

Item Approval Process

1. From AS President (in consultation with VPAA) priorities for academic year distributed to appropriate committee.
2. Parent committee assigns item(s) to specific workgroups.
3. Workgroup reviews and revises item, which becomes agendaized for discussion at the Parent committee.
4. Parent committee reviews and recommends a version of the item to go out to divisions/constituents for feedback via division rep/constituent rep; AS President sends to Council of Presidents for feedback (4-week process).
5. Feedback via reps goes to workgroup who incorporates, or not, suggestions, edits, etc.
6. Item version now comes to Parent committee for Action. Committee votes to endorse (or recommend) item for Academic Senate vote.
7. Item is agendaized at AS Business meeting and if approved, goes to Mutual Agreement.
8. If signed into Mutual Agreement (Board Policy), it goes to Board of Trustees as an action item. If an Administrative Procedure, appropriate handbooks, websites are updated.
9. Board Policies are submitted to BOT for two readings. Upon approval they are published as part of Board Policy Manual on the BOT webpage.