

**Accreditation Warning Items****IEAC READ: April 2, 2018**BOT 1<sup>st</sup> READ: August 2018BOT 2<sup>nd</sup> READ: September 2018

ACCJC REPORT DUE: October 1, 2018

FOLLOW-UP VISIT: Spring 2019

**Recommendation #2****(IV.C.7)****Responsible Party: President's Office / Brenda Thames**

In order to meet Standards, the team recommends that the Board establish a long-term plan for the systematic review and revision of all policies and establish a formal process for documenting the review of policies in which no revisions are made.

Action Items	Supporting Activities	Evidence Links/Location	Deadline
1. Chancellor established focused policy and procedure review meetings for college executive team at beginning of fall 2017		Agendas from review meetings (Brenda)	Completed
2. Develop and publish a six-year schedule/cycle for policy and procedure review and approval	Column added to BOT list Establish 6-year cycle for all Overall tracking (Excel)	To be published on Board Policy website: <a href="http://www.westhillcollege.com/district/administration/board-of-trustees/policies-and-procedures.php">http://www.westhillcollege.com/district/administration/board-of-trustees/policies-and-procedures.php</a> Tracking Cycle (excel) (Kyle)	March 2018
3. Revise AP2410 on Policy and Administrative Procedure to include the following: <ul style="list-style-type: none"> <li>• Require development and publishing six-year cycle for policy review</li> <li>• Require that all policies go through</li> </ul>	Draft AP has been reviewed by exec team.	Routing/Review (need minutes) Courtesy Review: College Governance Academic Senate  Will be posted to website once the policy and procedure have moved through approval process and been approved.  Sample of retired policies (206, Athletics)	April 2018

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<p>BoT during six year cycle, even if not revised</p> <ul style="list-style-type: none"><li>• Require that BoT receive annual updates on policy review cycle</li></ul>			
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