| Procedure Name: | PROTOCOL FOR EDUCATIONAL COUNCIL POLICY DEVELOPMENT, REVISION, AND RETRACTION |
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| Approved By: | Education Council |
| Approval Date: | June 26, 2024 |
| Next Scheduled Renewal Date: | |
| Procedure Holder: | Education Council |
| Operational Lead: | Registrar and AVP Students |
| Procedure Number: | N/A |

# PROTOCOL FOR EDUCATIONAL COUNCIL POLICY DEVELOPMENT, REVISION, AND RETRACTION

1.00    PURPOSE

    1.1    To document the process for all stages of policy and procedure development, revision, and retraction at Coast Mountain College (CMTN).

2.00    POLICY SCOPE

    2.1    This protocol covers policies and procedures held by Education Council (EdCo) according to the College and Institute Act.

3.00    DEFINITIONS

    3.1    **College Community**: All employees, employee organizations, students, the Students Union, and Board of Governors.

    3.2    **Education Council**: The legislated governance council established by the provincial College and Institute Act. Education Council is comprised of faculty members, administration and support staff, and student representatives. The Council's role is to ensure educational quality at CMTN.

    3.3    **Education Policy Committee**: A subcommittee that reports to Education Council on educational policy recommendations. The subcommittee is comprised of students, faculty, support staff and College Administrators.

    3.4    **Policy**: A set of statements that express overarching tenets, establish expected standards of behaviour, provide a structure for decision-making and reducing institutional risk, and ensure compliance with laws and government policies or directives.

    3.5    **Working Group**: Members of the College Community that come together to build or review a particular policy.

    3.6    **Operational Lead**: The person responsible for putting the policy or procedure into operation.

    3.7    **Policy Champion**: This is the person making the request for new/ revised policy. The Policy Champion is often the head of the working group.

3.8     **Policy Holder**: The body or person with recommending authority and responsibility for compliance with the policy.

3.9     **Procedure**: A document specifying the steps or actions taken by those responsible for putting the policy into operation. Procedures often require frequent updates to reflect changes to organizational structures and responsibilities, provincial or federal legislation and regulations, or other internal or external factors requiring modification to a process or practice. Once approved, Procedures may be revised without re-approval by the Policy Holder providing the revisions are not substantive or contrary to the purpose and policy statements. Upon revision, procedures are submitted to the Policy Holder for information purposes.

4.00     THE REQUEST FORM

4.1     Requests for developing new policies and procedures, and for revising or retracting existing must be made using the Education Policy Committee (EPC) Rationale Document.

   a)   This form is available in the EdCo share drive that is available to the College staff and faculty.

5.00     POLICY AND PROCEDURE FORMAT

5.1     Only policies and procedures drafted in the approved template and that are compliant with CMTN brand and policy/procedure style guidelines will be submitted for consideration.

5.2     The policy/procedure template uses a Calibri font (16 pt and all caps for Heading 1; 11 pt and all caps for Level 1 headings; 11 pt and sentence case for all other text.)

5.3     Policies and procedures will be written using the following subject headings:

   a)   Purpose

   b)   Definitions

   c)   Subject headings specific to the topic covered by the policy or procedure

   d)   Related Policies, Procedures and Supporting Documents

   e)   History

5.4     Policies will be written in such a way that the content will not require frequent change.

5.5     Each policy and procedure will specify the Manager who is the Operational Lead responsible for implementing the policy or procedure.

6.00     PROCESS: PROPOSAL FOR DEVELOPING NEW EDUCATIONAL POLICIES AND PROCEDURES

6.1     Any CMTN community member may submit Educational Policy or Procedure requests to EdCo or EPC.

   a)   If the request was brought to EdCo, it will be determined by EdCo if the policy or procedure will be sent EPC for further discussion.

6.2     The Policy Champion is required to bring the EPC Rationale Document and attend EPC for discussion. If the request was brought to EPC, it will be determined by EPC whether

further discussion or action is required. EPC may request that policy proposal be brought to EdCo for a decision and clarification if the policy proposal is within scope.

6.3 The Policy Champion may be requested to lead the working group to develop the policy, conduct consultation with a wide variety of impacted departments, faculty, and students.

6.4 Newly developed policy must be reviewed at EPC.

6.5 Educational policies and procedures will be distributed to the College community for 30 days to allow for feedback. Any feedback would be sent to the EPC. Feedback will be considered and may be incorporated. Incorporated feedback may require further discussion and approval.

6.6 Once EPC deems the policy as ready for approval, EPC will recommend the policy to EdCo. Policies are received on the EdCo agenda as a notice of motion, so that they are appropriately circulated and discussed at Clusters before being brought forward for a motion at the next regularly scheduled EdCo meeting.

6.7 Newly developed policy approved at EdCo may also require approval by the Board of Governors. The Chair of EdCo will submit these policies for approval to the Board and / or any relevant Board subcommittees.

7.00 PROCESS: REQUEST FOR REVISION OR RETRACTION OF EXISTING EDUCATIONAL POLICIES AND PROCEDURES

7.1 Any CMTN community member can submit a request to EdCo or EPC for the revision or retraction of an existing educational policy or procedure. The request must be accompanied by the EPC Rationale Document.

7.2 The Policy Champion is required to bring the EPC Rationale Document and attend EPC for discussion.

7.3 The Policy Champion may be requested to lead the Working Group to develop the policy visions or assess the impact of retraction, and conduct consultation with a wide variety of impacted departments, faculty, and students.

7.4 Amended policies must be reviewed at EPC.

7.5 Educational policies and procedures will be distributed to the College community for 30 days to allow for feedback. Any feedback would be sent to the EPC. Feedback will be considered and may be incorporated. Incorporated feedback may require further discussion and approval.

7.6 Once EPC deems the policy as ready for approval, EPC will recommend the policy to EdCo. Policies are received on the EdCo agenda as a notice of motion, so that they are appropriately circulated and discussed at Clusters before being brought forward for a motion at the next regularly scheduled EdCo meeting.

7.7 EPC will review the documentation and assessment of the impact for retracted policies before a decision and recommending the outcome to EdCo. The final decision will go to EdCo.

7.8 Revised policies approved or policies recommended for retraction at EdCo may also require approval by the Board of Governors. The Chair of EdCo will submit these policies for approval to the Board and /or any relevant Board subcommittees.

8.00    PROCESS: SCHEDULED REVISION OF EXISTING ACADMIC POLICIES AND PROCEDURES

    8.1    The Chair of EdCo and the Chair of EPC prepares and/or reviews educational policies and procedures to be brought to EPC, based on requests from EdCo, changed priorities, legislative changes, and identification of policy gaps or the need for updated information.

    8.2    EPC may identify working groups to review and amend policies as required.

    8.3    Educational policies and procedures will be distributed to the College community for 30 days to allow for feedback. Any feedback would be sent to the EPC. Feedback will be considered and may be incorporated. Incorporated feedback may require further discussion and approval.

    8.4    Amended policies are recommended to EdCo for approval.

    8.5    Amended policies approved at EdCo may also require approval by the Board of Governors. The Chair of EdCo will submit these policies for approval to the Board and/ or relevant Board subcommittees.

9.00    DISTRIBUTION

    9.1    All approved educational policies and procedures will be posted on CMTN's website.

10.00    RELATED POLICIES, PROCEDURES, AND SUPPORTING DOCUMENTS

    10.1    Framework for Policies and Procedures

    10.2    Policy Template

    10.3    Procedure Template

    10.4    EPC Rationale Document

11.00    HISTORY

| Created/Revised/ Reviewed | Date | Author's Name and Role | Approved By |
|---|---|---|---|
| Created | February 2024 | Emily Suderman, Associate Registrar Systems, Records and Advising | Education Council (EdCo) |
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