Group 5 - Administrative Procedures (30 day review period)

Robert Frost <robert.frost@napavalley.edu>
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To: Robert Frost <robert.frost@napavalley.edu>

Dear All,

At the direction of the Board, we continue to work through the many procedures that need to be updated or approved, using the CCLC Policy Service templates as guidance. These documents are legally required or advised. They have been published in the Board Policy Manual in Board Docs and here.

Please take 4 weeks to review these documents and provide input. Given the many procedures to be updated, or approved for the first time, our consultation process will remain open and continue after posting, using a “Additional Review Requested” designation for new/revised procedures. You will see this reminder included in both email and memoranda in the months ahead. In addition, we will share out a DRAFT five-year timeline for regular review. Through such a designation and tracking process, we can continue consultations and revisions needed for the many procedures in progress at this time.

Of particular distinction in this batch are the Accreditation and AP 6200 procedures. These are key items identified for the Fall 2022 ACCJC evaluation.

I am grateful for the good work of the AP 6200 Taskforce and look forward to the continuous improvement process involved with procedure review, consultation, and updating.

- AP 3200 Accreditation
- AP 4226 Multiple and Overlapping Enrollments
- AP 5075 Course Adds and Drops
- AP 5110 Counseling
- AP 6200 Budget Preparation
- AP 6345 Bids and Contracts - UPCCAA
- AP 7160 Professional Development
- AP 7216 Academic Employees: Grievance Procedure for Contract Decisions
- AP 7337 Fingerprinting
- AP 7344 Notifying District of Illness

Rob