

Southwestern Community College District **Board Policies and Administrative Procedures Manual**



SOUTHWESTERN COMMUNITY COLLEGE DISTRICT POLICY AND PROCEDURE MANUAL

PURPOSE AND SCOPE

The Southwestern Community College District Board Policies and Administrative Procedures Manual serves as the official directory for all college policies and procedures, providing the foundational framework for the College District's operations and decision-making processes. These policies and procedures establish the rules and guidelines that govern the actions of college employees and ensure consistent, sound, and legally compliant practices across the institution.

Board Policies are broad policy statements that articulate and communicate the Governing Board's vision, serving as a strategic guide for the College District's operations and priorities. Administrative Procedures outline the detailed steps necessary for implementing those policies effectively. Together, they form operational parameters essential to connecting the College's mission and values with robust institutional practices, ensuring compliance with both legal and accreditation requirements.

Southwestern College adheres to a structured six-year continuous review cycle, supplemented by semi-annual reviews, to maintain the accuracy, relevance, legal compliance, and accreditation standards of its policies and procedures. These documents are developed in alignment with the Community College League of California (CCLC) standard guidelines, promoting fairness, effectiveness, and efficiency in the governance and operations of the College District.

As the only public institution of higher education in southern San Diego County, Southwestern College plays a critical role as a community resource, committed to upholding the highest standards of integrity. This manual reflects the College's dedication to operational excellence, ethical conduct, and the delivery of quality higher education for its students and community. It provides a comprehensive reference for governance, infrastructure, and processes that support the College's mission to serve its service region with integrity and excellence.

Approved by Shared Consultation Council: September 10, 2025



OVERVIEW OF POLICIES AND PROCEDURES

DEFINITIONS OF POLICIES AND PROCEDURES

BOARD POLICIES (BPs)

Board Policies are broad policy statements that articulate and communicate the Governing Board's vision, serving as a strategic guide for the College District's operations and priorities.

- ◊ Board Policies are intended to provide information that guides employees of the College District when conducting college matters. The District College's mission, vision and values influence development of policies and help determine acceptable operational practices. Board Policies can also be established to implement federal and state laws and regulations. The Governing Board, through policy, delegates authority to and through the Superintendent/President to administer the College District. The Superintendent/President is responsible to reasonably interpret board policies as well as other relevant laws and regulations that govern the College District.

ADMINISTRATIVE PROCEDURES (APs)

Administrative Procedures are detailed guidelines for implementing Board Policies, laws, and regulations.

- ◊ Administrative Procedures provide clear steps and actions in partnership with the direction established by the corresponding policies. They describe specific actions to be taken to conform with the established board policies and allow for the orderly implementation of the policies. Administrative Procedures are intended to provide the college district with guidelines, uniformity, compliance, and control of policy-related activities. Administrative Procedures do not require Governing Board action.

CONTINUOUS REVIEW CYCLE

Southwestern College is committed to the continuous review process for policies and procedures. This review process includes the following components:

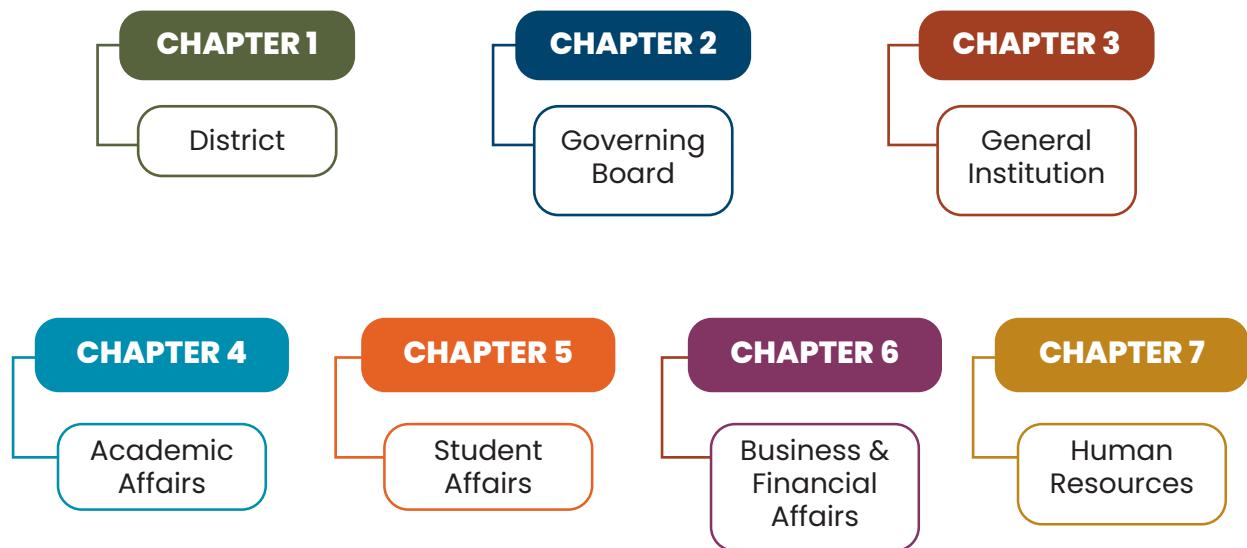
- ◊ Semi-annual review of legal updates through the CCLC Policy and Procedure Service in Fall & Spring.
- ◊ Cyclical comprehensive review of all documents every six years.
- ◊ Responsive updates from the campus community and stakeholders, as well as changes in laws, regulations or College District operations to ensure compliance.
- ◊ Development of new policies and/or procedures as needed to ensure compliance with regulatory changes, improving operational efficiency, or responding to emerging issues.



POLICY AND PROCEDURE CHAPTERS

The Office of the Superintendent/President is responsible for overseeing and regularly updating Board Policies and Administrative Procedures. The office maintains a Board Policy and Administrative Procedure Dashboard. All documents are available on the Southwestern College Diligent Community Site at <https://swccd.diligent.community/Portal/Policy.aspx>.

There are seven (7) chapters of Southwestern College policies and procedures:



Each chapter includes a section for Board Policies and a section for Administrative Procedures. For comprehensive guidance on specific subjects, it is recommended to consult both sections. When updates are proposed, both sections—where applicable—are reviewed through the shared consultation process to ensure alignment and thoroughness.

Each chapter is assigned to a division responsible for leading the update process. However, there are exceptions, such as Chapter 3, which encompasses policies and procedures impacting the entire district. Updates for these are assigned a division lead by the Executive Leadership Team or the Policy and Procedure Review Committee. Another exception pertains to Chapters 4 and 5, which may include policies and procedures identified as 10+1 areas requiring Academic Senate co-leadership. In these instances, the Academic Senate selects a representative to collaborate with an Academic Affairs representative to guide updates through the shared consultation process. Chapter 2 policies are reviewed by the Governing Board Policy Committee.



POLICY AND PROCEDURE DEVELOPMENT AND REVIEW PROCESS

Policies and procedures are vetted through a review process, which includes shared consultation and feedback.

STEP 1: IDENTIFICATION OF POLICIES AND PROCEDURES

Policies and procedures are identified for review through:

- ◊ Cyclical reviews as part of a scheduled timeline.
- ◊ Biannual updates prompted by recommendations from the Community College League of California (CCLC) due to legal and regulatory changes.
- ◊ Responsive suggestions from stake-holders (e.g., faculty, staff, students).
- ◊ Development of new policies and/or procedures as needed to ensure compliance with regulatory changes, improving operational efficiency, or responding to emerging issues.

Files that require review may be requested from the Office of the Superintendent/President.

STEP 2: POLICY AND PROCEDURE REVIEW COMMITTEE (PPRC)

Policies and procedures are reviewed through the college's shared consultation process:

- ◊ Policies and procedures are forwarded to the appropriate division(s)/lead(s) from the Superintendent/President's Office for assignment to lead the update through the shared consultation process, ensuring ongoing tracking of changes based on feedback and CCLC recommendations.
- ◊ Relevant subject matter experts are consulted to inform draft or revisions to policies and procedures with changes tracked throughout the consultation process to ensure alignment with feedback.
- ◊ Any policies and procedures that require Academic Senate 10+1 will be reviewed and approved through Academic Senate prior to PPRC review.
- ◊ Proposed drafts are submitted to the PPRC for preliminary review and recommendations.
 - Exception: Chapter 2 Board Policies go directly to the governing board for approval once the Governing Board Policy Committee approves revisions.
- ◊ The PPRC conducts the first read of policies and procedures before forwarding them to the Shared Consultation Council (SCC) for second and final approval.
 - Feedback is solicited from constituent groups via their respective representatives.
 - The PPRC may request a second or third read until the committee reaches consensus before sending the policy and procedure to the SCC for a final read and approval.

STEP 3: SHARED CONSULTATION COUNCIL (SCC) FINAL APPROVAL OF ADMINISTRATIVE PROCEDURES

- ◊ The SCC conducts the second or final read of policies and procedures following input from the PPRC. The SCC may request further changes and an additional reading of the policy and procedure before final approval.
- ◊ All administrative procedures receive final approval at the SCC. All policies must be forwarded to the governing board for final approval.
- ◊ Once the SCC adopts/approves the procedure, the most current version is uploaded to Diligent Community.

STEP 4: GOVERNING BOARD APPROVAL FINAL APPROVAL OF BOARD POLICIES

- ◊ All board policies undergo a first and second read by the Governing Board as part of the final adoption/approval.
- ◊ Chapter 2 Board Policies undergo a first read by the Governing Board Policy Committee, which may recommend moving forward for approval without a second read, before final adoption/approval by the full Governing Board.
- ◊ The administrative procedure related to the board policy will be presented with the board policy agenda item as a reference only.
- ◊ Once the Governing Board adopts/approves the policy, the most current version is uploaded to Diligent Community.





ROLES AND RESPONSIBILITIES

POLICY AND PROCEDURE REVIEW COMMITTEE (PPRC)

Anchor Role

- ◇ Track updates in state and federal laws.
- ◇ Review drafts of new or revised policies and procedures.
- ◇ Make recommendations to the Shared Consultation Council (SCC).

Membership

- ◇ Cross-functional representation from all College District constituencies.

SHARED CONSULTATION COUNCIL (SCC)

- ◇ Ensure participatory decision-making.
- ◇ Conduct final reviews and approves the procedures.

GOVERNING BOARD POLICY COMMITTEE (GBPC)

- ◇ Review Chapter 2 policies.
- ◇ Conducts a first read, which may recommend moving forward for approval without a second read for full governing board approval.

GOVERNING BOARD

- ◇ Approve all Board Policies after final review.

TRAINING AND ORIENTATION

- ◇ Annual training is provided for members of the SCC, PPRC, and the GBPC.
- ◇ New Governing Board members receive training on the policy and procedure review process during orientation.

FEEDBACK MECHANISM

- ◇ Feedback is welcome and may be submitted via email to the Office of the Superintendent/President.



POLICY AND PROCEDURE REVIEW COMMITTEE

MISSION AND PURPOSE

The Policy and Procedure Review Committee (PPRC) is a cross-functional, consultation group of college constituents that supports student success and the college mission by making recommendations to the Shared Consultation Council (SCC) in the areas of policies and procedures.

GENERAL AREAS OF CONSULTATION

Processes for College District policy and procedure review and approval.

RESPONSIBILITIES

In consultation with the Office of the Superintendent/President, this committee is responsible for ensuring a cycle of review and updating of College District Board Policies and Administrative Procedures is ongoing. The committee may establish subcommittees for ongoing needs relevant to its mission. Projects requiring extensive discussion or action may be delegated to a project team to complete reports or other work to support the committee's and the College's mission.

- ◊ Track the recency of policies and procedures by tracking changes in state or federal laws and regulations, as well as local practice, which might warrant a policy or procedure review and recommend updates to the SCC when needed.
- ◊ Alert relevant constituent leaders whenever a policy or procedure needs to be created or updated. If the need to create and update is identified outside of this group, this group would be notified and would guide and track the process and progress.
- ◊ Review drafts of new or revised policies and procedures prior to SCC action.
- ◊ Make recommendations for approval of new or revised policies and procedures to the SCC.

AREAS OF REVIEW AND KNOWLEDGE BASE

- ◊ Shared Planning and Decision-making structures and purviews
- ◊ Title 5 regulations pertaining to community colleges and California Education Code
- ◊ The Community College League of California's policy and procedure review process
- ◊ Statewide legislative structures, cycles, and advocacy groups related to education
- ◊ Constituent group collective bargaining agreements

MEETING FREQUENCY

The committee meets once per month except in January, June, July, August, and December. Special meetings may be called as needed.

METHOD OF ACTION

Consensus

PPRC MEMBERSHIP

This is a consultation group whose members provide information to administrative offices or campus groups with the responsibility to implement college processes. Members of PPRC includes:

- ◊ Superintendent/President or designee (Convener)
- ◊ ASO President or designee
- ◊ Confidentials representative
- ◊ Academic Senate President or designee
- ◊ SCEA President or designee
- ◊ CSEA President or designee
- ◊ SCCDDA President or designee
- ◊ Assistant Superintendent/Vice President for Student Affairs or designee
- ◊ Assistant Superintendent/Vice President for Business and Financial Affairs or designee
- ◊ Assistant Superintendent/Vice President for Human Resources or designee
- ◊ Accreditation Liaison Officer, Assistant Superintendent/Vice President for Academic Affairs or designee
- ◊ Executive Officer of Equity and Engagement

Resource Members: As needed.



POLICY AND PROCEDURE STATUS CATEGORIES AND FORMATTING GUIDELINES

The Policy and Procedure Status Categories and Formatting Guidelines establish standards for the development and revision of Board Policies (BPs) and Administrative Procedures (APs). These guidelines ensure consistency by defining status categories to clearly indicate the current stage and relevance of the documents. The formatting guidelines are applied throughout the process to maintain consistency and clarity in managing these documents.

STATUS CATEGORIES

ACTIVE

The Governing Board has formally approved the BPs, and the APs have been approved by the SCC.

They are currently in effect and reflect current laws, regulations, and institutional needs, and are implemented across the college.

They are regularly reviewed and updated to maintain relevance and compliance.

DRAFT: BPs and APs are under development or revision and are not yet formally adopted or implemented. It is currently under the review process.

RETIRED: These are policies and procedures that are no longer in effect because they have been replaced, rescinded, or deemed obsolete. They are removed from the active status and archived for historical purposes or replaced with updated versions.

These categories help ensure that board policies and administrative procedures are effectively managed, providing transparency and clarity for college operations and management.

DOCUMENT FORMATTING AND STRUCTURE

All BPs and APs are written using Arial font to ensure maximum clarity and legibility on electronic devices. Titles should be in bold, Arial font size 14 point, with subheadings and body text in Arial font size 12 point being unjustified. Use a clear numbering system to aid in referencing and organization.

DOCUMENT CATEGORIES

When updating the document, the following headers shall be used to identify the reason for updates:

- ◊ Cyclical
- ◊ CCLC Update
- ◊ Responsive
- ◊ New

WRITING STYLE

The writing style should be accurate and use the third-person voice. It must maintain a concise and clear tone, and use gender neutral language.

DOCUMENT DATES

ADOPTED: The BP/AP was officially enacted for the first time.

REVISED: Changes were made to update the BP/AP, and ensure the information is current and relevant.

REVIEWED: The BP/AP was thoroughly examined without making changes, confirming the content is up to date and relevant.