Imperial Valley College Standing Rules of the Policies and Procedures Review Committee

MEETINGS

The committee meets the second and fourth Wednesday of every month.

AGENDA

The Policies and Procedures Review Committee generates a standard agenda each month with two items: 1) Review Policies 2) Review Procedures

PURPOSE

The *Policies and Procedures Review Committee* is a task force to review all board policies and administrative procedures for accuracy, clarity, and currency.

FUNCTIONS

- To convey to the various contiguous groups a need to develop, update or modify campus policies and/or procedures.
- To review board policies and administrative procedures submitted to the college through the Community College League of California (CCLC) contract services.
- To allow for discussion by representatives of all contiguous groups regarding all development, update or modification of campus policies and/or procedures.
- To maintain a complete and accurate record of all current board policies and administrative procedures.

PROCEDURES

- Upon receipt of recommended board polices and administrative procedures from the CCLC the committee will review to determine need.
- A referral will be made to the appropriate campus body when the Policies and Procedure Review Committee finds it necessary to develop, update or modify a campus policy or procedure.

STRUCTURE

- Student Services Representative ASG Representative
- Academic Services Representative
- Business Services Representative
- Human Resources Representative
- CSEA Representative
- CTA Representative