

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
ADMINISTRATIVE PROCEDURE**

2045

POLICIES AND ADMINISTRATIVE PROCEDURES

The Chancellor, through the Collegial Consultation process, has the authority to develop new Board Policies and Administrative Procedures. The process for developing or changing administrative procedures is outlined below:

1. A proposal for a new Board Policy or a change in a current Policy or Administrative Procedure will be submitted in writing to the Chancellor's Cabinet.
2. If approved for consideration by the Chancellor's Cabinet, the proposal will be shared with District Assembly and given to the Academic Senate presidents to determine whether either believes the proposal is an "academic and professional matter."
3. If the proposal is deemed to be **an academic and professional matter**:
 - a. The proposal will be submitted to the Academic Senates on both campuses, which will have up to 3 months to review and suggest appropriate changes to the proposal, bearing in mind Title 5 and relevant state regulations.
 - b. After the Senates have completed their review, a Joint Senate Conference Committee, with representatives from each Academic Senate, will confer to iron out any differences.
 - c. The proposal will then be submitted to the District Assembly as an information item.
4. If the proposal is deemed **not** to be **an academic and professional matter**:
 - a. The proposal will be submitted for consideration to the District Assembly, which will have up to 3 months to review and suggest changes. The proposal will simultaneously be submitted to the Academic and Classified Senates as an information item. (See 4.d below.)
 - b. The District Assembly will assign a subcommittee comprised of all campus constituencies, which will review and suggest appropriate changes to the proposal, bearing in mind Title 5 and relevant state regulations.
 - c. After the subcommittee has completed its review, the proposal will be submitted to the District Assembly for final review.
 - d. If the Senate at either campus disagrees with the presidents' assessment and deems the proposal an academic and professional matter, the proposal will be removed from District Assembly consideration and submitted to the Senates, as per Step 3 above.
5. After Step 3 or 4 above, the proposal will be submitted to the Chancellor. If the proposal concerns a Board Policy, the Chancellor will submit it to the Board for a first reading and/or approval. The Chancellor will submit changes in Administrative Procedures to the Board for information only.

APPROVED: 10/20/11

Flow Chart for Changes to Board Policies or Administrative Procedures

