Provide Rationale for Policy Development

Board policy – by any member of the Board of Governors

Education Council policy – by any member of Education Council

Administrative policy – by any member of the College Community

4

Obtain Approval to Proceed with Development $Board\,policy-Chair, Board\,of\,Governors$

Policy Development Process

Education Council policy - Chair, Education Council

Administrative policy – applicable Senior Leadership Team Member

4

Develop Draft Policy

Obtain category and number from Policy Officer

Review Policy Development Guidelines

4

Consultation

Identify and consult with keystakeholders

Obtain input, as appropriate, from College Policy Governance

Committee, LLT, APPC, EdCo

4

Revise

Finalize Draft and Submit for Approval $Review\ with\ Policy\ Officer\ for\ compliance\ and\ completeness$

Submit to Education Council Chair/Senior Leadership Team for review

Present to Board/Education Council/Langara Council

4

Publication & Implementation

Post policy to College website (Policy Officer)

Distribute to the College community and develop other communication plans where necessary e.g., education workshop

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Review

Review policy on the assigned review date

Review