

AP 2415 - Procedures Formulation

Procedure review begins following approval of a policy by the College Board of Education.

Originator: OR	1. Forwards proposed or revised procedure to Director of Legal Resources.
Director of Legal Resources:	1. Sends e-mail notification to appropriate administrator that a policy has been revised/reviewed and approved by the College Board of Education and that a procedure review is scheduled and must be completed within 90 days. 2. Lists the policy number(s) and indicates the deadline to return a revised procedure to the director of Legal Resources.
Administrator:	1. Reviews and updates the procedure or returns the procedure to the director of Legal Resources indicating no revisions are needed to the procedure. 2. If the procedure cannot be returned within 90 days due to the complexity of the procedure, the administrator will negotiate a revised due date with the director of Legal Resources.
FYI (sub-group of Executive Team):	1. Review procedures with process changes, additional steps, or with new individuals/departments inserted into the process flow. 2. Determine if the procedure changes warrant a review by Executive Team. 3. If so, Executive Team will review the changes and determine the best way to publicize the procedure changes to the campus at large.
Director of Legal Resources:	1. Finalizes changes to procedures reviewed by FYI and Executive Team.

October 14, 1991

Adopted College Council

March 8, 2006

Revised

August 21, 2008

Updated

April 25, 2012; February 26, 2015

*Revised by College Executive
Administration*