

KEY for Board Policy and Administrative Procedure document revisions

The following Key is for changes and additions when reviewing/revising or creating NVC Board Policies (BP) and Administrative Procedures (AP). [*Administrative Regulations (AR) is changing to Administrative Procedures (AP)*]

Black Ink	Current content in NVC BPs or AR/AP's
Yellow highlight	Policy analyst notes to draw attention. Can include: <ul style="list-style-type: none"> • Clarification on the red ink purpose • Areas where local campus/district information needs to be included
<u>Red ink underlined language</u>	The meaning is noted with yellow highlight. Can include: <ul style="list-style-type: none"> • Legally required language <ul style="list-style-type: none"> - Review legally required language to ensure that it is in alignment with the local practice – if not, it can include minor vocabulary changes. • Legally advised language that is suggested as good practice/optional by the Policy & Procedure Services and Legal Counsel. • A check list of the content/procedures which must/should be included – but not the actual language
Blue Ink	Language included for consideration
Strike through	Any black in language that will be removed from existing BP/AR's or red ink language in the template that is being used as the initial document.
Green highlight	Any changes made through the work group committee based on their work with the stake holders and feedback from divisions or CoP.