

Title	By-Law and Policy Development and Management
Policy Number	455
Policy Category	D
Approving Body	Board of Governors
Approval Date	November 17, 2000
Date Last Revised	May 24, 2018
Next Review Due	May 2023

Section 1: Overview

- (1.1) Policies guide the College's processes and practices so that they align with its vision, mission, and strategic plan and the College operates within its regulatory and governance environment.
- (1.2) The Act prescribes the powers of the Board and delineates the authority for the development of certain types of educational policies to the Education Council. The Act also specifies policies which require the advice of the Education Council, and matters which require joint approval of the Board and the Education Council.
- (1.3) The Act contemplates that the Board will delegate certain powers and duties to the President. The President is responsible for management of the operations of the College, including the responsibility to develop and implement College policies, except in those areas specified by the Act or where the Board has approved policies itself.

Section 2: Purpose

- (2.1) This Policy establishes the authority and responsibility for policy development and management at the College in accordance with the Act.
- (2.2) It also provides the standards for the development, approval, communication and review of policies at the College.

Section 3: Definitions

- (3.1) In this Policy:
 - “**Act**” means the British Columbia *College and Institute Act*.
 - “**Board**” means the Langara College Board of Governors.
 - “**Board by-law**” means a rule established by the Board to regulate the operations and management of the Board or to govern matters specifically required to be enacted in a by-law by the Act.
 - “**College**” means Langara College.
 - “**Education Council**” means the Langara College Education Council.
 - “**Langara Council**” means the advisory body to the President which serves as a forum for discussion and open consultation between the President and the representatives of the College community regarding College policies and other matters relevant to the College.
 - “**policy**” means a statement of the College's governing values and principles and provides a framework to direct the plans, decisions and actions of College employees in carrying out the College's objectives.
 - “**resolution**” means a written document that records a decision or action taken by the Board.



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Section 4: Responsibility and Approval of By-Laws and Policies

- (4.1) Board By-laws and Policies
- (a) Through its Board by-laws and policies, the Board communicates the College's values and principles, and provides oversight and direction to the College community.
 - (b) Board by-laws and Board policies are approved, amended or repealed by Board resolution and signed by the Board Chair.
 - (c) Procedures linked to the implementation of Board policies may be approved or amended by the President.
- (4.2) Education Council Policies
- (a) Authority for the development and management of Education Council by-laws and policies resides with the Education Council.
- (4.3) College Policies
- (a) College policies guide and determine operational decisions and behaviour across the College.
 - (b) College policies must be consistent with Board and Education Council by-law and policies, legislation and collective agreements.
 - (c) College policies are approved, amended or repealed by the President, upon the recommendation of the Langara Council or the Langara senior leadership team.
 - (d) Procedures linked to the implementation of College policies may be approved or amended by the President.
- (4.4) Departmental Policies
- (a) Departmental policies guide and determine operational decisions and behaviour within a department or program.
 - (b) Departmental policies must be consistent with Board and Education Council bylaws and policies, College policies, legislation and collective agreements.
 - (c) Departmental policies are approved, amended or repealed by the Records Management and Privacy Department, upon the recommendation of the responsible Dean. The Dean is also responsible for ensuring that the Departmental Policies are shared with appropriate administrative units, such as the Office of the Registrar and Enrolment Services, so that they may be communicated to students.
 - (d) All departmental policies shall be periodically reviewed by the Records Management and Privacy Department to ensure compliance with Board and Education Council by-laws and policies, College policies, legislation and collective agreements.
- (4.5) Each approving body or individual is responsible for:
- (a) ensuring its policies are easily accessible to the College community;
 - (b) communicating new policies or amendments to its policies;
 - (c) implementing and monitoring compliance with its policies;
 - (d) maintaining current and historical records of its approved policies; and
 - (e) ensuring periodic review of its policies.



Section 5: Procedures

- (5.1) Procedures are often utilized to support the implementation of policies.
- (5.2) Procedures must be linked to specific policies and must be consistent with the intent and scope of its governing policy.
- (5.3) Procedures may be amended to respond to operational, regulatory or other organizational changes at times other than during the periodic review of the policy itself.

Section 6: Policy Development and Review

- (6.1) The policy development process should include consideration of appropriate levels of input from stakeholders. Stakeholders may include: students, staff, members of the College community.
- (6.2) The following guidelines should be applied in the development and review of policies and procedures:
 - (a) use language that is clear, concise and easy for the reader to understand;
 - (b) avoid technical terms;
 - (c) use gender neutral terminology; and,
 - (d) consider the diversity and cultural experiences of those affected by the policy and strive for inclusive and equitable effects of the policy.
- (6.3) Policies should be reviewed periodically as appropriate to the context of the policy. Reviews normally should be completed no later than five years from the approval date/last review date, or earlier if appropriate.

Section 7: Policy Requirements

- (7.1) All policies must be assigned a policy number by the Records Management and Privacy department.
- (7.2) Policies should be in the format attached as Appendix A.
- (7.3) All Board policies must be assigned to one of four classifications (A – D):
 - (a) Ends Statements (A): Policies that relate to achievement of College objectives for specific members of the College community at the appropriate cost. Policies that articulate the mission, vision, strategic direction and priorities of the College.
 - (b) Board Process (B): Policies that relate to how the Board manages itself and its members to ensure its effective governance of the College. Policies that establish Board structures and processes, including committee terms of reference, recruitment, training, succession planning, and performance evaluation.
 - (c) Board-President Relationship (C): Policies that relate to the Board's management of the President. Policies that define the President's role, authority, accountability, and processes for appointment, selection, and performance evaluation.
 - (d) Executive Limitations/Risk Management (D): Policies that relate to the boundaries established by the Board to constrain the President's authority and conduct, and to ensure that the College is addressing and managing risk issues.

Section 8: Review Date

- (8.1) A review of this Policy should be completed no later than every five years.



Appendix A Policy Template

Title	<i>The title should be a brief description of the subject matter.</i>
Policy Number	<i>To be assigned by the Records Management and Privacy Department</i>
Policy Category	<i>For Board policies only; to be assigned by the Board</i>
Approving Body	
Approval Date	
Date Last Revised	

Overview (optional):

Provide any background information that is relevant to the understanding of the policy.

Purpose:

State the overarching purpose of the policy.

Definitions (optional):

Identify definitions for terms with specific meanings within the policy. Definitions should be listed alphabetically.

Scope (optional):

Identify any limitations on the applicability of the policy, including groups (e.g. students, staff, minors), activities (e.g. research), time periods, geographic locations (e.g. campus buildings), funding sources (e.g. operating funds).

Policy Statements:

Provide concise and direct statements of policy principles. Policy statements may set standards or direct course of action. Policy statements should not include implementation details or give background information.

Review Date:

Provide the date by which the review of the policy must be completed. Reviews normally should be completed no later than five years from the approval date/last review date, or earlier if appropriate.

