HARTNELL COMMUNITY COLLEGE DISTRICT

COLLEGE POLICIES AND PROCEDURES ASSESSMENT

Use Steps 1 – 6 to evaluate policies and procedures





AUDIENCE

Who is this for?

- Students?
- Employees?





ADVERSE IMPACT

Consider who might NOT benefit from this.





REQUIREMENT

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

2



PURPOSE

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





EQUITABLE IMPACT

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





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 Who is this for?	Step 2: Purpose What is this doing?	Step 3: Adverse Impact Who is this NOT benefiting? Explain why.	Step 4: Equitable Impact Who is this (has it) benefit(ing/ed)? Explain why.	Does a gove	: Requirement erning body require icy/procedure?	Step 6: Recommendation Keep? If there are accessibility issues specify. Change? Repeat steps 1 - 6, add new line, specify line #.	
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #
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	Students				Yes	Required by:	Keep	Specify:
	Employees				No		Change	Repeat steps 1 -6. Line #