
District Recommendation 1**Review and Update Board Policies on a Periodic Basis**

In order to comply with the Standards, the team recommends that the Board of Trustees establish a process to ensure the board's policies and procedures are evaluated on a regular basis and revised as appropriate (IV.B.1.e).

Progress in Addressing Recommendation

Prior to the 2012 accreditation visit, the governing board updated board policies and procedures as needed based on changes to law or regulation; however, there was not a scheduled recurring evaluation of board policies. Therefore, beginning November 2012, the Kern Community College District initiated a formal process to ensure that all of the KCCD Board Policies and Procedures are evaluated periodically and revised as appropriate.

Immediately following the accreditation visit, the Chancellor's Cabinet implemented the systematic review of the Board Policy Manual to occur every two years (board policy sections 1, 3, 7, 9 and 11 for review in odd-numbered years and board policy sections 2, 4, 6, 8, and 10 for review in even-numbered years) **(DR1-1)**. Additionally, the assistant to the chancellor created a calendar to facilitate the review of board policies **(DR1-2)**.

In July 2013, KCCD's general counsel recommended removing the collective bargaining agreements from the Board Policy Manual. The bargaining unit contracts are legally binding without being included in board policy. In November of 2014, Board Policy Manual sections 5, 7, and 9 were moved out of board policy and deleted from the Board Policy Manual.

The chancellor, chief financial officer, the Chancellor's Cabinet, and the Consultation Council agreed on the evaluation of Section 1, Section 3, and Section 11 (odd-numbered sections of the Board Policy Manual) to be completed by the end of 2013. The review of even-numbered sections of the Board Policy Manual (Sections 2, 4, 6, 8, and 10) commenced in January 2014 **(DR1.1)**.

Conclusion

The District has defined a process for the periodic review and appropriate revision of the KCCD Board Policy Manual to ensure an ongoing and systematic review of board policies and revisions where appropriate. This process began in January 2013 to evaluate one-half of the board policies (Section 1, Section 3, and Section 11) in odd calendar years and to evaluate the other half of board policies (Section 2, 4, 6, and 10) in even calendar years.

The Follow-Up Team Report in October 2013 indicated that the colleges have implemented actions that fully address District Recommendation #1. The new review process continues to be evaluated for efficacy and needed modifications to ensure the regular update of board policies and to assure compliance with the requirements of Standard IV.B.1.e.

Plans for Sustaining Improvement and Institutional Effectiveness

The process for review of board policies is systematic and evaluated regularly to determine its effectiveness. The District developed an instrument to facilitate the review of board policies. Effective April 2015, the interim vice chancellor of educational services sent a memorandum to the Academic Senate Presidents at each of the three colleges to clarify the vetting process in order to complete additions or revisions to district board policies in a timely manner **(DR1-3)**. For board policies that rely primarily upon the advice and judgment of the Academic Senate, the intent is for the Academic Senate policy review to take up to eight weeks from initiation to completion **(DR1-3)**. Additionally, to improve the timeliness of reviewing and updating District policies, the District subscribes to the League of California Community College policy service that monitors changes to laws and regulations and clearly formulates and articulates all applicable policy changes.

List of Evidence

- DR1-1 [Chancellor's Administrative Council Minutes – July 2013 to March 2015](#)
- DR1-2 [KCCCD Board Policy Review Calendar – January 2013](#)
- DR1-3 [KCCCD Academic Senate Letter & Checklist for Board Policies Review](#)