



POLICY / PROCEDURE CHECKLIST

Complete all Sections and send together with the pdf version of the draft Policy/Procedure to the Facilitator.

1. DISTRICT OFFICE FACILITATOR

DATE

Indicate who can be contacted regarding this submission.

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2. TITLE OF POLICY or PROCEDURE

3. POLICY / PROCEDURE NO.

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4. REVIEW SUMMARY / DEVELOPMENT

Identify what outcome is to be achieved with this revised, deleted, new policy or procedure

Reason for Submission	Yes	Comment:
New Policy or Procedure		
Update of existing Policy or Procedure due to:		
<ul style="list-style-type: none"> • Legislation change (State or Federal) 		
<ul style="list-style-type: none"> • Regulation Change (Title V) 		
<ul style="list-style-type: none"> • Procedural change 		
<ul style="list-style-type: none"> • Other 		

5. ACADEMIC SENATE (10 +1) INFORMATION ONLY

6. COMMUNICATION AND IMPLEMENTATION PLAN:

UPON COMPLETION OF POLICY REVIEW OR REVISION, A DISTRICTWIDE EMAIL WILL BE SENT AND THE POLICY AGENDIZED FOR THE NEXT BOARD MEETING FOR REVIEW AND APPROVAL AT THE SUBSEQUENT MEETING.

7. VETTING STATUS- EA USE ONLY:

DO-ADMINISTRATIVE COUNCIL:
 DO-CHANCELLOR'S CABINET:
 DO-CONSULTATION COUNCIL:

8. BOARD USE ONLY:

First Reading / Recommendation:
 Second Reading / Approval:
 Date Posted to BPM / Website:
 Districtwide Email Sent: