



Policy Information	
Related to Policy No:	P-2.1
Approved by:	Education Council
Approval Date:	June 11, 2013
Amendment Date:	
Date of Prior Reviews:	

EDUCATION COUNCIL PROCEDURES FOR POLICY DEVELOPMENT

Purpose / Rationale

This procedure applies directly to Education Council Policy Framework. This document provides definitions of terms used in the Policy Framework and outlines the process for developing, reviewing, eliminating and maintaining Education Council policy and procedures.

Policy: Definition and Role

A policy is a concise, formal statement of principle that indicates how the College will act in a particular area of operation. It addresses broad issues through statements of principle and therefore should serve the College for an extended period of time without the need for frequent review or change.

Education Council policy requires formal approval by the Education Council and is binding on all members of the College. It is the role of policy to:

- Address issues of broad concern
- Translate values into operating principles
- Ensure compliance with legal and other regulatory requirements
- Promote organizational effectiveness and efficiency
- Reduce institutional risk
- Support achievement of the College's vision and strategic plan
- Set standards, mandate action and/or restraints

Procedures: Definition and Role

Procedures are specific steps required to implement a policy. Procedures communicate acceptable practice, set boundaries and establish who is responsible for any required action.

Procedures reflect the current organizational structure and regulatory framework of the College. They are updated and reviewed more frequently than policies in order to ensure they continue to reflect the current situation and any changes in circumstances.

Procedures that support and implement policies are developed jointly but as separate linked documents which allow the procedures to be updated as needed without necessarily requiring a review of the policy and its underlying principles.

Definitions

1. Administrator Responsible

The Administrator Responsible ensures implementation and oversight of the policy and procedures on an on-going basis, provides for effective communication with stakeholders, ensures the policy and procedures are current and relevant, and recommends policy and procedures development or revision as required.

2. Approving Bodies

Approving Bodies at the College of New Caledonia are the College Board, Education Council and Executive Management. The scope of responsibility of Education Council is given in the Colleges and Institutes Act.

3. Executive Responsible

Executive Responsible is a member of Executive Management who holds the final accountability for specific policy and procedures based on her/his area of responsibility, consistent with the organizational structure.

4. Housekeeping Changes

Changes in existing policy and procedures that do not change the content may be considered housekeeping in nature, and may include the following:

- Department name changes
- Review date changes
- Job titles
- Spelling and grammar changes
- Changes deemed of a minor nature that do not change the intent of a policy or procedures

Housekeeping change will be made by the Policy Sub-committee and presented to Education Council for approval without the preparation and implementation of a Policy Development and Revision Plan.

5. Policy Developer

The Policy Developer oversees the process of new policy and procedures development or review of existing policy and procedures. The Policy Developer is responsible for ensuring the process moves through all its stages and in a timely manner and ensures that standards and processes outlined in this procedure are followed. The Policy Developer position is assigned to the person or group most knowledgeable about issues addressed in the policy and procedures.

6. Education Council Policy Development and Revision Plan Template

The Policy Development and Revision Plan Template is used to identify that a policy is being developed, revised or eliminated. It outlines the reason policy work is being undertaken, identifies the stakeholders involved and the plan for the work and a timeframe for completion. The Education Council Development and Revision Plan Template is located on the policy page of the College website.

7. Stakeholders

Stakeholders are the parties that are affected by the policy and procedures.

8. Education Council Policy Template

All Education Council policy is developed using the *Education Council Policy Template*. All Education Council policies will contain items a-e listed below. Items f-i are policy dependent: some policies will have all categories; some will have only a-e.

All policies require the following:

a) Policy Information Box:

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- b) Policy Statement:** A broad general statement that articulates the intent of the policy. It describes when the policy applies, and what people involved are required to do, but does not describe step by step procedures. In addition, it may state major conditions or restrictions that apply. It is written for the user in simple, concise and clear language.
- c) Purpose/Rationale:** The reason the policy is being developed.
- d) Scope/Limits:** Defines to whom the policy applies and to whom the policy does not apply.
- e) Principles/Guidelines:** Key, clear statements of the underlying values or general philosophical directions that guide the interpretation of the policy.

Some policies may also require the following (policy dependent):

- f) Definitions:** Aid in the understanding of the policy by defining clearly for the reader what is meant by specific language used that may not be commonly understood. This section is not intended to define phrases or terminology that would normally be expected to be understood by the general College community.
- g) Legislative and Collective Agreement References:** Specific references to legislative requirement or collective agreement clauses that enable the policy.
- h) Links to Other Related Policies, Documents, and Websites:** Any policies, documents or websites that are cross-referenced in this policy, and/or directly related to it, are listed in the final section of the policy as hyperlinks.

- i) Links to Procedures to support the policy.

Process for New Policy Development

The Community & Student Services (C&SS) Administration Office will be responsible for tracking the development and review of policies and for providing the overall management of the policy webpage. More specifically the C & SS Administration Office will carry out the following functions:

- Maintain the Master, official record of all policies; post policy information on the policy webpage. The policy webpage contains the official version of each policy.
- Act as the College's official policy controller; all new policies and changes to existing policies are tracked through this office. Policy numbers are assigned by this office.
- Ensure Education Council is alerted to the requirement for policy reviews.
- Generally support the College's policy and procedures development and maintenance activities.

Education Council policy and procedures are established in the following stages: planning and development, review, approval, communication, and implementation.

1. Planning and Development

a) Identify Need

Any member of the College community including students, faculty, administration and staff, according to their roles and responsibilities may identify the need for new policy. The need for new policy is communicated to the Education Council. (main contact is Education Council Chair or Education Council Administrative Assistant)

b) Decision to Proceed with Policy Development or Revision

Once the need for a new policy or revision has been communicated to Education Council, Council will decide if policy work will proceed. If Council decides policy work is required, the Policy Sub-committee will prepare a Policy Development and Revision Plan. If Council decides against policy work, the decision and rationale will be communicated to the person or group initiating the request.

c) Education Council Policy and Procedures Development and Revision Plan

- i. The Policy Subcommittee of Education Council completes a Policy Development and Revision Plan (the Plan) using the Policy Development and Revision Plan template or designates another appropriate person or group (Policy Developer) to complete the Plan. The Policy Developer, in

consultation with the Policy Subcommittee, is responsible for shepherding the policy in a timely way through all the appropriate steps.

- ii. The Policy Developer reviews the Plan with the Policy Subcommittee in order to confirm the plan will address the policy issues.
- iii. If the Education Council Policy Subcommittee approves the plan, she/he forwards it to the C&SS Administration Office to be assigned a policy number.

d) Research and Draft the Policy

The Policy Developer completes the following steps:

- i. Understands the need for the policy.
- ii. Identifies and consults with appropriate Stakeholders. Stakeholder input may include the internal and external communities as well as pertinent expert and professional advice.
- iii. Researches any applicable legislation, similar policies at other institutions and any other research required.
- iv. Writes a draft policy using the Education Council Policy Template.
- v. Modifies the draft as required.

e) Write Procedures to Support Policy

The Policy Developer writes the procedures using the Education Council Procedures Template. The Policy Developer is responsible for ensuring that procedures developed to support and implement a policy are appropriate, complete, and have been reviewed by the necessary authorizing body or individual.

Procedures for new Policies are normally developed jointly but as separate linked documents. Procedures have the same number as the policy they support and will be called Procedures for Policy XXX.

2. Review by Stakeholders and Policy Sub-committee

The reviews at this step are critical to bringing the draft policies and procedures to a point where they reflect a broad College perspective. While the Education Council expects these reviews to be thorough, it is also expected that each review be carried out in a timely manner; therefore, the Policy Developer establishes a reasonable timeframe for feedback.

- i. The Policy Developer circulates the draft policy and procedures to the appropriate individuals/bodies for feedback. The Policy Developer incorporates feedback into the draft.
- ii. The Policy Developer submits the draft to the Policy Subcommittee for review.

- iii. If the Policy Subcommittee requests changes, the Policy Developer makes the changes and recirculates the draft policy to the appropriate individuals/bodies for comments and input.
- iv. This cycle of input, revise and review occurs until the policy is considered complete. The Policy Developer is responsible for keeping the policy moving forward in a timely way. If no changes are requested, the policy moves on to the approval stage. (i.e. Education Council approval process)

3. Education Council Review and Approval

a) Approval of Policy and Related Procedures

The Policy Subcommittee presents the policy to the Education Council for approval following Education Council procedures for proposals. It is anticipated that change will rarely occur by this stage; however, if the Education Council requires changes the Policy Developer incorporates the changes and repeats the cycle of input as outlined in the Review section above.

Link to Education Council Procedures:

http://www.cnc.bc.ca/Exploring/Services/Administration/CNC_Committees/Education_Council/Procedures.htm

b) Final Approval

After all consultations and modifications listed in the above process have been completed, the Policy Subcommittee presents the policy and procedures to the Education Council for final approval.

When the Education Council approves the policy and procedures, the box at the top of the policy template is completed and the Policy Subcommittee provides a copy of the policy to the C&SS Administration Office and to the Policy Developer.

The following information must be included:

- The final version of the policy and procedures in MS Word format
- The Education Council Policy Development and Revision Plan
- Any other relevant supporting documentation

4. Communication and Implementation

a) Publish Policy

The C&SS Administration Office publishes the policy on the College Policy Page.

b) Inform

The C&SS Administration Office will send the link to the Executive Office and notification is sent to all College employees referencing the new policy and procedures.

Process for Review and Amendment of Existing Policies

All policies have a “Date of Last Review” on them. Policies must be reviewed within five years from that date. Exceptions to that five-year cycle are those policies with highly detailed, time sensitive information, and where legislation or other statutory requirements stipulate a timeframe for the review.

Education Council may at any time before the five year period initiate a review of any policies and/or procedures.

The C&SS Administration Office alerts the Education Council of the requirement to review specific policies and procedures. The Policy Sub-Committee identifies an individual responsible for carrying out the review. The review of policy and procedures is comprised of the following steps:

1. The Policy Subcommittee completes a Policy Development and Revision Plan and informs the C&SS Administration Office that a review is taking place. The C&SS Administration Office posts this information on the policy webpage and invites comments from the College Community, provides contact information of the reviewer and due dates for comments.
2. The Policy Subcommittee (or designate) ensures a complete review of the policy and procedures by scanning for new data, legislation etc. that impacts on the policy and procedures, interviewing key College personnel about how well the policy and procedures have worked, reviewing information provided by members of the College Community, etc.
3. If the Policy Subcommittee determines that a policy and procedures revision is required then the process outlined for New Policy Development is followed.
4. If the Policy Subcommittee determines that the policy and procedures as it stands is still valid, it is presented to the Education Council for approval. A new “Date of Last Review” is added and a copy sent to the C&SS Administration Office for posting on the Policy Page.

Process for Review and Amendment of Existing Procedures

1. Changes or amendments to existing procedures that do not impact the policy and its underlying principles (including housekeeping items) are made at the discretion of the Education Council Policy Subcommittee. Changes of this nature do not require that the policy be subjected to a complete review. When changes are made, the Policy Subcommittee will submit the revisions to Education Council. Once approved, the changes are forwarded to the C&SS Administration Office who posts them on the Policy page.

Process for Eliminating a Policy

1. The Policy Subcommittee or other member of the College community may make a recommendation for elimination of a policy that is no longer relevant or ceases to provide the guidance for which it was originally intended. The need for policy elimination is communicated to Education Council. (main contact is Education Council Chair or Education Council Administrative Assistant)
2. The Policy Subcommittee completes the Policy Development and Revision Plan with the appropriate information on elimination of a policy. The subcommittee gathers stakeholder input from all program committees and then submits the request to Education Council with their recommendation.
3. Education Council either approves or denies the request for policy elimination.
 - a) If the request is denied, then the policy remains in effect. The Education Council documents the reasons for the denial and forwards that information to the C&SS Administration Office. Reasons for the denial will be sent to the initiator of the request by the Policy Subcommittee.
 - b) If the request is approved, the C&SS Administration Office documents the elimination of the policy, archives the old policy and ensures the appropriate College records are adjusted.

Issues Not Addressed in Policy

From time to time significant issues may arise that are not addressed by any Education Council policy. The issue may have broad implications similar to those addressed by policy. While the issues may ultimately lead to the development of policy and procedures, it is understood that in order to resolve issues in a timely fashion, the Education Council, in keeping with the responsibilities of that body, has the authority, after relevant consultation, to make decisions to resolve such matters.