

College Policy Governance Committee Terms of Reference

1. Purpose

The Committee is responsible for providing guidance to develop and maintain College policies. Policies support academic activities and administrative operations, mitigate risk, comply with applicable legislation and follow best practices within the post-secondary education sector.

2. Duties and Functions

The Committee will:

- Prioritize work on the development of new policies in a manner consistent and supportive of College objectives. Board and academic policies are outside of the scope of this committee.
- Review each policy every three years, or as needed, to determine if it should be updated or rescinded; and
- Make recommendations to the Senior Leadership Team regarding the creation of new policies or the revision or rescinding of existing policies. Once finalized, the Senior Leadership Team reviews policies and approves them to be presented at Langara Council.

3. Membership

The Committee will be composed of the following members:

- Vice-President, People and Culture
- Manager, Records Management and Privacy (responsible for College policy development)
- One Administrator appointed by the Vice-President, Administration and Finance
- One Administrator appointed by the Provost and Vice-President, Academic and Students
- One Faculty member appointed by the Langara Faculty Association
- One CUPE member appointed by CUPE Local 15
- One Administrator appointed by the Langara College Administrators' Association
- Director, Office of Academic Quality Assurance

Other members of the College community may be invited to attend specific meetings to provide expertise or information, as required.

Members will arrange alternate representation if unable to attend a meeting.

4. Committee Chair

The Manager, Records Management and Privacy will chair the Committee. The Chair will prepare meeting reports and forward them to the Senior Leadership Team.

5. Terms of Office

The term of office of the employee group representatives is two years with the ability to renew.

If a member of the committee is unable to complete the term of office, the appropriate body or individual will appoint another member.

6. Minutes

A record of proceedings will be taken.

7. Meeting Schedule

The Committee will meet at least three times a year. Additional meetings, if required, will be held at the call of the Chair.