B.5.3.1 (Procedure) District Policy and Procedure Advisory Council (PPAC)
Responsible Department: Talent, Organization & Strategic Innovation
Based on Board Policy: B.5.3 – Board Policies
Adoption: 1-25-22
Revised: 9-27-22, 2-06-26, 8-10-26

PURPOSE AND SCOPE

The following procedure establishes the District Policy & Procedure Advisory Council (PPAC) and the process for stakeholder input on new or revised Alamo College District Policies and 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 review proposed new or amended Policies and Procedures for consideration and advisory recommendations and shall solicit Stakeholder Advisory Input as described below.

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

3. A new or revised Policy or Procedure requires Stakeholder Advisory Input when it directly involves one of the following respective groups.

   Rubric for requiring STUDENT advisory input: (i) student activity fee, (ii) student organizations, (iii) student contests and competitions, (iv) student fundraising, (v) student publications and signs. See B.05.03.01 Exhibit A – PPAC Rubric Exhibit, Student Input Rubric.

   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. See B.05.03.01 Exhibit A – PPAC Rubric Exhibit, Faculty Input Rubric.

   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. See B.05.03.01 Exhibit A – PPAC Rubric Exhibit, Staff Input Rubric.

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

Representative/Position
Director of Ethics, Compliance, & Policy
Alamo Colleges District Faculty Senate Presiding Officer
Executive Staff Senate President
Student District Council Chair
Designated College President
Vice Chancellor for Economic Mobility & Workforce Development
Vice Chancellor for Academic Success

Representative/Position
Vice Chancellor for Student Success
Vice Chancellor for Finance and Administration
Vice Chancellor for Planning, Performance and Information Systems
Vice Chancellor for Talent, Organization & Policy
Vice Chancellor for Strategic Communications, Marketing and Brand Experience
Vice Chancellor for Digital Learning and Transformation
Vice Chancellor for External Relations and Chief of Staff
General Counsel

5. Standard Review – PPAC meets on an established monthly schedule. A process shall be defined by this approved College District procedure for each stakeholder group to allow the PPAC stakeholder representative at least five (5) days to gather stakeholder input for consideration by PPAC on new or revised policies or procedures identified in the appliable Student, Faculty or Staff Rubric. Document owners should submit new and updated policies and procedures for review at least fifteen (15) days prior to the next scheduled meeting to allow sufficient time for the Office of Ethics, Compliance, & Policy to provide draft documents for stakeholder reviews before the regularly scheduled PPAC meeting.

6. Expedited Review – An expedited review may be required for time-sensitive issues, for example, due to legislative changes, accreditation standard changes, Board-requested changes, or compliance requirements. The Chancellor or General Counsel and Vice Chancellor for Talent, Organization and Policy shall determine whether a policy or procedure change requires expedited review without stakeholder input beyond review and input by the members of PPAC. Special meetings of PPAC may be scheduled if necessary to conduct a timely expedited review.

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

DISTRICT POLICY & PROCEDURE ADVISORY COUNCIL ROUTING

The Director of Ethics, Compliance, & Policy shall create an annual policy and procedure review plan in compliance with B.5.3. Board Policies, to ensure all policies and procedures are reviewed and updated within the five (5) preceding years. This annual plan shall be published and communicated by the Director of Ethics, Compliance, and Policy. The Director of Ethics, Compliance, & Policy shall facilitate a process to attain plan completion each academic year.

1. 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.

2. Determination of Request of Stakeholder Input:

   All proposed changes to policies or procedures shall be routed to the Director of Ethics, Compliance, & Policy for consideration for review by PPAC. The Director of Ethics, Compliance, & Policy in consultation with the General Counsel and Vice Chancellor for Talent,

Organization and Policy may determine that the proposed changes are non-substantive and do not require PPAC review. All other proposed new or changed policies and procedures, except B-series relating to Board governance, shall be presented by the proposer to PPAC.

The membership of PPAC is designed to provide adequate advisory input in most cases. Stakeholder representative (Students, Faculty, or Staff) members of PPAC shall apply a District-approved rubric to determine whether and how to collect more detailed Stakeholder Advisory Input. The Ethics, Compliance, and Policy office shall route drafts of new or revised policies or procedures to PPAC members allowing at least five (5) days to obtain stakeholder group advisory input before the PPAC meeting. Each PPAC stakeholder representative of Students, Faculty, or Staff will present any Stakeholder Advisory Input at the scheduled PPAC meeting for consideration.

3. Review Recommendations:

   Stakeholder advisory recommendations on new policies or procedures or recommendations for revision of same shall be presented to PPAC and the document owner.

   PPAC will make final advisory recommendations as a group, to be incorporated by the document owner.

   The resulting PPAC recommendations will be presented to SLT for final review and recommendations before submission to the Chancellor and/or Board of Trustees for approval.

FINAL REPORTS

The Director of Ethics, Compliance, & Policy will publish the final version of new or revised policies and procedures to all employees.

If after receiving stakeholder feedback under this procedure about a new or revised policy referred, a new or revised procedure does not address significant stakeholder advisory concerns, a formal written response may be made by the PPAC stakeholder representative to the Chancellor.