

Southwestern Oregon Community College

AP 2410 Board Policies and Administrative Procedures

Board Policies (BP) are statements of intent by the Board of Education on a specific issue within its subject matter jurisdiction. Administrative Procedures (AP) are statements of method intended to be used to implement Board Policy. Board Policies are “what” statements. Administrative Procedures are “how” statements.

Administrative Procedures perform the following functions:

- Set forth the steps for implementing a process
- List the responsibilities of various staff and departments involved in the process
- Outline timelines and time limits
- Reference relevant Board Policies and Administrative Procedures
- Answer the questions “how”

The College Council Procedure Committee (Administrative Procedure Committee – “AP Committee”) is responsible for reviewing APs after the Executive Team (ET) has reviewed them including new APs to be created, revisions to existing APs and retirement of defunct procedures. These AP Committee meetings are open to all staff. Administrative Services will coordinate the AP Committee meetings including distribution of materials via email to AP Committee members and the general-announce listserv. The employee/department responsible for the AP creation, revision, or deletion shall attend all readings of the AP they submit. All other staff and/or members of the AP Committee may submit suggestions/comments to Administrative Services via email if they are unable to attend the meeting in person.

If at a first reading, an AP is deemed acceptable with no substantive change(s) and committee members are in agreement, no second reading will be held. Conversely, if an AP is not resolved in the second reading, it may require further readings. If substantial changes are made at the first, second or any other readings, Administrative Services may send the AP back to the Executive Team for further review.

When creating, revising, or deleting an AP, please ensure that all individuals who share responsibility for the AP have been consulted, including the appropriate supervisor/department. When developing the procedure, please ensure that any changes to URLs, OAR/ORS, Board Policy references, etc., are current and correct.

The following steps are provided for assistance in the development, revision, and/or deletion of APs:

Adding a New AP:

1. Include the following:
 - a. AP name
 - b. Originating department
 - c. Contact person
 - d. The text of the AP, including step-by-step instructions
 - e. References contained within the AP (e.g., Board policy, OAR/ORS, URLs)
 - f. Copies of any referenced forms
2. If acronyms are used in the AP, define them at the first use of them in the document. If another AP is referenced, include the AP name and number.
3. Submit AP via email to Administrative Services who will forward the AP to the Executive Team for review.

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Revising an Existing AP:

1. Contact Administrative Services to obtain the most current existing AP.
2. Submit the revised AP to Administrative Services who will forward the AP to the Executive Team for review.
3. Once the Executive Team has approved procedure revisions, etc., the procedure will be moved to the AP Committee for review.

Retiring an Existing AP:

1. Identify the AP to be retired, and submit a brief statement explaining why the retirement is requested. Email this explanation to Administrative Services who will forward the AP to the Executive Team for review.
2. Once the Executive Team has approved the procedure be retired, the procedure will be moved to the AP Committee for review.

Sequence for AP Approval/Rejection:

Once the AP has passed through the aforementioned process and has been approved by the AP Committee, a general-announce email will be sent out and the AP will be placed on or removed from the Administrative Services portal. Administrative Services will include information about the AP status in the subsequent Board report

Note: APs will be on a three-year rotation for review or as needed. The AP review committee will set up the review schedule and assign appropriate individuals/departments to review APs and submit recommendations, if any, to the AP Committee. The review or revision date will be placed at the bottom of the AP for historic tracking purposes.

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Created/Adopted: April 1, 2009

Revised: January 9, 2013 (Formerly Admin Policy 4.003)

Revised: November 2, 2016

Revised: April 3, 2019

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References:

NWCCU Standard 2.C - NWCCU Standard Updated 5/20

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