

HARTNELL COMMUNITY COLLEGE DISTRICT
COLLEGE POLICIES AND PROCEDURES ASSESSMENT

Use Steps 1 – 6 to evaluate policies and procedures

1




AUDIENCE

Who is this for?

- Students?
- Employees?

2



PURPOSE

What is this doing or what is this supposed to be doing?


3



ADVERSE IMPACT

Consider who might NOT benefit from this.

4



EQUITABLE IMPACT

Consider who might benefit from this or who has already benefited from this.

5



REQUIREMENT

Is the District required to have this?
(ACCJC, CCCCO, Legislation)

6



RECOMMENDATION

- (1) Keep?
 - (a) Can it be more accessible?
 - (b) Should it live elsewhere?
- (2) Change?
 - (a) Repeat steps 1 – 6.

Hartnell CCD

| Name of Policy or Procedure | Step 1: Audience <i>Who is this for?</i> | Step 2: Purpose <i>What is this doing?</i> | Step 3: Adverse Impact <i>Who is this NOT benefiting? Explain why.</i> | Step 4: Equitable Impact <i>Who is this (has it) benefit(ing/ed)? Explain why.</i> | Step 5: Requirement <i>Does a governing body require the policy/procedure?</i> | Step 6: Recommendation <i>Keep? If there are accessibility issues specify. Change? Repeat steps 1 - 6, add new line, specify line #.</i> |
|-----------------------------|---|---|---|---|---|---|
| | Students Employees | | | | Yes Required by: No | Keep Specify: Change Repeat steps 1 -6. Line # |
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