

## **POLICY MANUAL REVIEW COMMITTEE**

### **Function and Purpose:**

The Policy Manual Review Committee will conduct a rotational review of approximately 1/3 of the college policies each year in accordance with a maintenance plan to ensure all College policies are reviewed at a minimum of every three years. Revised policies will then be submitted for College-wide review through the 30-day policy review process.

### **Composition:**

- Vice President, Administrative Services (Co-Chair)
- Vice President, Educational Services (Co-Chair)
- Four Professional Level Staff Members (Chosen by President's Council)
- Four Classified Staff Members (Chosen by Classified Staff Committee)
- Four Faculty members (Chosen by Faculty Council)

Personnel will serve a two-year rotating appointment, with two from each council/committee rotating off each academic year.

Note: Committee members do not have to be part of the selection council/committee to serve on the Policy Manual Review Committee.

The Committee meets every second Thursday of the month at 2:00 p.m. or on-call by the Co-Chairs.

Board Approval Date: January 27, 2014

Effective Date: January 28, 2014

Final Revision Date: December 18, 2013

Policy Manual Review Committee – No Changes: January 15, 2015