



Board Policy & Administrative Procedure Approval Process

- As a Subscriber of Services with the Community College League of California (CCLC), twice a year, the college is sent updated Board Policies and Administrative Procedures providing compliance with accreditation standards, laws and regulations.
- Those updates are given to each of the Vice Presidents for their review and to provide revisions.
- After revisions are made (**bold** for new content – ~~striketrough~~ for deletions), the Board Policy/Administrative Regulation is brought before the Executive Council for their review and approval.
- The Board Policy/Administrative Regulation is then brought before the College Coordinating Council for their review and approval.
- The Board Policy/Administrative Regulation is then brought before the Board of Trustees for their review and approval. A Board Policy goes to the board as a First Reading, review only, no action taken, and then brought back for approval at the next board meeting. An Administrative Regulation goes to the board as an information only item.
- Once the Board Policy/Administrative Regulation is reviewed/approved by the Board of Trustees, it is then placed on the district's website:
http://www.avc.edu/administration/board/policyprocedures.html#.VOzsTvnF_2E
- The President's Office keeps a log of all Board Policies/Administrative Regulations and where they are in the process for updates and revisions.