1   **AP 2410   POLICY AND ADMINISTRATIVE PROCEDURE**

2   **References:**
3   Education Code, Section 70902;
4   ACCJC Accreditation Standard 4.4

5   Board policies and administrative procedures are regularly reviewed by the College's
6   Executive Council. Any employee, student, or member of the public may initiate a review
7   of any policy by submitting a request or recommendation in writing to the Office of the
8   President/Superintendent for consideration by the College Coordinating Committee. In
9   accordance with the District's policies, the College Coordinating Committee is comprised
10 of representatives of students, faculty members, classified employees, and
11 administration. Other employees with expertise in specific areas governed by a District
12 policy may be consulted during the revision process.

13 Proposed revisions and/or additions to Board policy shall be submitted to the Board of
14 Trustees for their review and consideration as needed.

15 Office of Primary Responsibility: President/Superintendent

Date Approved: January 14, 2008
Dates Revised: June 18, 2008; February 4, 2015
Dates Reviewed: October 17, 2018; February 7, 2022

Cerritos College
Policy and Procedure Review and Update Process

Start of the Process

Development of Revised or New Policy/Procedure

The President's Office receives a template including recommended revisions from the CCLC. The documents are formatted and distributed to the appropriate VP, who reviews the draft document(s) with the appropriate department/group(s) and forwards the revised document to the President's Office. The President's Office prepares documents for review by Executive Council.

Board policies and administrative procedures are regularly reviewed by the College's Executive Council. Any employee, student, or member of the public may initiate a review of any policy or procedure by submitting a request or recommendation in writing to the Office of the President/Superintendent for consideration by the College Coordinating Committee.

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Review of Revised or New Policy/Procedure by the College Coordinating Committee

Ongoing communication and consultation by the appropriate VP and department/groups

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Second Review of Revised or New Policy/Procedure by the College Coordinating Committee (if needed)

Ongoing communication and consultation by the appropriate VP and department/groups

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First Reading of Revised or New Policy by the Board of Trustees
The President/Superintendent shall provide each member of the Board with copies of an administrative procedure as it is revised

⬇

Second Reading and Adoption of Revised or New Policy by the Board of Trustees
Any recommended revisions from the first reading are incorporated into the revised or new policy

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Posting of Adopted Policy to the Board Policies Website
http://cerritos.edu/board/policies