Accreditation Warning Items
IEAC READ: April 2, 2018
BOT 1st READ: August 2018
BOT 2nd 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: http://www.westhillscollege.com/district/administration/board-of-trustees/policies-and-procedures.php Tracking Cycle (excel) (Kyle)	March 2018

3. Revise AP2410 on Policy and Administrative Procedure to include the following:
• Require development and publishing six-year cycle for policy review
• Require that all policies go through
	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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	BoT during six year cycle, even if not revised • Require that BoT receive annual updates on policy review cycle			