How an ADMINISTRATIVE REGULATION is Made
Clackamas Community College

Identification of Need: New/Revised
- State Statute
- OARS
- Public Opinion
- Accreditation Self Study Review
- Board of Education informed of changes or new regulation
- Internal CCC constituents
- Regular Review of ARs

Identify administrative lead (sponsor/division) responsible for each AR brought forward.

Presidents' Council
- Notification of need sent to President's Assistant for PC Agenda
- Appropriate committee, council or department becomes sponsor of process and content.
- Identify contact person

Sponsor affirms the need for AR development or revision. If need exists, sponsor develops AR with others who are

Constituents
FT & PT Faculty, Classified, and Exempt
Presidents: Delivers information to faculty, classified and exempt staff.
VP's and Dean of HR: Ensures delivery of information to Deans and legal entities.
CC Chair: Ensures information brought to CC.
ASG President: Delivers information to students.
PIO - Web/Portal: For general employee awareness and feedback

Presidents' Council 1st Reading
AR introduced by sponsor:
Presidents' Council discusses and requests feedback. Members of PC inform their constituents of the AR and solicit feedback.

College Council 1st Reading
AR introduced by sponsor is discussed and requests feedback.
Division representatives seek feedback from respective divisions.

College Council 2nd Reading
- Sponsor returns to receive feedback. Clarity of AR and next steps is provided after discussion with CC.
- Recommends AR once reviewed to Presidents' Council.

Presidents' Council 2nd Reading
- Sponsor returns with comments from College Council.
- PC approves AR

Board of Education
- AR provided as part of President's Business Report.

New AR Posted on myClackamas
- Notification to AR sponsor