

# **Administrative Procedure AP 2410**

## **Board Policies and Administrative Procedures**

**This procedure describes the process by which Board Policies and Administrative Procedures go through the participatory government process.**



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Administrative Procedure

### Chapter 2 – Board of Trustees

#### AP 2410 – BOARD POLICIES AND ADMINISTRATIVE PROCEDURES

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##### **Board Policy (BP)**

The Board has, as a major responsibility, the establishment and adoption of all Board Policies. Board policy is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Board of Trustees, through policy, delegates authority to and through the Chancellor to administer the District. The Chancellor and District employees are responsible for reasonably interpreting Board policy as well as other relevant laws and regulations that govern the District.

##### **Administrative Procedure (AP)**

Administrative procedures are the responsibility of the Chancellor, in consultation with the various constituencies of the District, and implement Board policy. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Procedures do not require Board of Trustees action.

##### **Regular Evaluation of Policies and Procedures**

To ensure regular review of Board Policies and Administrative Procedures, the District subscribes to a Policy and Procedure Service, which provides bi-annual updates. In addition, Board Policies and Administrative Procedures shall undergo a comprehensive review every six years to ensure currency and compliance with state and federal laws and regulations.

In order to ensure currency and broad participatory input in the policy and procedure review process, three categories of review have been identified.

- Category 1** New and/or major revisions to policies and/or procedures that are not required by law or regulation, but are recommended by the respective office of responsibility. This category has the most extensive review process.
- Category 2** New and/or revisions to policies and/or procedures in response to legal and/or regulatory requirements.
- Category 3** Technical and/or non-substantive revisions to policies and/or procedures, such as reference updates, title changes, or policies and procedures that are being reviewed for currency but not undergoing significant revision.

Items in Category 2 and Category 3 will have a streamlined review process. However, any member of the participatory governance structure may recommend that it undergo a full review at the completion of its current approval process.

The following process outlines the procedures for review, preparation, and revision of Board Policies and Administrative Procedures.

**1. Originator:**

When the Policy and Procedure service issues updates, the Chancellor's Office will disseminate each templates to the office of primary responsibility. The office of primary responsibility prepares a draft of the proposed new or revised Board Policy or Administrative Procedure utilizing the District policy and procedure format as appropriate.

**2. Constituent Review:**

The office of primary responsibility reviews the new or revised policies/procedures with the respective districtwide participatory governance council (e.g., Student Services Council, Curriculum and Instructional Council). The districtwide council members share the draft policies/procedures with college/Continuing Education constituent groups for input.

**3. Chancellor's Cabinet Review:**

The Chancellor's Cabinet reviews the draft revisions or new policies/procedures and consults with constituency groups through their Presidents' Councils.

**4. District Governance Council (DGC):**

The office of primary responsibility brings the draft revisions or new policies and/or procedures to the DGC for input by the various constituent groups. Category 1 policies and procedures require a first and second review at this level.

**5. Adopted Policies and Approved Procedures:**

Final Board Policies are sent to the Board of Trustees for approval. Adoption of policies requires two readings by the Board of Trustees at two separate public meetings.

Final Administrative Procedures are sent to the Chancellor for review and approval.

After the Board of Trustees adopts a new, or revisions to a Board Policy, and/or the Chancellor approves an administrative procedure, the Chancellor's Office posts the Board Policy/Administrative Procedure to the District's website.

**6. Technical Revisions:** Technical revisions (e.g., changes to Education Code/Title 5 references, titles, dates) to Board Policies are not subject to the review process and shall be sent directly to the Chancellor for implementation and will appear on the Board Agenda for information only.

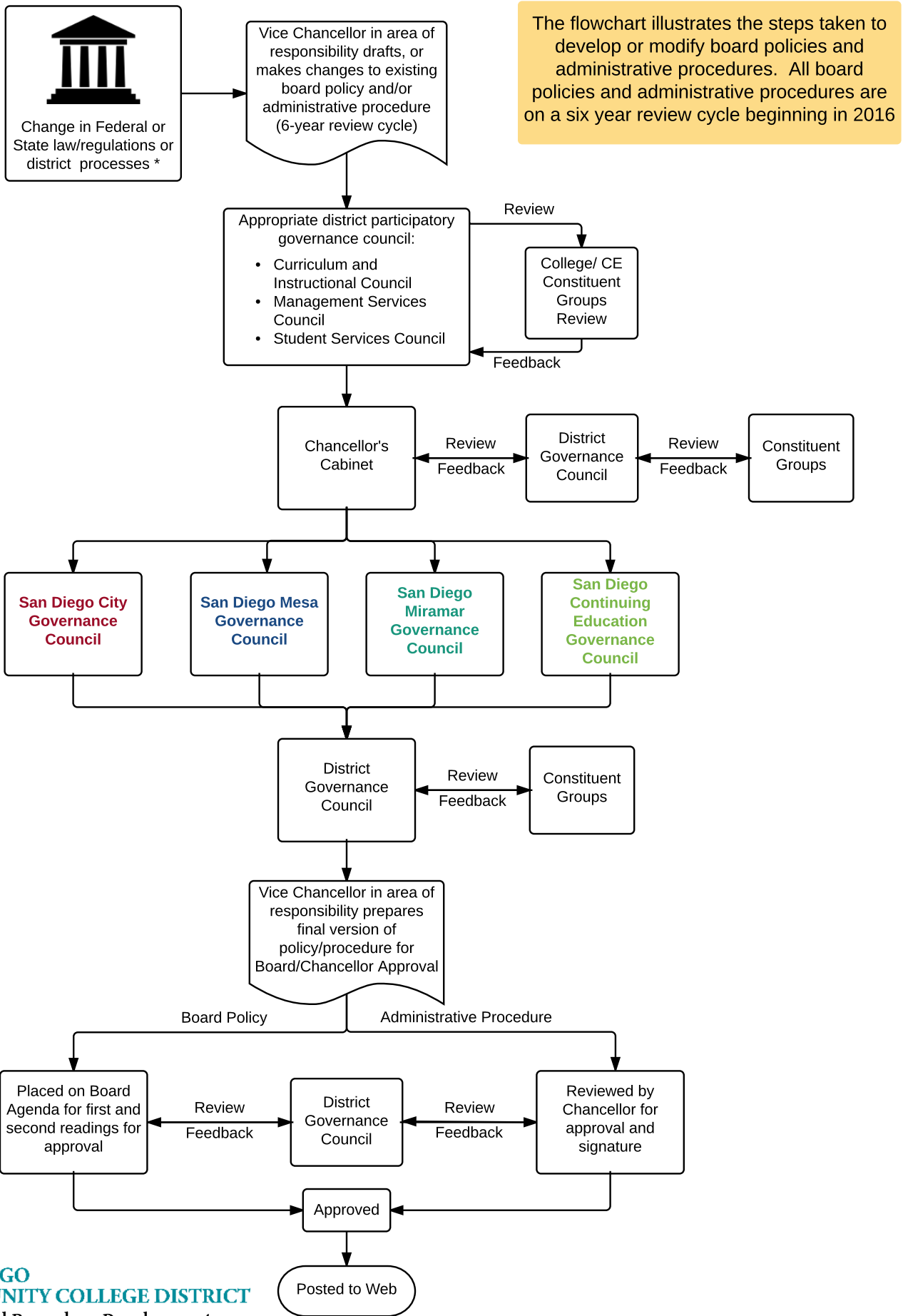
References: Accreditation Standard I.B.7, I.C.5, IV.C.7 & IV.D.4;  
Policy and Procedure Review Flow Chart

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**Date Approved:** December 6, 2016  
**Revised:** March 13, 2018, March 12, 2021  
(*Supersedes AP 2410*)

# **SDCCD Policy and Procedure Development Flowchart**

**This flowchart, developed in 2016 in preparation for the 2017 accreditation visits, is a visual representation of the policy and procedure development process, specifically for Category One policies and procedures.**



\* The District receives a summary of regulatory charges every six months from the Community College League of California (CCLC) Policy & Procedure Service

# **SDCCD Board Policies (BPs) & Administrative Procedures (APs) Fall 2023 List for DGC**

**AP 2410 states the goal of ensuring that "Board Policies and Administrative Procedures shall undergo a comprehensive review every six years to ensure currency and compliance with state and federal laws and regulations."**

**In order to balance that goal with the need to ensure sufficient review time by appropriate participatory governance groups, this list, compiled with input from each of the vice chancellors, enumerates the SDCCD Board Policies and Administrative Procedures (including BPs/APs that have been determined to be third-level documents) that each division plans to bring forward to DGC over the course of the fall 2023 semester. This list is aspirational; it is possible that not all policies and procedures will be brought before DGC this semester. It is also possible that due to legal changes and shifting priorities, additional BPs/APs may come forward.**

**SDCCD Board Policies Administrative Procedures**

**Fall 2023 List for DGC**

(as of August 23, 2023)

<b>BP/AP Number</b>	<b>Name</b>	<b>Area of Responsibility</b>	<b>Comments</b>
BP 2110	Vacancies on the Board	Board Office	6-Year Review
AP 2110	Vacancies on the Board	Board Office	6-Year Review
BP 2210	Officers	Board Office	6-Year Review
BP 2220	Committees of the Board	Board Office	6-Year Review
BP 2305	Annual Organizational Meeting	Board Office	6-Year Review
BP 2320	Special and Emergency Meetings	Board Office	6-Year Review
AP 2320	Special and Emergency Meetings	Board Office	6-Year Review
AP 2325	Teleconference Meetings	Board Office	new AP recommended by CCLC
BP 2330	Quorum and Voting	Board Office	CCLC updates
BP 2340	Agendas	Board Office	CCLC updates
AP 2340	Agendas	Board Office	6-Year Review
BP 2350	Speakers	Board Office	updated at Board of Trustees request
BP 2360	Minutes	Board Office	6-Year Review
AP 2360	Minutes	Board Office	6-Year Review
BP 2365	Recording	Board Office	CCLC updates
AP 2365	Recording	Board Office	CCLC updates
BP 2610	Presentation of Initial Collective Bargaining Proposals	Board Office	6-Year Review
AP 2610	Presentation of Initial Collective Bargaining Proposals	Board Office	6-Year Review
BP 2710	Conflict of Interest	Board Office	6-Year Review
AP 2710	Conflict of Interest	Board Office	6-Year Review
BP 2716	Political Activity	Board Office	6-Year Review
BP 2717	Personal Use of Public Resources	Board Office	6-Year Review
BP 2735	Board Member Travel	Board Office	6-Year Review
AP 2735	Board Member Travel	Board Office	6-Year Review
BP 2750	Board Member Absence from the State	Board Office	6-Year Review
0002.1	Financial Disclosure Statements	Board Office	recommended for deletion
1003	Board Recognition Through Proclamations, Certificates and Letters	Board Office	recommended for deletion
1003.1	ACCT Outstanding Faculty Member Award	Board Office	recommended for deletion

AP 0020.2	Curriculum and Instructional Council	Educational Services (ES)	
BP 2015	Student Member(s)	ES	Annual
AP 2015	Student Member(s)	ES	Annual
AP 2105	Election of Student Member(s)	ES	New
AP 3433	Prohibition of Sexual Harassment under Title IX	ES	
AP 3434	Responding to Harassment Based on Sex under Title IX	ES	Legal update 41&42
AP 3725	ICT	ES	Update to align with Title 5 regulations
AP 4019	Instructional Program Review	ES	Convert to CCLC numbering from AP 5019

**SDCCD Board Policies Administrative Procedures**

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(as of August 23, 2023)

<b>BP/AP Number</b>	<b>Name</b>	<b>Area of Responsibility</b>	<b>Comments</b>
BP 4121	Vocational Education Customer Service	ES	Convert to CCLC numbering from BP 6100
AP 4021	Instructional Program Discontinuance	ES	Convert to CCLC numbering from AP 5021
AP 4025.1	Philosophy and Criteria for Certificates	ES	Convert to CCLC numbering from AP 5026
AP 4025.02	Philosophy and Criteria for Baccalaureate Degrees	ES	New procedure
AP 4026	Philosophy and Criteria for International Education	ES	New procedure
AP 4031	Instructional Materials Fees	ES	New legally required procedure
AP 4040	Library and Learning Support Services	ES	New procedure
AP 4050	Articulation	ES	Convert to CCLC numbering from AP 5050
BP 4070	Auditing Courses and Auditing Fees	ES	Convert to CCLC numbering from BP 5070
BP 4100	Graduation Requirements for Degrees and Certificates	ES	Convert to CCLC numbering from BP 5100
AP 4103	Work Experience Education	ES	New procedure
BP 4104	Catalog and Related Information	ES	Convert to CCLC numbering from BP 5104
AP 4104	Contract Education	ES	New procedure
AP 4105	Distance Education	ES	Convert to CCLC numbering from AP 5105
BP 4106	Nursing Programs	ES	New legally required policy
AP 4106	Nursing Programs	ES	New legally required procedure
AP 4160.2	Health Occupations: Directed Clinical Practice	ES	New procedure
AP 4236	Advanced Placement of Credit	ES	New legally required procedure
AP 4260	Prerequisites, Corequisites, and Advisories	ES	Convert to CCLC numbering from AP 5250
BP 4400	Community Service Programs	ES	Convert to CCLC numbering from BP 5400
AP 4400	Community Service Programs	ES	New legally required procedure
BP 4750	Use of Copyrighted Material	ES	Convert to CCLC numbering from AP 5750
BP 5010	Admission of College Students	ES	Updated to align to CCLC template and legal requirements
AP 5010	Student Admission Status	ES	
BP 5120	Transfer Center	ES	6 yr update
AP 5120	Transfer Center	ES	Minor technical, 6 year review
BP 5130	Financial Aid	ES	Legal update 42
AP 5130	Financial Aid	ES	Legal update 42
AP 5150	Extended Opportunity Programs and Services (EOPS)	ES	Updated to outline programs & services, align to CCLC legal req.
BP 5152	Military Education Program Contracting	ES	Deactivate
AP 5152	Military Education	ES	Deactivate



**SDCCD Board Policies Administrative Procedures**  
**Fall 2023 List for DGC**  
(as of August 23, 2023)

BP/AP Number	Name	Area of Responsibility	Comments
BP 5220	Student Access to Shower Facilities	ES	Minor technical, 6 year review. Convert to CCLC numbering from 5310
AP 5220	Student Access to Shower Facilities	ES	Minor technical, 6 year review. Convert to CCLC numbering from 5310
BP 5510	Off-Campus Student Organization Locations	ES	Minor technical, 6 year review
AP 5510	Off-Campus Student Organization Locations	ES	Minor technical, 6 year review
BP 5570	Student Credit Card Solicitations	ES	Minor technical, 6 year review
AP 5570	Student Credit Card Solicitations	ES	Delete

BP 6340	Bids and Contracts	Finance and Business Services	out-of-date
AP 6340	Bids and Contracts	FBS	out-of-date
BP 7400	Travel	FBS	out-of-date
AP 7400	Travel	FBS	out-of-date
BP 6320	Investments	FBS	out-of-date
AP 6320	Investments	FBS	out-of-date
BP 3600	Auxiliary Organizations	FBS	out-of-date
AP 3600	Auxiliary Organizations	FBS	out-of-date
AP 6320.1	Investment of Associated Student Funds	FBS	recommended for deletion
AP 6950.2	Equipment Purchase by Fiduciary/Trust, Auxiliary or Foundations	FBS	recommended for deletion

BP1200	District Mission	Board Office/ Institutional Innovation and Effectiveness (IIE)	6-Year Review
BP 3100	Organizational Structure	IIE	Outdated
AP 3100	Organizational Structure	IIE	New Procedure
BP 3200	Accreditation	IIE	Outdated
AP 3200	Accreditation	IIE	Outdated
BP 3225	Institutional Effectiveness	IIE	Legal Update 38 (DEI)
AP 3225	Institutional Effectiveness	IIE	Legal Update 38 (DEI)
BP 3250	Institutional Planning	IIE	Outdated
AP 3250	Institutional Planning	IIE	Outdated

BP 3501	Campus Security and Access	OESF (Facilities)	6-Year Review
BP 7006	Safe and Secure Facilities	OESF	6-Year Review
AP 3501	Key Management/Control	OESF	6-Year Review
AP 8102.1	Guideline for Unlocking Doors – Districtwide	OESF	6-Year Review
BP 6520	Security for District Property and Records	OESF	6-Year Review
AP 6520	Equipment Inventory	OESF	6-Year Review

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(as of August 23, 2023)

<b>BP/AP Number</b>	<b>Name</b>	<b>Area of Responsibility</b>	<b>Comments</b>
AP 6520.2	Transfer of Equipment	OESF	6-Year Review
AP 7005.1	Buildings, Grounds, and Equipment – General Maintenance	OESF	6-Year Review
AP 7000.2	Campus/Site Custodial Program	OESF	6-Year Review
AP 7300.1	Service Repair of Moveable Equipment	OESF	6-Year Review
AP 6535	Transfer of Equipment	OESF	6-Year Review

BP 3050	Civility and Mutual Respect (Institutional Code of Ethics)	PCTS (HR)	accreditation requirement; out-of-date formerly BP 7150
BP 3410	Nondiscrimination	PCTS	accreditation requirement; out-of-date
AP 3410	Nondiscrimination	PCTS	accreditation requirement; out-of-date
BP 3420	Equal Employment Opportunity	PCTS	accreditation requirement; out-of-date
AP 3420	Equal Employment Opportunity	PCTS	accreditation requirement
AP 4100.1	Affirmative Action Employee Procedures	PCTS	recommended for deletion
BP 7110	Delegation of Authority, Human Resources	PCTS	out-of-date
AP 7110	Delegation of Authority, Human Resources	PCTS	accreditation requirement; out-of-date
BP 7120	Recruitment and Hiring	PCTS	accreditation requirement; out-of-date
AP 7120	Recruitment and Hiring	PCTS	accreditation requirement
AP 4001.1	Personnel Administration	PCTS	recommended for deletion
AP 4210.1	Employment of Minors	PCTS	recommended for deletion
AP 7150	Evaluation	PCTS	accreditation requirement
BP 7160	Professional Development	PCTS	accreditation requirement; out-of-date
AP 7160	Professional Development	PCTS	accreditation requirement
AP 7211	Equivalency Determination Procedure/ Faculty Service Areas, Minimum Qualifications, & Equivalencies	PCTS	accreditation requirement; out-of-date