

Educational Support Services

BP & AP REVIEW PROCESS

BOARD POLICIES
ADMINISTRATIVE PROCEDURES

2025-2026



Board Policy and Administrative Procedure Review Process 2025-2026

Background

The California Community Colleges follow a participatory governance model, where the Board of Governors provides leadership and sets regulations for districts to ensure compliance with state laws. These regulations may be adopted in response to legislative mandates or to enforce specific legal requirements.

CCLC Templates: As a district, we subscribe to the Federally Compliant BP/AP Program, developed by the Community College League of California (CCLC). The CCLC provides BP and AP templates, developed with legal counsel, to comply with state and federal law and allow for the insertion of local practices. Templates are categorized as legally required, legally advised, or suggested as best practices. New and revised CCLC templates are shared in the fall and spring. Colleges are required to update and implement updates within 6 months. GCCCD policies and procedures must align with CCLC, and legal language can't be revised.

Policy and Procedure Overview

Board Policy (BP):

Board Policies is an official document representing the Governing Board's values, philosophy, and governance direction. It sets the framework for decision-making and district operations in key areas. BPs require Governing Board approval.

Administrative Procedure (AP):

Administrative Procedures define the operational steps to carry out the Board Policies. They focus on implementation and district-wide consistency. APs require the Chancellor's approval, via the District Executive Council (DEC).



Review Overview

As part of the GCCCD Governance Structure:

- The Educational Support Services Council (ESSC) serves as the recommending body to the District Executive Council (DEC) regarding district-wide policies.
- The Educational Support Services (ESS) Operational Group standardizes district procedures and may recommend procedural adjustments that require policy-level consideration.

Educational Support Services Chapters

The ESSC and ESS Operational Group oversee review of the following BP and AP chapters

- Chapter 3: General Institution (accreditation, planning, grants)
- Chapter 4: Academic Affairs (curriculum, grading, academic freedom)
- Chapter 5: Student Services (enrollment, matriculation, withdrawals):

Review Cycles

- 6-year Review Cycle: All BPs and APs are reviewed at least every 6 years.
- 3-year Review Cycle: Some policies and procedures are identified for a 3-year cycle
- CCLC Updates: Mandatory fall and spring updates must be implemented within 6 months.
- Requested technical review: Colleges request a review outside of the cycle. Requests are submitted to the Chair.

Review Priorities

When multiple policies and procedures are due for review, the Chair prioritizes based on meeting at least three of the following five factors:



2025-2026 Academic Year Priorities

Accreditation	Legal Mandates	CCLC Revisions	Review Date	Technical Review
• Policies and procedures related to accreditation standards	• Required updates to remain compliant with state or federal law	• Fall and spring updates - required to implement within 6 months	• Policies with the greatest time since last review	• Requested improvements or updates submitted to the Chair

The annual strategic priorities are shared at the first meeting of the academic year. The Chairs tracks the review status, which is included on the monthly agenda.

Note: The rubric is intended as a guide. Governance councils and operational groups may elevate items based on emerging needs.

Meeting Review Process

1. Meeting Review

- A. Agenda -The BPs/APs are linked in the agenda with the reason for review and the review status, and posted on the ESS website.
- B. First Read - Initial review to determine next steps for constituency review.
 - The Council Chair emails the designated constituents with the details, OneDrive track changes review instructions, and the 6-week review deadline.
 - By the deadline, constituents email Barbara and Amber confirming completion or review status.
- C. Second Read – Following college review, the council discusses revisions and determines whether the BP/AP is approved or next steps for further review.
- D. Ongoing Review – The process continues until consensus is reached.
- E. Communication – After each meeting, members notify their constituents of meeting outcomes and review status.



College Review Process

1. Notification – Members and their Vice Presidents receive an email with the BP/AP, OneDrive instructions, and 6-week deadline.
2. Vice Presidents – VPs guide and ensure the review is completed on time.
3. Members – Representatives communicate meeting outcomes and facilitate review.
4. Deadline – Member's email Barbara and Amber confirming review and noting any revisions.
 - A. Status Updates – If review is incomplete, members email Barbara and Amber with a progress update, next steps, and expected completion date.

College OneDrive Revisions Steps

[Flowchart](#)

1. Receipt of ESSC email with BP or AP details, deadline, and the OneDrive edit link.
2. Notify the constituent group of review details and establish a 6-week review timeline.
3. Access OneDrive to review all documents in the folder: original BP or AP, CCLC track changes updates (if applicable), and the CCLC template.
4. Complete the review process, noting any suggested revisions, via track changes in new font color. Constituents are reminded that legal language must remain unchanged and therefore not editable.
5. Complete the Reviewer Table at the bottom of the last page of BP or AP.
6. Email Barbara and Amber by the 6-week deadline of:
 - Completion, or
 - Status

Review After Approval

1. ESSC
 - A. DEC - Chair submits approved BPs for review. The DEC may approve or return items for additional review.
 - B. Governing Board - DEC submits approved BPs to the Governing Board for final approval.
2. ESS Operational Group
 - A. ESSC – Chair shares approved AP at ESSC before submitting to the DEC for



approval.

B. The DEC may approve or return items for additional review.

3. Communication

A. Chair - After review cycle is complete and BP/APs are approved, the Associate Vice Chancellor of Educational Support Services informs members at the following meeting.

B. Members - Representatives notify their constituents of meeting outcomes and share approved BP/APs.



College OneDrive BP/AP Review Steps

