

San Diego Miramar College
Process for Requesting Changes to the College Governance Handbook

Handbook Change Process Changes Log

The document change log will reflect the date the change was published, a brief description of the change, the editor who made the change (this is not necessarily the author of the change, though it may be) and, if relevant, a notation of the committee minutes where the decision/approval was made or any taskforce/workgroup/etc. which resulted in the change.

Date	Description	Editor	Minutes/origin
2022-??-??	Initial Process published	P. Martin	
2023-02-09	Distinction between functional/non-functional changes added to document	K. Hill	CGT Discussion
2023-02-09	Formatting change: Title moved to header	K. Hill	

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All functional changes to the handbook must be reviewed by this process. Functional changes are changes which alter the meaning of the document and/or result in an impact to governance or college functions or in any way change the content or meaning of the language in the handbook.

Commented [PM1]: I added this

Commented [KH2R1]: I would say "or in any way change the meaning or intent" -- literally ANYTHING is a content change...

In order to avoid unnecessary delays, non-functional changes to the handbook may be handled directly by the President's Office, and the College Governance Taskforce will be notified of such changes when made. Non-functional changes are those edits which do not alter any functions or processes of College Governance or operations. Examples would be minor edits such as correcting spelling errors or formatting, updating the table of contents for clarity or accuracy, adding or updating such information as change-logs, etc. Any non-functional changes may be reviewed by the College Governance Taskforce at any time, and any such changes may be requested to go through the full process outlined below.

- I. Steps to be completed by Requestor**
 - a. Complete the "College Governance Handbook Change Form**
 - b. Submit the "CGH Change Form" to College Council.**

- II. Steps to be completed by College Council**
 - a. College Council will convene the "College Governance Taskforce" to review the requests**
 - i. Membership of the College Governance Taskforce will include each constituency leader (or designee if necessary).
 - ii. The Taskforce will perform a review of all submitted requests once in the fall and once in the spring, except for requests that are deemed "Emergency"¹.
 - 1. As part of the review, the College Governance Taskforce will convene a meeting(s) with the originator of the request(s).
 - 2. Constituency leaders will take requests to their constituency bodies for input as needed.
 - 3. The Taskforce will formulate recommendations on the requested changes.

 - b. The College Council will hold a meeting to review all recommended changes to the College Governance Handbook.**
 - i. This meeting will be held once in the fall and once in the spring.
 - ii. This meeting will follow the Brown Act and will be announced to the college at least 72 hours prior.

¹ For requests that are deemed "Emergency" by the College Council, the College Governance Taskforce will be convened immediately to address the requested change.

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c. **College Council will vote on a final recommendation on all requested changes and forward for final approval by the College President.**

III. The President's Office will make all approved changes to the College Governance Handbook and update the document on the website and disseminate to the campus.

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Timeline for Changes to the College Governance Handbook

1. Submission of Requests for Changes to the CGH: by the end of Week 6
2. First meeting of the CG Taskforce: by the end of Week 7
3. Constituency Review: by the end of Week 9
4. Final meeting of CG Taskforce: by the end of Week 11
5. College Council deliberation/vote: by the end of Week 13
6. Implementation in CGH: by the end of Week 15