

POLICY AND PROCEDURES

POLICY NAME: Policy Development and Review	POLICY NUMBER: 3.1.1	CATEGORY: Governance
RESPONSIBLE EXECUTIVE: President	APPROVAL AUTHORITY: Senior Leadership Team	EFFECTIVE DATE: September 4, 2020
NEXT FULL REVIEW DATE: September 3, 2025	REVISED: OCTOBER 25, 2023	REPLACES:

PURPOSE

Coquitlam College (the College) policies and related procedures are created to promote effective governance, consistent management practices, and behaviour that complies with the College’s Mission and core values.

The purpose of this policy is to establish a policy framework that is a coordinated approach for developing, approving, reviewing, and rescinding College policies.

SCOPE

This policy applies to the development and maintenance of all College policies and procedures.

POLICY STATEMENTS

1. The College’s policy framework maintains compliance with relevant legislation, helps to manage institutional risk, and provides a consistent and transparent decision-making process.
2. Policies provide clear direction on the behavioural expectations of the College community.
3. Policies will be reviewed regularly so they maintain currency and functionality for all stakeholders.
4. Policies and related procedures will be readily available to the College community.

PROCEDURES

Roles and Responsibilities

1. The Board of Governors (Board) approves policies relating to the management, administration and control of the property, revenue, business, and affairs of the College.
2. The Senior Leadership Team reviews, and in some cases approves, policy-related documents; approves policies as designed in its Terms of Reference; and presents recommendations and other policy-related updates to the Board of Governors.
3. The Academic Council and the Combined Departmental Council (Operations) (the appropriate Council) performs policy-related duties, recommendations and approvals as designated in its Terms of Reference.
4. The Responsible Executive:
 - a. is responsible and accountable for the development, implementation, communication, education, maintenance, and review of new or existing policies within their portfolio

POLICY AND PROCEDURES

- b. approves editorial revisions to policies
- c. monitors compliance with policies
- d. develops and executes Implementation Plans

General

5. Individuals in senior administrative and management positions are responsible for making a reasonable effort to ensure that members of the College community in their areas and units are informed of College Policies and Procedures that govern their activities.
6. The Office of the Registrar is the repository for all College Policies and is responsible for maintaining current and archival records of all policies, procedures, and related documentation.
7. All policies will undergo a full review at least every five years.

New Policy or Change to an Existing Policy

8. A request to develop a new policy, review or modify an existing policy may be initiated by any member of the College community. Such requests may be brought forward as part of the scheduled review process; because of a change in practice or college operations; and/or due to a change to legislation.
9. To request a new policy or modifications to an existing policy, a Policy Request Form must be submitted to the Office of Registrar. The Registrar will forward the Request to the appropriate Responsible Executive.
10. The Responsible Executive will appoint a Policy Writer (the Writer) who will coordinate the development a new policy or changes to an existing policy.
11. The Writer engages in research and initial consultation with relevant stakeholders to identify key issues and concerns and to determine the direction of the policy and procedures.
12. The Writer presents draft policy documents along with information of the research and consultation process to the Senior Leadership Team.
13. The Senior Leadership Team will:
 - a. review the documents for completeness and accuracy
 - b. assign the appropriate category, policy number and Approval Authority
 - c. provide advice on the Implementation Plan
14. The Responsible Executive and Writer will present the draft policy documents to the appropriate Council.
15. The appropriate Council will provide feedback on the research, consultation, direction, or additional revisions to draft documents if necessary and/or agree to post the policy for college community feedback.
16. The College community will have 10 business days to provide feedback.
17. The Senior Leadership Team will receive and review all feedback and bring forward any resulting revisions to the appropriate Council.
18. The appropriate Council will:
 - a. submit a recommendation to the Senior Leadership Team, or
 - b. approve the policy, where appropriate.
19. The Senior Leadership Team will:
 - a. approve the policy, where appropriate
 - b. approve the Implementation Plan
 - c. present the recommendation to the Board of Governors for approval

POLICY AND PROCEDURES

20. Approved policies become operational and enforceable on the date that they are approved, unless a later effective date is specified by the Approval Authority.
21. Upon approval of a new or revised policy, the Responsible Executive will initiate the approved Implementation Plan.

Editorial Revisions to an Existing Policy

22. Editorial revisions may be made to a College policy or procedures provided these revisions do not substantively affect the policy or procedures.
23. Editorial revisions are approved by the Responsible Executive.
24. For minor revisions, the effective date will not change; however, the revision will be noted in the “Revised” section of the policy and the details stored for archival purposes.
25. Once approved, the revised document(s) will be updated on the website and the revision will be communicated to the College community if applicable.

Rescinding Policies

26. A policy may be rescinded when it is no longer effective or needed to establish high level practices and processes for the College.
27. Requests to rescind a policy are reviewed by the Senior Leadership Team.
28. If deemed appropriate to rescind a policy, it will be presented to the appropriate Council for:
 - a. recommendation to the Senior Leadership Team
 - b. approval to rescind the policy, as appropriate.
29. The Senior Leadership Team will:
 - a. approve rescinding the policy, where appropriate
 - b. present the recommendation to the Board of Governors for approval
30. A rescinded policy will be removed from the external website and saved for archival purposes.

Expedited Policies

31. In extraordinary circumstances calling for urgent action, such as a change in federal or provincial law, a significant and immediate financial opportunity or a major organizational risk, the President or delegate may, after consultation with the Board, remove, revise, or put into effect a Policy without prior presentation or consultation.
32. Any policy put into, or taken out of, effect in an expedited manner will enter a normal development process in accordance with the approved policy framework.
33. Expedited policy decisions will be communicated to staff and students in a timely manner.

DEFINITIONS

Academic Council: A group of representatives, mostly from academic areas, assigned to review draft policies and procedures and provide feedback and direction as needed.

Approval Authority: The group of individuals responsible for the final approval of a College policy. Approval Authorities are the Board of Governors and the Academic Council, within its jurisdiction.

Senior Leadership Team: Senior administrators of the College, as determined by the Board in consultation with the President.

POLICY AND PROCEDURES

Implementation Plan: An outline of the steps required to operationalize a policy. This may include a communication plan, training schedule and specific timelines for managing the integration of a policy and procedures into the College community.

Combined Departmental Council (Operations): A group of representatives, mostly from administrative areas, assigned to review draft policies and procedures and provide feedback and direction as needed.

Policy: A document that specifies the formal guidance needed to coordinate and executive activity throughout the College and provides the framework within which the College functions.

Policy Writer: An individual or group of subject matter experts assigned by the Responsible Executive to research, consult, develop, and write new policies or review and revise existing policies.

Procedures: A clear and concise outline of the operational processes required to perform a task and to establish who is responsible for a required action.

Responsible Executive: An employee of the College most knowledgeable about the issues addressed in the policy.

RELATED DOCUMENTS

- Appendix A: Policy and Procedure Template
- Appendix B: Policy Implementation Plan Template
- Appendix C: Policy Request Form
- Academic Council Terms of Reference
- Combined Departmental Council (Operations) Terms of Reference
- Senior Leadership Team Terms of Reference