through surveys, interviews, polls, etc. from those whom the policy or procedure may affect.
- Procedures are approved by the Superintendent/President. Before approval they follow the same review process as policies. The procedures are processes used by the administration to implement policies. The procedures are numbered to align with the corresponding policy.



PROCEDURE – Board of Trustees Information

Procedures are submitted to the Board as an information item; they do not require Board action.

POLICY – Board of Trustees Action

Policy adoption requires a 1st and 2nd reading by the Board followed by majority vote of the whole board.

- Policies are submitted to the Board as an information item for a first reading
- Policies are submitted to the Board as an action item as a second reading

Gavilan College policies and procedures are kept updated and are posted on the District's website at:
<http://www.gavilan.edu/board/policies/index.html>