



Book	VCCCD Administrative Procedure Manual
Section	Chapter 2 Board of Trustees
Title	AP 2410 Board Policy
Code	AP 2410
Status	Active
Legal	<a href="#">ACCJC Standards I.B.7; I.C.5; IV.C.7; IV.D.4</a>
Adopted	December 14, 2010
Last Revised	September 14, 2021

### **Definitions**

**Originator:** The creator (person, group, or organization) of the proposed new or suggested revised Board Policy (BP).

**Stakeholder:** A member of the Chancellor's Cabinet with a direct interest or involvement in the development of the new or revised BP.

**Technical Change:** An update for compliance with legal statutory reference requirements or conformity with Community College League of California (CCLC) Policy & Procedure Update Service, or minor revisions for clarification purposes that do not change the intent of the policy.

**Substantive Change:** A major revision that changes the meaning, adds, or deletes substantial information contained in the BP.

**District Chancellor's Consultation Council (DCCC):** Required for all new or proposed revisions to BPs.

**District Technical Review Workgroup - Student Services (DTRW-SS):** Required for Chapters 4 and 5 BPs as related to student services.

**District Council on Administrative Services (DCAS):** Required for Chapter 6 BPs.

**District Council on Human Resources (DCHR):** Required for Chapter 7 BPs.

**District Technical Review Workgroup - Instructional (DTRW-I) Review:** Required for Chapter 4 BPs as related to curriculum compliance.

### **Preparation, Revision, and Review of Board Policies**

**1. Originator:** The originator prepares a draft of the proposed new or revised BP utilizing the District BP BoardDocs format and forwards the recommendation to the Chancellor or Chancellor's Designee.

**2. Chancellor/Cabinet Review:** The Chancellor or Chancellor's Designee reviews the recommendation for format and consistency with existing district policies, regulations, and CCLC guidelines. The Chancellor's Designee returns the BP to the originator for revision or review or forwards it to Chancellor's Cabinet for review.

**3. Chapters 4 and 5:** After review by Chancellor's Cabinet, the Chancellor's Designee separates BPs into six categories: Technical Change, DCCC Review, DTRW-SS, DCAS, DCHR, or DTRW-I (as related to Chapter 4 curriculum compliance).

**4. Stakeholder Review:** The Chancellor's Designee forwards the BP to the Stakeholder for review and to attach comment in preparation for discussion at DCCC, DTRW-SS, DCAS, DCHR, or DTRW-I (as related to Chapter 4 curriculum compliance).

**5. Technical Changes:** Revisions that are technical in nature are not subject to the DTRW-SS, DCAS, DCHR, or DTRW-I review process. Technical revisions shall be sent directly to the Chancellor's Designee. However, they are subject to a one-time DCCC review.

Administrative Procedures will be reviewed within a five-year period.

Board Policies will be reviewed within a five-year period. For the period 2016-2021, an additional two years have been added (2016-2023) to the review cycle due to Districtwide pandemic challenges.

See [Board Policy 2410 Board Policy](#) and [2510](#).