

Guidelines for NVC Board Policies and Administrative Regulations

Defining Terms

1. Board Policies (BP) tend to be (should be) brief, general statements outlining what we endeavor to do, per state law (Education Code), Title 5 (California Code of Regulations), etc.
2. Administrative Regulations (AR) are the specific processes that we as a campus employ to implement the policy. One policy may have more than one Administrative Regulation. "ARs" often include our actual processes (for example "how to appeal a pre-requisite") or may cite a particular approved manual (Curriculum Handbook) or webpage.
3. NVC subscribes to policy and regulation templates, which come from the Community College League of California, known more often as "League Language." Colleges opt for this service because it is easier to use legally-vetted language than write our own from scratch. Contact the Academic Senate secretary for Board Policy and Regulation templates.

If a committee is tasked with reviewing policy and related regulations:

1. This request typically comes from Academic Senate President/AS Executive Committee, as part of ongoing policy review.
2. When possible, use League Board Policy templates since they contain the legally required citations of Ed code, Title 5 regulation, etc.
 - In our policies, we as a Senate typically change the language "CEO/Superintendent will do..." to "President/Superintendent will ensure that...in accordance with shared governance"
 - Committees can deviate from League language if they feel there is justification for doing so. The Board of Trustees, however, has final approval and can return the policy to the Senate if it believes that the alternative language does not align sufficiently with legally-required language.
 - For older policies that are lengthy and seem to contain regulations within the same document-- in other words, this is *what* we do (policy) + this is *how* we do it (Administrative Regulation)--please separate the language of the policy and create a Regulation document for the process (how we do it) language.
3. League templates for Administrative Regulations often elaborate on the legal language contained in the policy and are fine to include. Sometimes formatting and moving text around improves the regulation document. If we don't have existing regulations attached to a particular policy, the League template is a very good place to start. Committees have many tasks; it is important not to get lost in the weeds trying to compose our own regulations, when the template language is adequate.
4. If uncertain about the suitability of League language in policy or regulation, it is often useful to review other California community college's board manuals. These should be easily accessible from the college's website. Academic Senate Secretary is available to support committee members in culling this information.

Vetting new/revised Academic (10+1) Policy and Regulation:

1. For those policies/regulations that impact others on campus—for example, those colleagues who will be implementing a revised process in Admissions & Records or the Testing Center, etc—solicit feedback on any revisions/additions early in the process.
2. Division reps on each committee will distribute the proposed draft policies and regulations at their division meetings.
3. Meanwhile, the proposed academic policy and/or regulation is distributed to other constituent groups on campus, via Council of Presidents.
4. Input from everyone comes back to committee, which finalizes language and forwards to Academic Senate for action.
5. Upon Senate approval, a Policy/ Regulation gets signed into Mutual Agreement and forwarded to Board of Trustees for approval.

Style Guide for NVC Board Policies and Administrative Regulations

BP 4020 Program, Curriculum, and Course Development

Franklin Gothic 16 pt

References:

Education Code Sections 70901(b), 70902(b), and 78016;

state

Title 5 Sections 51000, 51022, 55100, 55130 and 55150;

U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended.

federal

34 Code of Federal Regulations Sections 600.2, 602.24, 603.24, and 668.8

Franklin Gothic 12 pt

Policy

The programs and curricula of the District shall be of high quality, relevant to community and student needs, and evaluated regularly to ensure quality and currency. To that end, the Superintendent/President will ensure that procedures are established for the development and review of all curricular offerings, including their initiation and modification.

Furthermore, these procedures shall include:

Set out
procedures

- appropriate involvement of the faculty and Academic Senate in all processes;
- regular review and justification of programs and course descriptions;

All new programs and program deletions shall be approved by the Board. mnbmhust satisfy the conditions authorized by Title 5 regulations and shall be approved by the Board.

See also Administrative Regulations [AR 4020, AR 4022].

Recommended language approved by the _____ Committee: _____