



Board Policies and Administrative Procedures Continuous Review Cycle Annual and Comprehensive Six-Year Chapter Reviews

Purpose

The Cerritos College Board Policies and Administrative Procedures Continuous Review Cycle provides for:

- an annual review of legal update revisions provided by the Community College League of California in fall and spring necessitated by changes to Federal/State statutes and/or regulations, as well as accreditation standards, as well as an opportunity to address any other pressing revisions;
- a comprehensive six-year review cycle for all board policies and administrative procedures by chapter; and,
- compliance with Accreditation Standards I.B.7, I.C.5, and IV.C.7
 - I.B.7: The institution regularly evaluates its policies and practices across all areas of the institution, including instructional programs, student and learning support services, resource management, and governance processes to assure their effectiveness in supporting academic quality and accomplishment of mission.
 - I.C.5: The institution regularly reviews its institutional policies, procedures, and publications to assure integrity in all representations of its mission, programs, and services.
 - IV.C.7: The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

Review Cycles – Annual and Comprehensive

Goal 1: Annual review of policies and procedures incorporating biannual legal update revisions issued in fall and spring by the Community College League of California.

Goal 2: Six-year comprehensive review cycle of all policies and procedures. Providing the six-year comprehensive chapter review schedule will ensure accuracy with current District practices and allows all constituent groups an opportunity to participate in the review process. In addition in order to comply with the [Accreditation requirement](#), the Board shall review the policies on a regularly scheduled basis to be completed no later than one year prior to the regularly scheduled accreditation site visit.

The annual and comprehensive reviews are conducted concurrently and scheduled in order to create a realistic and efficient workflow. To ensure familiarity with and maintain up-to-date documents as well as review all board policies and administrative procedures within the accreditation cycle the following continuous review cycle has been developed.

Chapter 1: The District	Chapter 2: Board of Trustees	Chapter 3: General Institution	Chapter 4: Academic Affairs	Chapter 5: Student Services	Chapter 6: Business Services	Chapter 7: Human Resources	Future Accreditation Site Visits
ON-GOING REVIEWS/REVISIONS TO ENSURE LEGAL COMPLIANCE							
Biannual Legal Updates – Every Fall (typically late October) & Spring (typically late April)							
2021-22	2021-22	2022-23	2023-24	2024-25	2024-25	2025-26	2027
2027-28	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2034
2034-35	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2041

The Coordinating Committee will review the board policies and administrative procedures during the academic years indicated above. Once reviewed, the board policies will be forwarded to the Board of Trustees for review. Any board policies needing revisions will be forwarded to the Board of Trustees for a first reading then a second reading for adoption.

Resources – Where can policies be found?

The Office of the President maintains and regularly updates the board policies and procedures. All documents are posted on the College's [website](#). There are seven chapters of board policies and administrative procedures:

- [Chapter 1 - The District](#)
- [Chapter 2 - Board of Trustees](#)
- [Chapter 3 - General Institution](#)
- [Chapter 4 - Academic Affairs](#)
- [Chapter 5 - Student Services](#)
- [Chapter 6 - Business Services](#)
- [Chapter 7 - Human Resources](#)