Policy 1000: Policy Development Process

A.   PURPOSE

This policy:

1.   Describes the principles and process for developing, reviewing, implementing, and maintaining Selkirk College policies;

2.   Aligns policy development at Selkirk College with institutional values;

3.   Describes how members of the College community participate in the development of college policy.

B.   SCOPE / LIMITS

Selkirk College policies are developed and maintained in compliance with all applicable federal and provincial legislation, and subject to rights and obligations outlined in current collective agreements in place at the college.

Selkirk College faculty, staff or students may provide feedback and express opinions about existing or proposed policy or they may propose new policies.

Selkirk College periodically reviews policies consistent with the principles and processes outlined in policy 1000.

This policy does not apply to Board policies, as outlined in section D.2(d).

C.   PRINCIPLES

The following principles guide the development of Selkirk College policy:

1.   **Values-based.** Selkirk College's values statements and commitments in the **Strategic Plan** provide guidance for the development of policies.

2.   **Consistent with legislation.** Policies at Selkirk College align with the **College and Institute Act** of British Columbia ("the Act") and any related federal or provincial legislation, and will assign scope of responsibility to statutory decision makers identified in the Act.

3.   **Inclusive, participatory and consultative.** Employees and those affected by a policy will have an opportunity to give input and feedback when policies are drafted or regularly reviewed. Policies will incorporate principles of equity, non-bias, and the right of appeal.

4.   **Reconciliation.** Reconciliation is the intentional process of establishing and maintaining respectful and right relationships with Indigenous governments, organizations, families, and learners. Selkirk College believes that a critical part of this process involves repairing damaged

trust in education systems through respect and reciprocity. Supporting traditional First Nations, Inuit, and Métis approaches to learning, resolving conflict, repairing harm, and restoring relationships will inform the reconciliation process in our approach to policy development. Policy development is informed by the principles of the UN Declaration of the Rights of Indigenous Peoples (UNDRIP) and relevant Truth and Reconciliation Commission (TRC) Calls to Action[1].

D.   DEFINITIONS

1. **Policy:** refers to approved documents that direct or guide conduct, outcomes, process or practice on essential Selkirk College matters that:
   a)   are general in nature and broad in scope, but offer guidance on specific topics;

   b)   reflect institutional values and broad commitments;

   c)   have long-term implications for Selkirk College;

   d)   have Executive-level and administrative responsibility and accountability for implementation;

   e)   articulate College expectations and rules, but do not detail how to implement these.

2. **Policy Types**

   a)   **College-Wide Policy.** All Selkirk College policies, with exception of Program Policies described in part 2.e) are considered college-wide.

   b)   **Administrative Policy**. A policy concerned with administrative processes, accountabilities, regulatory or statutory requirements as relates to operations of the college;

   c)   **Education Policy.** A policy concerned with education curricula and academic standards at the college including those listed in 19(1) and 23(1) of the Act.

   d)   **Board Policy.** A policy that is developed to guide board governance at the college. The board policies are outside of the scope of Policy 1000.

   e)   **Program Policy**. A policy *specific* to an educational program and include such matters as the requirements for admission, progression, and graduation from a specific program.

3. **Approval and Consultative bodies**

The College and Institute Act of BC sections 19(1), 23(1), 24(2), and 25(1) set out the statutory authorities for the development of policies at publicly funded colleges in BC. Under the Act, Selkirk College Education Council is primarily responsible for approving policies pertaining to the College's curricula and academic standards. Selkirk College Board of Governors is responsible to approve all other policies.The Board may delegate this authority to the Office of the President.

All policies are the responsibility of the President or administrators delegated by the President. Specific administrators are responsible to review, maintain, and develop a portfolio of policies consistent with the principles listed in this policy.

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[1] Indigenization Plan | Selkirk College

Specific review and approval bodies include:

a) **Board of Governors** – Under sections 19(1) and 23(1) of the Act, the Selkirk College Board of Governors is responsible to approve all policy, including policy pertaining to College values, goals, accountabilities and governance. The Board may delegate this authority to the Office of the President under 19(1) and 23(1) of the Act.

b) **Education Council (EdCo)** - As per the Act sections 19(1), 23(1), 24(2), and 25(1): Selkirk College Education Council is primarily responsible for, or may be delegated by the President (23(1)) to approve, policy pertaining to the College's curricula and academic standards.

c) **The President** – the President, delegated by the Board approves all other policies that the Selkirk College Education Council is not responsible to approve as per sections of the Act 23(1) and 38.

d) **Joint approval**- the Board or its delegate (the President) jointly approves some policies related to prior learning credit and advanced transfer (25(1)).

e) **Policy Review Standing Committee (PRC) of Education Council.** PRC is a standing committee of EdCo and is concerned with the development and periodic review of Selkirk College policies pertaining with curricula and academic standards.

f) **Admissions and Standards Standing Committee (A&S) of Education Council.** A&S is a standing committee of EdCo and is concerned with the development and periodic review of Selkirk College program policies and curricula and academic standards policies. The former of which are to be forwarded to PRC for additional review/consideration.

g) **President's Administrative Policy Review Committee (APRC).** APRC is a committee delegated by the President for the development and periodic review of Selkirk College administrative policies.

4. **Executive Responsibility –** Executives are responsible for making sure that policy is followed and periodically reviewed and updated.

5. **Administrative Responsibility** – Specific administrators are responsible to review, maintain, and develop their portfolio of policies consistent with the principles in this policy.

6. **Supporting Documents** – Specific policies will have appendix documents such as forms, procedures, guidelines.

E.   POLICY DEVELOPMENT PROCESS

1. **Policy identification**. A policy need is identified by a proponent or stakeholder or statutory decision maker;

2. **Initial policy draft.** A policy is drafted by the proponent or stakeholder or a delegated individual, committee, or Education Council;

3. **Consultations.** Initial consultations are conducted with key stakeholders or focus groups of those impacted by the policy.

4. **Final policy draft and broad consultation**. A final draft of the policy is sent out to the broader internal college community for a designated consultation period**.**

5. **Final policy completion**. The final policy document is competed and brought to statutory authority holder for approval;

6. **Policy approval and implementation**. Policy is approved and posted on the public website;

7. **Periodic review.** The policy is reviewed periodically by the responsible executive, administrator in consultation with the relevant committee.

F. POLICY UPDATES, AMENDMENTS, AND REVIEW PROCESS

1. Updates and amendments
   a. From time to time policies may need to be updated or amended.
2. Policy Review
   a. Each policy will have a review by date indicated on it – it is the policy holder's responsibility to initiate the review;
   b. The policy will be reviewed and if any changes are required it will undergo appropriate steps for approval and implementation.

G. SUPPORTING DOCUMENTATION
1. **Policy Template**
2. **Checklist and Lenses**
3. **Policy Holders and Approval Bodies Index**

H. Responsibility, Recommendation and Approval Dates

Executive Responsibility: Office of the President
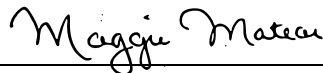**Administrative Responsibility:** Office of the President
Recommended by Policy Review Committee: 2022-05 18
Education Council Consultation: 2022-06-16
Approved by President:

Maggie Matear	**August 3, 2022**
Signature	Date

Linkage to Board Policy: E30 Value Statements and Commitments; BPR 20 Delegation to the President.

APPENDIX A1

Policy Template

Effective: YR/M/D
Next Review: YR/M/D
Policy Number: xxxx

Insert Policy Title here

A. PURPOSE

[***MANDATORY FIELD –*** insert purpose and rationale here. Keep it concise and clear. Use easy-to-understand language]

B. SCOPE / LIMITS

[***MANDATORY FIELD*** – who or what areas of the college does this policy apply to? Who does the policy NOT apply to, if there are any exceptions?]

C. PRINCIPLES

[***MANDATORY FIELD*** – statements of key importance that clearly define values and outline the parameters of the policy]

D. DEFINITIONS

[***WHERE APPRORIATE, MANDATORY FIELD*** – list and define applicable words or specific terminology that will aid in the understanding of the policy]

E. PROCEDURES, REQUIREMENTS, STANDARDS, GUIDELINES, FORMS…

[***OPTIONAL FIELDS*** –if applicable add to policy]

F. RELATED LEGISLATED REFERENCES…

[***OPTIONAL FIELDS*** –if applicable add to policy]

G. LINKS TO RELATED POLICIES, DOCUMENTS, AND/OR WEBSITES…

[***OPTIONAL FIELDS*** –if applicable add to policy]

Responsibility, Recommendation and Approval Dates

Executive Responsibility:
Administrative Responsibility:
Recommended by Policy Review Committee or Administrative Policy Review Committee: yyyy-mm-dd
Recommended/Approved by Education Council: yyyy-mm-dd
Approved by President:

Signature	Date

Linkage to Board Policy:

APPENDIX A2

Procedures Template

Effective Date: YYYY-MM-DD
Policy Reference: Policy XXXX

Policy name

A. Procedures:
   1.
      a)
      b)
         (i)
        (ii)
       (iii)

APPENDIX B

Checklist

Policy development/review checklist

1. **Policy proposal briefing to either Education Council PRC or Administrative PRC**. Proponent briefing to approval body; policy name, context, and rationale. Note that Program policies are developed under the Admissions and Standards process;

2. **Initial Consultations**. The initial proposal should list and provide general schedule of consultations: individuals, groups, departments/schools, key stakeholders affected; and timing of broad internal community consultation;

3. **Lenses:** applicable lenses required to use during the drafting stage to ensure the policy is drafted consistent with college values and commitments:

   a. **Decolonization**. Decolonizing is undoing colonial impacts including surfacing our assumptions and beliefs as well as the ways we learned them. Decolonizing is an unencumbering of colonial narratives and impacts towards our best, actual, selves. Decolonization is the removal or undoing of colonial elements in a policy. A significant aspect of decolonization of a policy is understanding what elements of a policy are remnant of the dominant colonial system.2

   b. **Equity, Diversity, Inclusion (EDI).** "An equity lens is a process for analyzing or diagnosing the impact of the design and implementation of policies on under-served, marginalized, and diverse individuals and groups and to identify and potentially reduce or eliminate barriers."

   c. **Trauma-informed.** "Trauma and violence-informed approaches are policies and practices that recognize the connections between violence, trauma, negative health outcomes and behaviours. These approaches increase safety, control and resilience for people who are seeking services in relation to experiences of violence and/or have a history of experiencing violence."3

   d. **Gender based analysis.** "Gender-Based Analysis Plus (GBA+) is the process by which a policy, program, initiative or service can be examined for its impacts on various groups of women and men…Considering gender in the development or design of a new policy, program, initiative or service can be as simple as asking the following questions:
      - What is the profile of the client base or target group of the proposed policy, program, initiative or service?
      - Does an aspect of the proposed policy, program, initiative or service have the potential to impact women and men differently? If so, how?"4

4. **Approvals.** Schedule of approvals required before posting;

5. **Assignment of executive responsibility, administrative responsibility, review period**.

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2 [Decolonizing Practices - Nahanee Creative Inc. (decolonizeeverything.org)](decolonizeeverything.org) [Accessed March 14, 2022]
3 [Trauma and violence-informed approaches to policy and practice - Canada.ca](Canada.ca) [Accessed March 7, 2022]
4 [Gender-Based Analysis - Canada.ca](Canada.ca) [Accessed March 14, 2022]

APPENDIX C

Policy Chart

Effective Date: 2022-01-01
Policy Reference: Policy 1000

Policy Holders and Approval Bodies Index

Purpose
The purpose of the Policy Holders and Approval Bodies Index is to provide a quick glance at the existing policies at Selkirk College, which approval body is responsible for approving specific policies, and who the policy holders are.

Index of Policies

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility

Policy Framework

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Policy Development Process	1000	Joint President and Education Council	Policy Review Committee of EdCo; Administrative Policy Review Committee	Joint President and Education Council

Education Council Governance

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Education Council Bylaws	n/a	Education Council	VP Education	VP Education
Admissions & Standards Committee Terms of Reference	n/a	Education Council	VP Education	VP Education
Curriculum Committee Terms of Reference	n/a	Education Council	VP Education	VP Education
Policy Review Committee Terms of Reference	n/a	Education Council	VP Education	VP Education
EdCo Standing Committee on Indigenization Terms of Reference	n/a	Education Council	VP Education	VP Education

Education/Academic

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Instructor Qualifications	8000	President	VP Education	VP Education
Instructional Programs	8100	Education Council President	VP Education	VP Education
Program Advisory Committee	8110	Education Council President	VP Education	VP Education

Policies and Procedures

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Distributed Learning	8200	Education Council President	Dean, Teaching and Learning Centre	VP Education
Semester Scheduling	8330	President	Registrar	VP Students/ Advancement
Educational Field Trips	8350	Education Council President	Dean	VP Education
Education Abroad	8360	Education Council President	Manager Selkirk International	VP Education
Student Appeals	8400	Education Council President	Registrar	VP Education
Educational Partnerships	8500	Education Council President	Deans	VP Education
College Readiness Tool	8600	Education Council President	Registrar	VP Education
Admissions and Standards (A&S): Overview	8610	Education Council President	Registrar	VP Education
Admissions	8611	Education Council President	Registrar	VP Education
Grading	8612	Education Council President	Registrar	VP Education
Evaluation of Student Learning	8613	Education Council President	Registrar	VP Education
Advanced Standing - Course Challenge, PLA, Transfer Credit	8614	Education Council President	Registrar	VP Education
Standards of Academic Progress	8615	Education Council President	Registrar	VP Education
Student Withdrawal and Refunds	8616	Education Council President	Registrar	VP Education
Credentials and Graduation	8617	Education Council President	Registrar	VP Education
Cheating and Plagiarism	8618	Education Council President	Registrar	VP Education
Student Probation	8619	Education Council President	Registrar	VP Education

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Interdisciplinary Studies	8620	Education Council President	Registrar	VP Education
Student Email	8630	President	Director, IT	VP College Services/CFO
Exemption from International Fees	8645	President	Registrar	VP Students/ Advancement

Student Services and Support

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Accessibility Services for Students with Specific Disabilities	3300	President	Registrar	VP Students/ Advancement
Student Code of Conduct- Rights and Responsibilities	3400	President	Director, Student Development	VP Students/ Advancement

Applied Research and Copyright

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Library Services	7000	President	College Librarian	VP College Services /CFO
Use of College Equipment	7101	President	Director Facilities	VP College Services /CFO
Acceptable Use of Electronic Resources	7110	President	Director, IT	VP College Services/ CFO
Research Involving Human Participants	8700	President	VP Education	VP Education
Care and Use of Animals in Research and Teaching	8701	President	VP Education	VP Education
Integrity in Research	8710	Education Council President	VP Education	VP Education
Selkirk Management of Surveys	8720	President	Manager, Institutional Planning	VP Students/ Advancement
Copyrights and Licenses	8800	President	President	President
Use of Copyright Materials	8810	President	College Librarian	VP College Services/CFO

Reconciliation

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Territorial Acknowledgement	1100	President	Director Indigenous Education and Engagement	President
Gathering Place Usage	4150	President	Director, Indigenous Education and Engagement	VP Education

Policies and Procedures

Awards, Grants, and Fundraising

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Fund Development Activities Donations and Sponsorships	2000	President	President	President
Development and Approval of a Fund-Raising Campaign	2010	President	Executive Director, HR	President
External Grants and Awards	2100	President	Executive Director Finance	VP College Services/CFO
Board Entrance Awards	2400	President	Registrar	VP Students/ Advancement
Financial Aid	3200	President	Registrar	VP Students/ Advancement
Humanitarian Awards	3210	President	Registrar	Vice President Education
Honorary Diplomas and Distinguished Educators Awards	8900	President	President	President

Media and Publications

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Media Relations	2500	President	Manager, Communications and Marketing	President
Publications and Promotional Materials	2501	President	Manager, Communications and Marketing	President
Web Management	2502	President	Manager Communications and Marketing	VP College Services/CFO
Social Media	2505	President	Manager, Communications and Marketing	VP College Services/CFO

Maintenance and Facilities

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Facilities and Equipment Leases	4100	President	VP College Services	VP College Services /CFO
Workspace Allocation	4105	President	Director, Facilities	VP College Services / CFO
Facility Use	4110	President	Campus Manger / Extension Centre Coordinators	VP College Services / CFO
Use of Staff Lounge Castlegar Campus	4120	President	Campus Manger	VP College Services / CFO
Use of Gymnasium Facilities Castlegar Campus	4130	President	Campus Manger	VP College Services/ CFO
Facilities Access - After Hours and Weekends	4140	President	Director, Facilities	VP College Services / CFO
Animals on Campus	4160	President	Director, Facilities	VP College Services/CFO

Policies and Procedures

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Mir Centre Usage	4170	President	Director, Facilities	VP College Services /CFO
Shambhala Music Hall Usage	4180	President	Director, Facilities	VP College Services / CFO
Responsible Use of College Facilities and Equipment	4200	President	VP College Services	VP College Services /CFO
Environmental Sustainability	4300	President	Director Facilities	VP College Services/CFO
Serving and Consumption of Alcohol	4310	President	Director, Facilities	VP College Services / CFO

Human Resources

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Employee Code of Conduct and Conflict of Interest	6000	President	Executive Director, HR	President
Responsible Use of College Email	6005	President	Executive Director, HR	VP College Services/CFO
Human Rights, Harassment, & Discrimination	6010	President	Executive Director, HR	President
Accommodation	6015	President	Executive Director, HR	VP College Services/CFO
Scent Safe Campus	6020	President	Executive Director, HR	VP College Services /CFO
Sexual Violence Prevention and Response	6030	President	Executive Director, HR	VP College Services /CFO
Investigation	6035	President	Director, Student Development	VP Students/ Advancement
Equity, Diversity and Inclusion	6040	President	Director Student Development; Executive Director, HR	President
Employee Relocation	6120	President	Executive Director, HR	President
Family Care Expenses for Staff Serving on College Committees	6160	President	Executive Director, HR	VP College Services/CFO
No Smoking	6330	President	Executive Director, HR	VP College Services/CFO
Prevention of Violence in the Workplace	6400	President	Executive Director, HR	VP College Services/CFO
Working Alone or In Isolation	6410	President	Executive Director, HR	VP College Services/CFO
Occupational Health and Safety	6420	President	Executive Director, HR	VP College Services/CFO
Equipment Lockout	6430	President	Executive Director, HR	VP College Services /CFO
Lockdown	6435	President	Executive Director, HR	VP College Services /CFO
Specialized Personal Protective Equipment (PPE)	6440	President	Executive Director, HR	VP College Services/CFO
Selkirk College Emergency Notification System	6450	President	Executive Director, HR	VP College Services/CFO
Organizational Restructuring	6510	President	President	President
Employee Evaluation	6520	President	Executive Director, HR	President
Illegal Work Stoppage(s)	6530	President	Executive Director, HR	VP College Services/CFO
Selection Committees	6540	President	Executive Director, HR	VP College Services/CFO
Protection of Privacy	6550	President	Executive Director, HR	President
Management of Privacy Breach	6555	President	Executive Director, HR	VP College Services/CFO
Employment of Relatives	6560	President	Executive Director, HR	VP College Services/CFO

Finance, Risk, Procurement

Title	Number	Approval Body	Administrative Responsibility	Executive Responsibility
Signing Authority	9000	President	Executive Director, Finance	VP College Services/CFO
Contracts	9050	President	Executive Director, Finance	VP College Services/ CFO
Contract and other Self-Funding Activities	9100	President	Executive Director, Finance	VP College Services/ CFO
Acquisition of Goods and Services	9200	President	Executive Director, Finance	VP College Services/CFO
Major Contract Awarding Process	9210	President	Executive Director, Finance	VP College Services / CFO
Computer and Active Transportation Assistance Plan	9300	President	Executive Director, Finance	VP College Services/CFO
Travel - Reimbursement for College Business Expenses	9400	President	Executive Director, Finance	VP College Services / CFO
Budget Administration	9500	President	Executive Director, Finance	VP College Services /CFO
Mobile Phone Issuance, Usage and Reimbursement	9610	President	Executive Director, Finance	VP College Services / CFO
Destruction of Financial Records	9700	President	Executive Director, Finance	VP College Services/CFO
College Vehicles	9800	President	Executive Director, HR	VP College Services/CFO