B.5.3.1 (Procedure) District Policy and Procedure Advisory Council (PPAC)
Responsible Department: Legal Services
Based on Board Policy: B.5.3 – Board Policies
Adoption: 1-25-22
Reviewed: 9-27-22

ALAMO COLLEGES DISTRICT

PURPOSE AND SCOPE

The following procedure establishes the District Policy & Procedure Advisory Council (PPAC) and outlines the process for ensuring the component of stakeholder input on new or revised Alamo College District Policies or Procedures as referenced in Board Policy B.5.3. Referrals for recommendations shall be made from the District Policy & Procedure Advisory Council established by Procedure B.5.3.1 as described herein.

DEFINITIONS

1. The District Policy & Procedure Advisory Council (PPAC) shall refer proposed new or amended Policies and Procedures to the processes of this procedure for consideration and recommendations when those Policies or Procedures "Request Stakeholder Input," all as defined and described below.

2. Individual stakeholder groups are defined as Student, Faculty, and Staff.

3. A new or revised Policy or Procedure is defined to "Request Stakeholder Input" when it directly involves one of the following respective groups.

   Rubric for STUDENT input: (i) student activity fee, (ii) student organizations, (iii) student contests and competitions, (iv) student fundraising, (v) student publications and signs, (.

   Rubric for FACULTY input: (i) teaching, (ii) faculty advising and mentoring, (iii) the facilitation of learning, such as modes of delivery, curriculum, (iv) the role of faculty in student success and campus life, (v) use of technology required by faculty, (vi) faculty assignments, (vii) faculty development, or (viii) faculty advancement.

   Rubric for STAFF input: (i) staff advising and mentoring, (ii) the role of staff in student success and campus life, (iii) use of technology required by staff, (iv) staff assignments, (v) staff development, or (viii) staff advancement.

4. Individual members of the PPAC are designated by role or position outlined below.

Representative/Position
Director of Ethics, Compliance, & Policy
United Faculty Senate President
Council of Chairs Chair

Executive Staff Senate President
Student District Council Chair
Designated College President
Vice Chancellor of Economic & Workforce Development
Vice Chancellor for Academic Success
Vice Chancellor for Student Success
Vice Chancellor for Finance and Administration
Vice Chancellor for Planning, Performance and Information Systems
Associate Vice Chancellor of Talent, Organization & Strategic Innovation
Associate Vice Chancellor of Marketing and Communications
General Counsel

5. Standard Review – A process shall be defined by an approved District procedure for each stakeholder group to provide sufficient time and considers business efficiency to include stakeholder input for new or revised policies or procedures.

6. Expedited Review – An expedited review may be required for time-sensitive issues, for example, due to legislative changes, accreditation standards changes, Board-requested changes, or compliance-based issues. The Chancellor shall confirm a policy or procedure change requires expedited review with a significantly condensed timeline.

7. Days means College District working days, excluding holidays and breaks.

DISTRICT POLICY & PROCEDURE ADVISORY COUNCIL ROUTING

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1. The District Ethics, Compliance, & Policy Officer (CO) shall create an annual policy and procedure review plan in compliance with B.5.3. Board Policies. This annual plan shall be published and communicated by the Ethics, Compliance, and Policy Office. The CO shall facilitate a process to attain plan completion each academic year.

2. Proposed changes to policies and procedures may be initiated on a non-periodic basis by their respective owners, the Office of Legal Services, the Chancellor or the Board.

3. Determination of Request of Stakeholder Input
   All proposed changes to policies or procedures shall be routed to the CO for consideration for review by PPAC. The CO may concur with the proposer that the proposed changes are non-substantive and do not require PPAC review. All other proposed changed or new policies and procedures shall be presented by the proposer to PPAC. Drafts of new or revised policies or procedures determined to Request Stakeholder Input by a stakeholder representative (Students, Faculty, or Staff) member of PPAC by application of a District-

approved rubric shall be routed by the respective stakeholder member of PPAC to obtain that member's stakeholder group input through a process outlined in an approved District procedure to include a timeline for a standard and expedited review. Each PPAC stakeholder representative will apply a rubric to make its determination of Request of Stakeholder Input and notify the District Ethics, Compliance, and Policy office within five days or less of its intent to proceed with the defined stakeholder input process. The timeline is measured from the date the Ethics, Compliance, and Policy office initiates a document review.

4. Review Recommendations
   Recommendations of new or recommendations of revisions to proposed policies or procedures shall be presented to PPAC to include the document owner. Each stakeholder member (Students, Faculty, and Staff) of PPAC shall include a process as part of a District-approved procedure to provide direct feedback to the Chancellor should recommendations not be incorporated into a final draft for Chancellor consideration.

FINAL REPORTS

PPAC stakeholder representatives will communicate to their respective stakeholder groups the owner's final draft of new or revised policies and procedures. If after receiving stakeholder feedback under this procedure about a new or revised policy referred as determined to Request Stakeholder Input the Chancellor makes a final determination about (i) a new or revised procedure, or (ii) a recommendation to the Board of Trustees regarding a new or revised policy, that does not address stakeholder concerns or that differs materially from stakeholder feedback, a formal written response may be made by the PPAC stakeholder representative to the Chancellor.