Key and Process for Board Policy and Administrative Procedure document revisions

For the sake of clarity and consistency, the following Key will be used for changes and additions when reviewing, revising or writing NVC Board Policies (BP) and Administrative Procedures (AP).
[Administrative Regulations (AR) has changed to Administrative Procedures (AP)]

Black Ink	Current content in NVC BPs or APs
Yellow highlight	Policy analyst notes to draw attention. Can include: • Clarification on the red ink purpose • Areas where local campus/district information needs to be included
Red ink underlined language	Can include: • Legally required language - **Review legally required language** to ensure that it is in alignment with the local practice – if not, minor vocabulary changes can be included. (If changes effect meaning then another legal review maybe needed.) • 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 is not the actual language
Blue Ink	Language included for consideration – non-substantive changes suggested by the analyst. Can just be removed if not used.
Strike through	Any black ink language that will be removed from existing BP/AP's or red ink language in the template that is being removed from the initial template.
Green highlight	Any changes made by the work group committee based on their work with the stake holders and feedback from divisions or CoP.

Purpose: To update and align our Board Policies (BP) and Administrative Procedures (AP) with current NVC practices to ensure accuracy and consistency.

Instructions for workgroup leader to review/revise BP and AP documents.

1. Read and review policy/procedure, keeping in mind the color key provided.

2. Determine if there is a department/individual (stakeholder) to consult for input while revising and plan meetings accordingly.

3. Consult any additional policies or procedures that relate. These should be provided with the templates you receive.

4. Using the key to track changes in document, find any areas that do not match our college's current procedures, and align language to our current practice. If you are updating our college procedures, make those changes using the key as well.

5. Committee chair will inform you of when these revisions must be presented to your committee.

6. Once revisions are done, email them to your committee chair and Academic Senate Administrative Assistant (AS Admin.) for inclusion on the next parent committee agenda. The parent committee reviews and recommends a version of the item to go out to divisions/constituents for feedback via division rep/constituent rep; Academic Senate President sends to Council of Presidents for feedback (4-week process).

7. Once parent committee has agreed to recommend/endorse to the Academic Senate (AS), final versions (marked up and clean) will be included on AS agenda by the AS Admin. After AS meeting, if revisions are needed that are substantive, the AS Admin. will send most recent version back to workgroup chair for editing.