**Phase 2 Proposal – Policy Revision Process – 2019/2020**

The below table envisions a potential process for updating policies while incorporating a Cabinet Review Calendar and a BOT review calendar (as required by accreditation – see proposed calendar procedure on page 2). Note: the bulk of the work related to Chapters 3-5 would likely need to begin now and will continue through the summer. That’s the only way any meaningful revisions might happen with respect to these HR chapters. I haven’t included 2nd readings for the BOT because that could be impacted by any WAC process.

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Sept** | **Oct** | **Nov** | **Dec** | **Jan** | **Feb** | **March** | **April** | **May** | **June** | **Sept** |
| Ecab | Ch 1 | Ch 2 | Ch 3-5 | Ch 6 | Ch 7 | Ch 8 | Ch 9 | Ch 10 |  |  |  |
| P&P | Ch 1 | Ch 2 | Ch 3-5 | Ch 6 | Ch 7 | Ch 8 | Ch 9 | Ch 10 |  |  |  |
| CC |  |  | Ch 1-2\*\* |  | Ch 3-6\*\* |  | Ch 7-8\*\* |  | Ch 9-10\*\* |  |  |
| Ecab | Ch 1\* | Ch 2\* | Ch 3-5\*  Ch 1-2  \*\*\*+ | Ch 6\* | Ch 7\*  Ch 3-6  \*\*\*+ | Ch 8\* | Ch 9\*  Ch 7-8  \*\*\*+ | Ch 10\* | Ch 9-10  \*\*\*+ |  |  |
| BOT |  |  |  | Ch 1 -2 #1 |  | Ch 3-6  #1 |  | Ch 7-8  #1 |  |  | Ch 9-10  #1 |
| WAC |  |  |  | Begins |  | Begins |  | Begins |  | Begins |  |

\*Cabinet receives feedback from Policies & Procedures Committee and makes any needed adjustment

\*\*College Council Reviews

\*\*\*ECab receives recommendation from CC

+ Ready for Board Packet

#1 First Reading

**Executive Cabinet Policy & Procedure Review Calendar**

Executive Cabinet may review the college’s policies and procedures as needed to ensure efficient operation of the college. To ensure consistent review of policies and procedures, Executive Cabinet adopts the following annual review schedule:

September: Chapter 1

October: Chapter 2

November: Chapter 3, 4, 5 (NOTE: Hopefully we will be able to condense this into one Chapter 3 as part of the revision process)

December: Chapter 6

January: Chapter 7

February: Chapter 8

March: Chapter 9

April: Chapter 10

**Board of Trustees Policy & Procedure Review Calendar:**

The Board of Trustees may review the college’s policies and Board of Trustee procedures as needed to ensure efficient operation of the college and Board governance. To ensure consistent review of college policies and Board of Trustee procedures, the Board of Trustees adopts the following annual review schedule:

December: Chapters 1-2

February: Chapters 3-6

April: Chapters 7-8

May: Chapters 9-10