**How an ADMINISTRATIVE REGULATION is Made**

***Clackamas Community College***

***Rev. 2014***

**New AR Posted on myClackamas and Board Policy Manual**

* Notification to AR sponsor

**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

**Board of Education**

* AR provided as part of President’s Business Report.

**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

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

**Presidents’ Council 2nd Reading**

* Sponsor returns with comments from College Council.
* PC approves AR

**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

**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.

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

**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.