



Policy Name	<b>Policy Development and Management</b>
Policy Number	A.3.2
Approval Body	Board of Governors
Policy Sponsor	President
Next Scheduled Review Date	March 30, 2027
Effective Date	March 30, 2022

### CONTEXT AND PURPOSE

Vancouver Community College (VCC; the College) creates Policy to advance the College’s mission and strategic direction; comply with legal, regulatory and other requirements; promote operational efficiency and effectiveness; manage institutional risk; and set conduct expectations, roles and responsibilities.

This Policy establishes the principles and practices for the consistent, transparent and coordinated approach for the development, approval, amending and rescinding of Policy and related Procedures.

### DEFINITIONS

**Departmental Practice:** Processes developed by individual College departments to guide the management of issues and processes within their particular jurisdiction and control. Generally characterized by one or more of the following:

- a. The issue does not have a critical impact on the College
- b. The issue is unique and applicable to an individual department
- c. The issue requires frequent review and modification to reflect technical or other, emerging issues (e.g. acquisition of new electronic devices)
- d. The issue can be initiated and managed by the department without broad, College-wide consultation

**Operational Guidelines and Standards:** An outline of the processes required to standardize operations and efficiency at the College. They outline the specific steps, technical specifications and/or the requirements necessary to maintain a high level of quality and performance.

**Policy:** A written document that establishes the context, scope and guiding principles related to important issues or address the legislative requirements of the College. They have broad application and align with and support the College’s mission and strategic direction.

**Procedures:** The steps required to implement a Policy; they communicate processes, set boundaries, and establish who is responsible for any required action. Procedures require a parent Policy.

**Scheduled Review:** The comprehensive evaluation of a Policy, related Procedures, and relevant resources.

### SCOPE AND LIMITS

The development, maintenance and approval of College Policy comes under the jurisdiction of the Board of Governors, Education Council and the President as follows:

- a. **Board of Governors:** Policy relating to the management, administration and control of property, revenue, business and affairs of the College pursuant to section 19 of the *College & Institute Act*, or as directed by the Ministry of Advanced Education and Skills Training.

- b. Board of Governors with Education Council Advice: Policy relating to academic governance pursuant to section 23 of the *College & Institute Act*.
- c. Board of Governors and Education Council Jointly: Policy relating to academic governance pursuant to section 25 of the *College & Institute Act*.
- d. Education Council: Policy relating to academic governance pursuant to section 24 of the *College & Institute Act*.
- e. President: Policy that addresses operational or administrative processes not identified as part of the authority of the Board of Governors and/or Education Council, or as directed by the Board of Governors.

### **POLICY PRINCIPLES**

1. The College is committed to the development and renewal of Policy and Procedures through robust and open dialogue, engaging with varied perspectives, and actively working to remove systemic barriers to justice, equity, diversity and inclusion.
2. The College is on a journey toward Indigenization and decolonization and is dedicated to creating policies and procedures that support a safe and empowering environment for Indigenous peoples.
3. Policy ensures that the College's processes and practices align with its strategic direction, core principles, and regulatory environment.
4. Procedures reflect the current organizational structure and regulatory framework of the College and are therefore subject to more frequent revision, and an accelerated review and approval processes.
5. Departmental Practices and Operational Guidelines and Standards must be consistent with and not contravene any official College Policy, Procedures or collective agreements. In the event of a conflict, College Policy, Procedures or relevant collective agreement will prevail.
6. All members of the College community are responsible for familiarizing themselves with and complying with College Policy and Procedures.
7. Official College Policy and Procedures are presented on a standardized template. To remain distinct, Departmental Practices and Operational Guidelines and Standards cannot be on the same or a similar template as Policy and Procedures.
8. Policy and Procedures will undergo a scheduled review every five (5) years, unless otherwise required by legislation or as directed by government.
9. The Policy development and management process is managed and accessed through the Coordinator, Curriculum and Policy.

### **RELATED RESOURCES**

#### Legislation

College and Institute Act, RSBC 1996 c 52.

#### Policies

A.3.9 Records Management

B.6.1 Archives

#### Procedures

A.3.2 Policy Development and Management