APs? BPs? What are these?

FLEX presentation – W974

January 10, 2019

10-11am

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WCC Academic Senate President

Goals for the Workshop

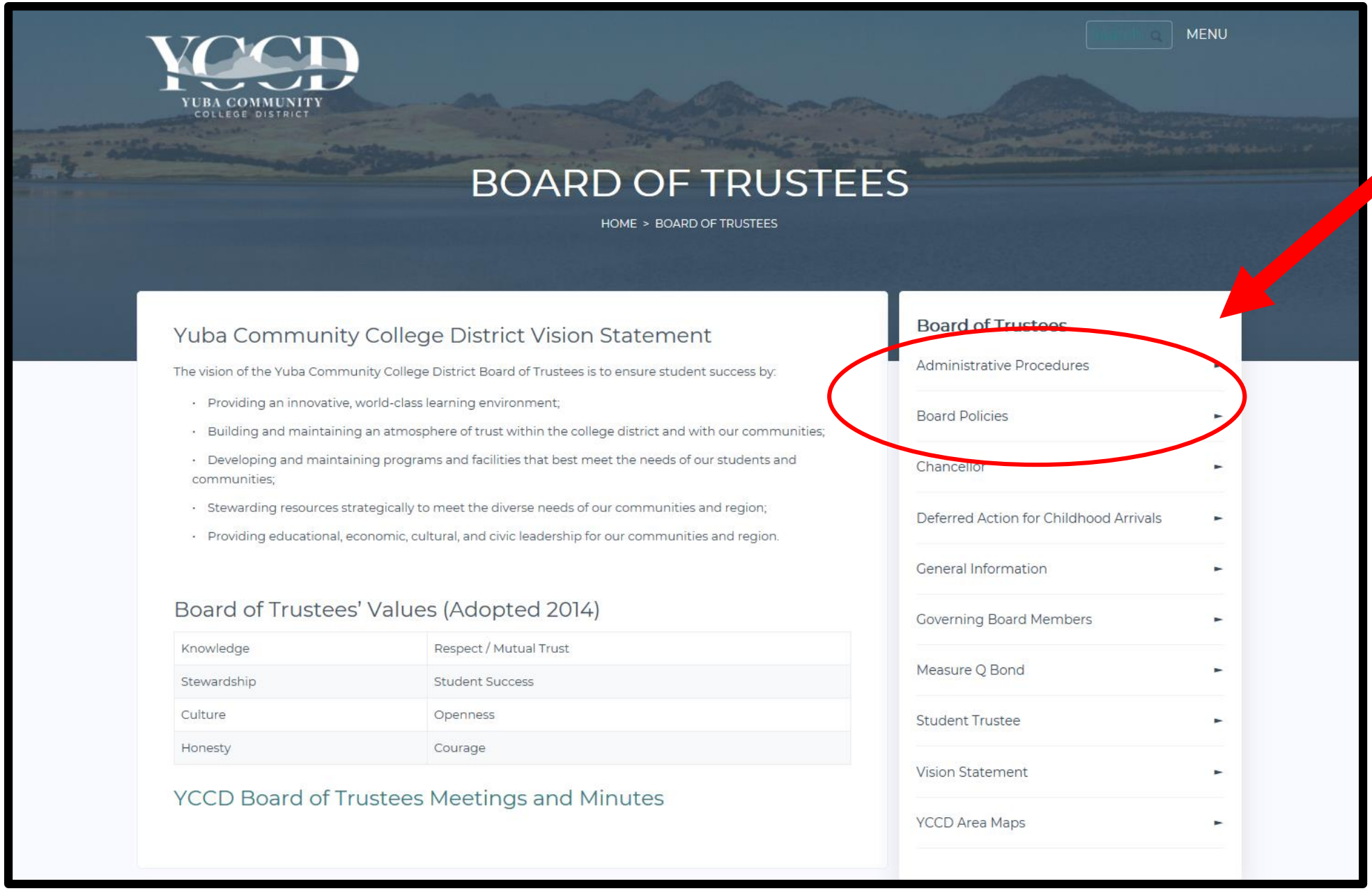
- Know the difference between BPs and APs
- How to find our YCCD BPs and APs and how are they organized.
- How these policies and procedures are developed/revised

What are BPs and APs?

- **BP = Board Policy**
  - Board policy is the voice of the Governing Board and defines the general goals and acceptable practices for the operation of the District.
    - Implements federal and state laws and regulations
    - Through these policies the Board delegates authority to and through the Chancellor to administer the District
- AP = Administrative Procedure

What are BPs and APs?

- BP = Board Policy
- **AP = Administrative Procedure**
  - Administrative Procedures implement Board policy, laws, and regulations.
  - These address how the general goals of the District are achieved and defined operations of the District
  - These include details of policy implementation, responsibility, accountability, and standards of practice.
  - ***Note that YCCD AP numbers align with corresponding BP numbers***
  - Procedures do not require Governing Board Action



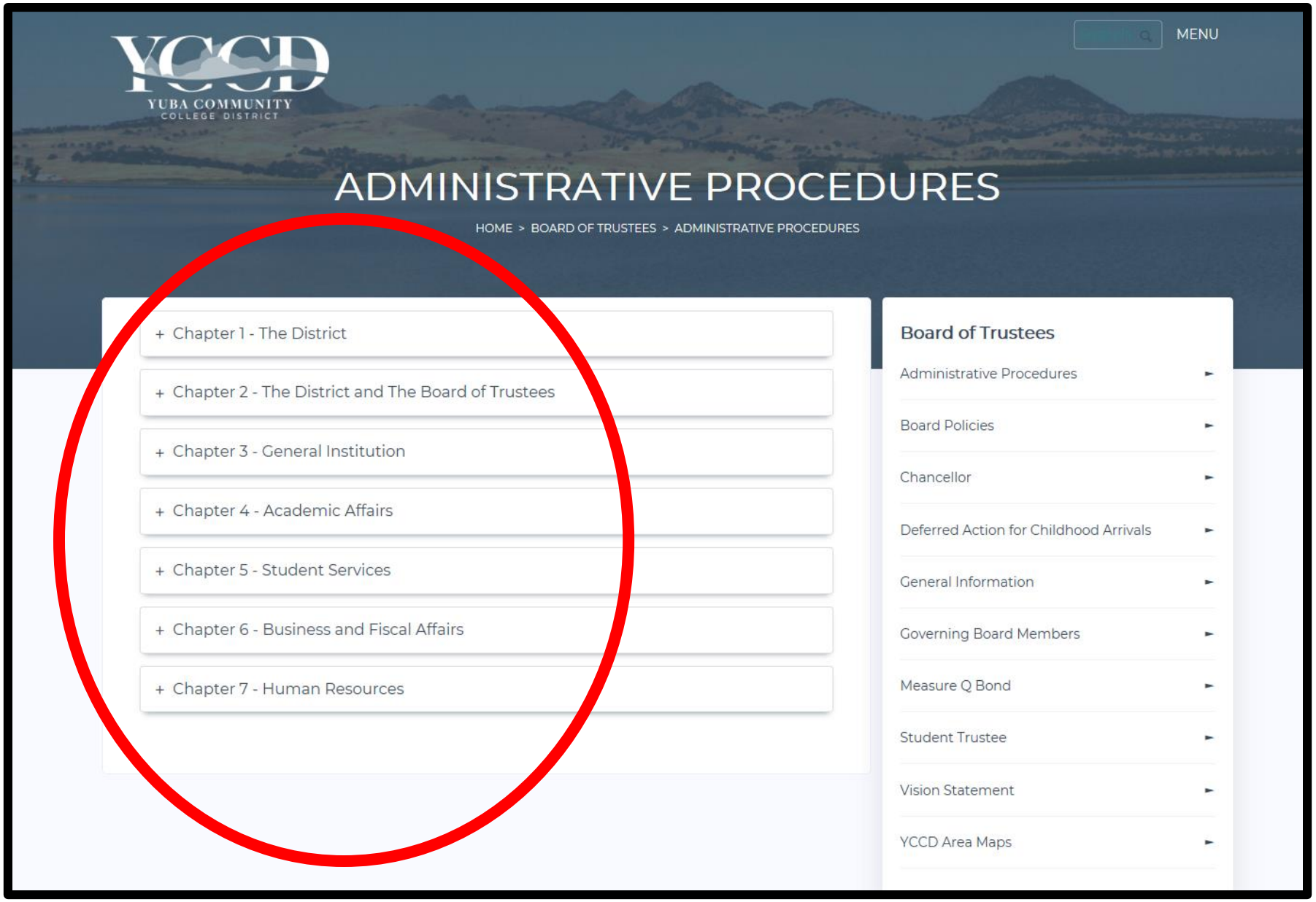
HERE!

Where do you find the current and active Board Policies and Administrative Procedures?

- All YCCD Board Policies and Administrative Procedures are organized by the following 7 Chapters.

- Note that each Chapter is expandable to list all the current policies/procedures for these chapters

- YCCD has numbered our polices and procedures to conform with the Community College League of California (CCLC)



Let's explore!

https://www.yccd.edu/board/

Revisions/Creation of BPs and APs

- Depending on the BP/AP, different processes may happen for the creation and revision of these documents.
- BPs and APs that are consider within the 10 + 1 are handled differently than others that do not fall under Senate purview. **(Yes there's a BP on this!)**
  - YCCD BP 2510 – Participation in Local Decision-Making
    - 1-3 = "relies primarily upon the advice and judgement of the Academic Senates"
    - 4-10 = "mutual agreement" with senate and Board (designee) representatives
- All District BPs and APs must be reviewed regularly

Revisions/Creation of BPs and APs

If 10+1

- Discussed/developed/debated in DCAS
- Includes both YC and WCC Senates; YC and WCC Administration; and District representation
  - If a "1-3" voted by YC and WCC Senates and District Representative
  - If a "4-10+1) then voted by YC and WCC Senates, District Representatives, AND YC WCC Administration

If <u>not</u> 10+1

- Discussed/developed/debated in a various areas as appropriate.
- Shared in DC3 (includes representations from district, ft-faculty, pt-faculty, classified staff, administration from YC and WCC, and YC and WCC Senates)

Types of Revision

- Revisions and creation of BPs and APs can happen at any time during the academic year (especially if there is an emerging issues that needs attention)
- Revisions could be legally required changes, local/permissible changes, and/or revisions by the Senates.
  - Often times language suggestion for legal required changes come from the CCLC for consideration.

ANY QUESTIONS?
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