



Medicine Hat College Procedure POLICY AND PROCEDURE DEVELOPMENT AND APPROVAL

Procedure #: PR-GA-01-01
Procedure Authorities: Policy Analyst
Executive Sponsor: Vice President, Administration and Finance
Approved by: Vice President, Administration and Finance
Effective Date: March 26, 2015

1. PURPOSE

Policies and procedures are a foundational element of MHC management that enable consistent, effective, transparent and efficient decision making. As such, MHC is committed to establishing a policy and procedure framework that engages the Medicine Hat College Community to develop and implement policies and procedures.

This Procedure will provide definitions and instructions for the development and approval of Policies and Procedures at Medicine Hat College (MHC). These Procedures will also ensure Members of the Medicine Hat College Community who are assigned responsibility for the development and maintenance of Policies and Procedures have the information required to enable them to fulfill that responsibility.

2. POLICIES

- GA-01 – *Policies*
- GA-02 – *Procedures*

3. DEFINITIONS

All capitalized terms used throughout these Procedures that are not otherwise defined herein shall have the meanings ascribed to such under the Policies.

- **Appendix (Appendices):** Appendices to Policies and Procedures contain information that supports the main principles and will not contain anything that establishes authority or responsibility or defines scope and limitations on activity. Appendices may require frequent updating and as such will not require full approval (i.e. Executive Sponsor approval is sufficient).
- **Executive Sponsor:** A member of the Senior Executive Council (SEC) who is accountable for Policies and Procedures within their activity area.
- **General Academic Council (GAC)**¹: Under the *Post-Secondary Learning Act*, the General Academic Council has the right and obligation to advise the Board of

¹ GAC Terms of Reference 1.

Governors, through the President, on matters the Board refers to the GAC or on other matters the GAC considers advisable. The GAC must approve academic policies.

- **MHC or the College:** means Medicine Hat College
- **Medicine Hat College Community:** A Member of the Medicine Hat College Community, (Member(s), under this Procedure includes, but is not limited to the following:
 - (a) **Employee:** any person who is employed by MHC or who provides services to MHC under an employment contract.
 - (b) **Student:** any person enrolled in study at MHC.
 - (c) **Volunteer:** any person performing work for MHC in an unpaid capacity.
 - (d) **Contractor:** an individual or company (and its employees) who provides services to MHC under a service contract (i.e. a non-employee-employer relationship).
 - (e) **Community Member:** any person working in collaboration with MHC for a business or an academic purpose or an external community member.
- **Policy:** A College-wide document that provides information to establish authority and responsibility, and define scope and limitations on activity. Policy is also established to ensure organizational compliance with legislation and set structure as an enabler for organizational objectives.
- **Policy Authority:** A College Employee who is responsible for Policy development and implementation as delegated by the Executive Sponsor.
- **Policy Stakeholders:** Those Members of the Medicine Hat College Community who have been determined to have an interest in the particular Policy in either a direct or indirect manner.
- **Procedure:** A College-wide document that provides instructions or processes for how Policies will be applied.
- **Procedure Authority:** A College Employee who is responsible for the development and implementation of Procedures necessary to support Policies.
- **Procedure Stakeholders:** Those Members of the Medicine Hat College Community who have been determined to have an interest in the particular Procedure in either a direct or indirect manner.
- **Rescind:** means to remove from binding effect—revoke, cancel or repeal.

4. POLICY DEVELOPMENT AND APPROVAL PROCESS

4.1. Prioritization of Policy Development

Senior Executive Council (SEC) will provide leadership for Policy development. The SEC will ensure Policy development priorities are focused on areas of high risk and/or strategic importance to MHC, such as

- Legislated requirements

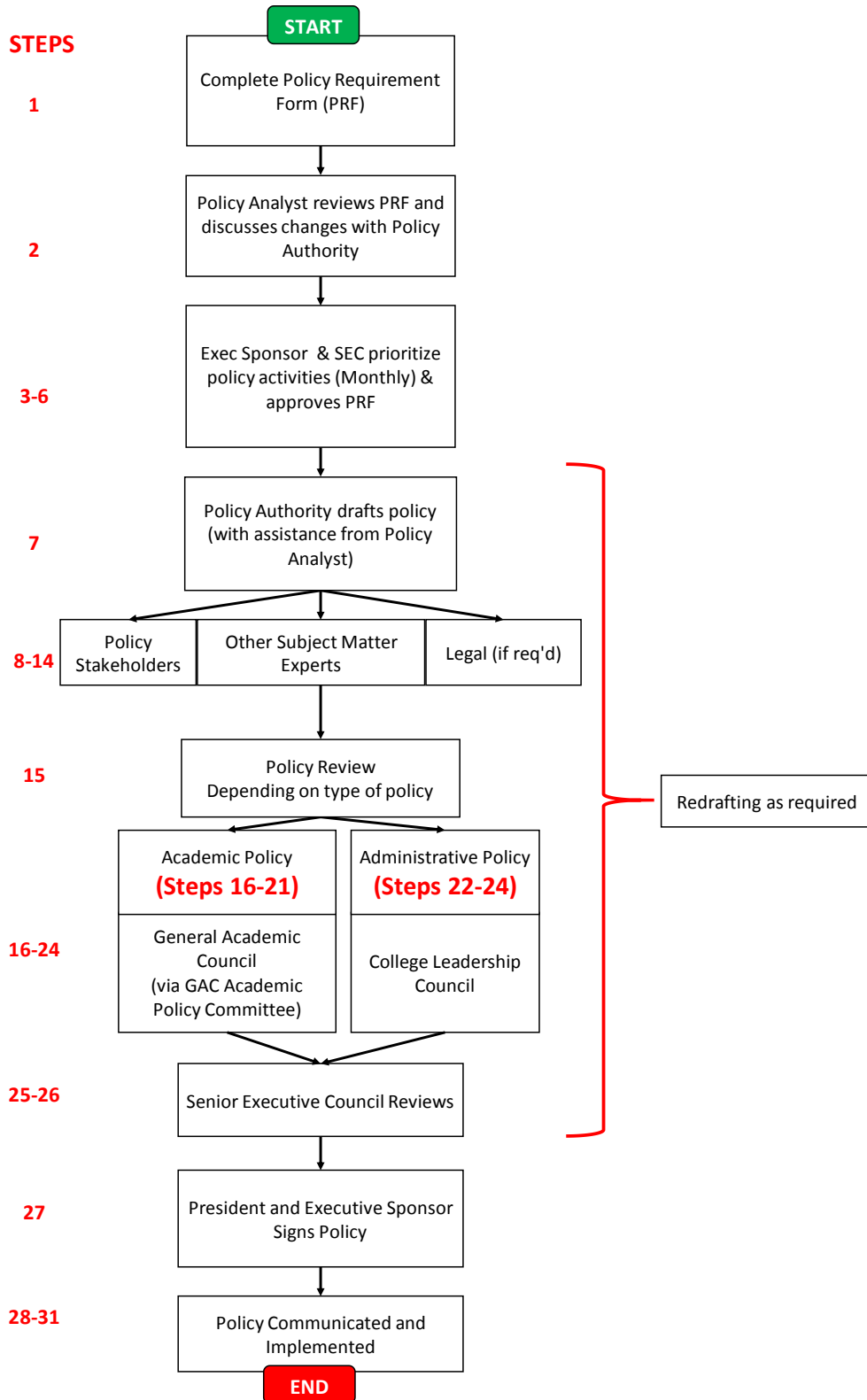
- Areas of high risk as determined by Enterprise Risk Management
- Areas of high risk as identified by legal counsel
- Policy changes required to move MHC in new strategic direction (as an enabler)

4.2. Policies: Development and Approval Processes

Type	Defined As:	Process to Follow
New Policy	Currently no Policy covers the issue, therefore a new Policy is required.	Policy Development and Approval (4.2.1)
Existing Policy requires substantive changes	<p>There is a Policy, but the Policy requires substantive changes.</p> <p>Substantive changes are defined as any of the following:</p> <ul style="list-style-type: none"> • Changes to the intent of the Policy • Changes to the scope of the Policy • Changes to the principles of the Policy • Changes to responsibilities <p>Substantive changes may be required due to:</p> <ul style="list-style-type: none"> • Changes to legislation • Current Policy does not lead to desired outcomes • Current Policy is not clear • Current Policy needs to be revised to adopt the new Policy template 	Policy Development and Approval (4.2.1)
Existing Policy requires editorial changes	<p>There is a Policy, but the Policy has become outdated or contains minor errors. Some examples of editorial changes include:</p> <ul style="list-style-type: none"> • Correcting typographical errors • Correcting grammatical errors as long as they do not change the intended meaning • Updating links to websites • Changing position titles 	Existing Policy: Editorial Changes (4.2.2)

Existing Policy— Appendix Change Required	The Appendix to an existing Policy requires revision.	Appendix Change (4.2.3)
Existing Policy no longer required	There is a Policy, but that Policy is no longer relevant or needed. This could be due to: <ul style="list-style-type: none"> • Another Policy covers this subject • The situation no longer exists • Legislative changes 	Policy Rescission (4.2.4)

4.2.1. Policy Development and Approval (New Policies/Substantive Changes to Existing Policies)
(Step-by-step written instructions follow this Process Chart)



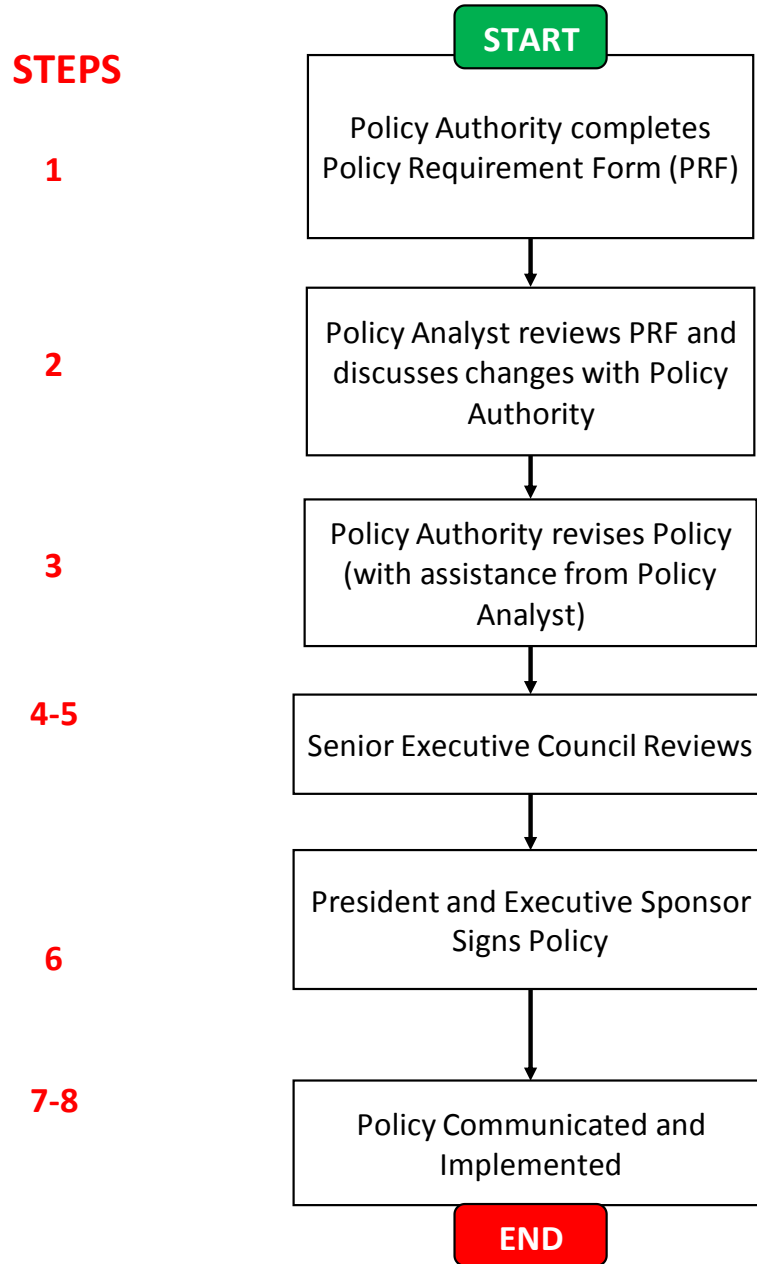
Step-by-Step Process for New Policies or Substantive Changes to Existing Policies

Steps	Activity	Responsible
1.	Complete PRF	Any Employee or Policy Authority
2.	Review PRF, seek clarification (as required) and make changes and submit to Executive Sponsor	Policy Analyst
3.	Review PRF and provide comments/changes to Policy Analyst	Executive Sponsor
4.	Request for PRF to be added to SEC agenda for following week (to be done by noon-Friday) and send Policy for inclusion in meeting package	Policy Analyst
5.	Discuss PRFs and prioritize Policy work at SEC meeting	Senior Executive Council
6.	Provide results of SEC meeting to Policy Authority	Policy Analyst
7.	Draft Policy	Policy Authority/Policy Analyst
Stakeholder Engagement		
8.	Review draft Policy and provide input regarding content – face-to-face meeting preferred	Stakeholders (Policy Authority to set meeting)
9.	Revise Policy and send to Policy Analyst	Policy Authority
10.	Post draft Policy on Source (or via email) for Policy Stakeholder review. (cc Executive Sponsor)	Policy Analyst
11.	Review draft Policy and provide substantive comments. Also provide draft Policy to colleagues as appropriate to ensure a widespread engagement and review.	Policy Stakeholders
12.	Coordinate legal review (if required and approved on PRF)	Policy Analyst
13.	Review suggested edits/revisions.	Policy Authority/Policy Analyst
14.	Revise Policy, and if there are: <ul style="list-style-type: none"> • Substantial changes—Go back to Step 9 • Minor changes—continue to Step 15 	Policy Authority/Policy Analyst
15.	Is this an Academic Policy? If yes, continue to Step 16. Is this an Administrative Policy? If yes, go to Step 22	
Academic—General Academic Council (GAC) Policy Approval Process		
16.	Email draft Policy to GAC Academic Policy Committee Chair (cc SEC members)	Policy Analyst

<p>17.</p>	<p>Email draft Policy to GAC Academic Policy Committee members for review and electronic vote to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Recommend to GAC that the Policy be forwarded to the President for approval (Continue to Step 19) <input type="checkbox"/> <u>Not</u> recommend to GAC that the Policy be forwarded to the President for approval (<i>rationale to be included with this vote</i>) (Continue to Step 18) 	<p>GAC Academic Policy Committee Chair</p> <p>All GAC Academic Policy Committee Members</p>
<p>18.</p>	<p>Revise Policy, and if there are:</p> <ul style="list-style-type: none"> • Substantial changes—Determine who needs to review the revised draft: <ul style="list-style-type: none"> ○ Policy Stakeholders (Go back to Step 9) ○ GAC Academic Policy Committee (Go back to Step 16) • Minor changes—continue to Step 19 	<p>Policy Authority/Policy Analyst</p> <p>with input from</p> <p>GAC Academic Policy Committee</p>
<p>19.</p>	<p>Submit Policy to GAC Executive Committee (2 weeks prior to GAC meeting) for inclusion on GAC meeting agenda.</p>	<p>GAC Academic Policy Committee Chair</p>
<p>20.</p>	<p>Review Policy and vote on recommending the Policy be forwarded to the president for approval.</p> <ul style="list-style-type: none"> <input type="checkbox"/> If approved, continue to Step 25 <input type="checkbox"/> Approved with changes—continue to Step 21 (document changes) <input type="checkbox"/> If not approved, document key issues and continue to Step 21 	<p>GAC Members</p> <p>GAC Academic Policy Committee Chair</p>
<p>21.</p>	<p>Revise Policy, and if there are:</p> <ul style="list-style-type: none"> • Substantial changes—Determine who needs to review the revised draft: <ul style="list-style-type: none"> ○ Stakeholders (Go back to Step 9) ○ GAC Academic Policy Committee (Go back to Step 16) • Minor changes—continue to Step 25 	<p>Policy Authority/Policy Analyst</p>
<p>Administrative Policies—College Leadership Council (CLC) Policy Approval Process</p>		
<p>22.</p>	<p>Email SharePoint links to Policy to CLC members (approximate two (2) week review deadline set)</p>	<p>Policy Analyst</p>
<p>23.</p>	<p>Review Policy and solicit input from others as appropriate. Submit all comments and changes within SharePoint directly into the document or via email to the Policy Analyst</p>	<p>CLC Members</p>
<p>24.</p>	<p>Revise Policy, and if there are:</p> <ul style="list-style-type: none"> • Substantial changes—Determine who needs to review the revised draft: <ul style="list-style-type: none"> ○ Policy Stakeholders (Go back to Step 9) ○ CLC (Go back to Step 22) • Minor changes—continue to Step 25 	<p>Policy Authority/Policy Analyst</p>

Policy Approval		
25.	Request for Policy to be added to SEC agenda for following week (to be done by noon-Friday) and send Policy for inclusion in meeting package.	Policy Analyst
26.	Review and recommend for President signature	Senior Executive Council
27.	<ul style="list-style-type: none"> • If in agreement, Policy signed • If <u>substantial</u> questions/concerns, document questions/concerns, and discuss with Policy Authority. Go back to Step 13 • If agreement in principle, but <u>minor</u> changes requested, make changes and notify Policy Authority, Provide revised version for signatures outside of SEC meeting. Continue to Step 30 	Executive Sponsor & President Policy Analyst
28.	Notify Policy Authority that Policy has been approved	Policy Analyst
29.	As required, Procedure Authority to be identified	Policy Authority
30.	Communicate Policy approval: <ul style="list-style-type: none"> • Via regular communications protocols (<i>On Campus</i>, etc. as determined in PRF) • For Policy changes—a document outlining the changes will be included in the communications 	Policy Analyst
31.	Implement Policy as per plans in PRF.	Policy Authority

4.2.2. Existing Policy—Editorial Changes
(Step-by-step written instructions follow this Process Chart)

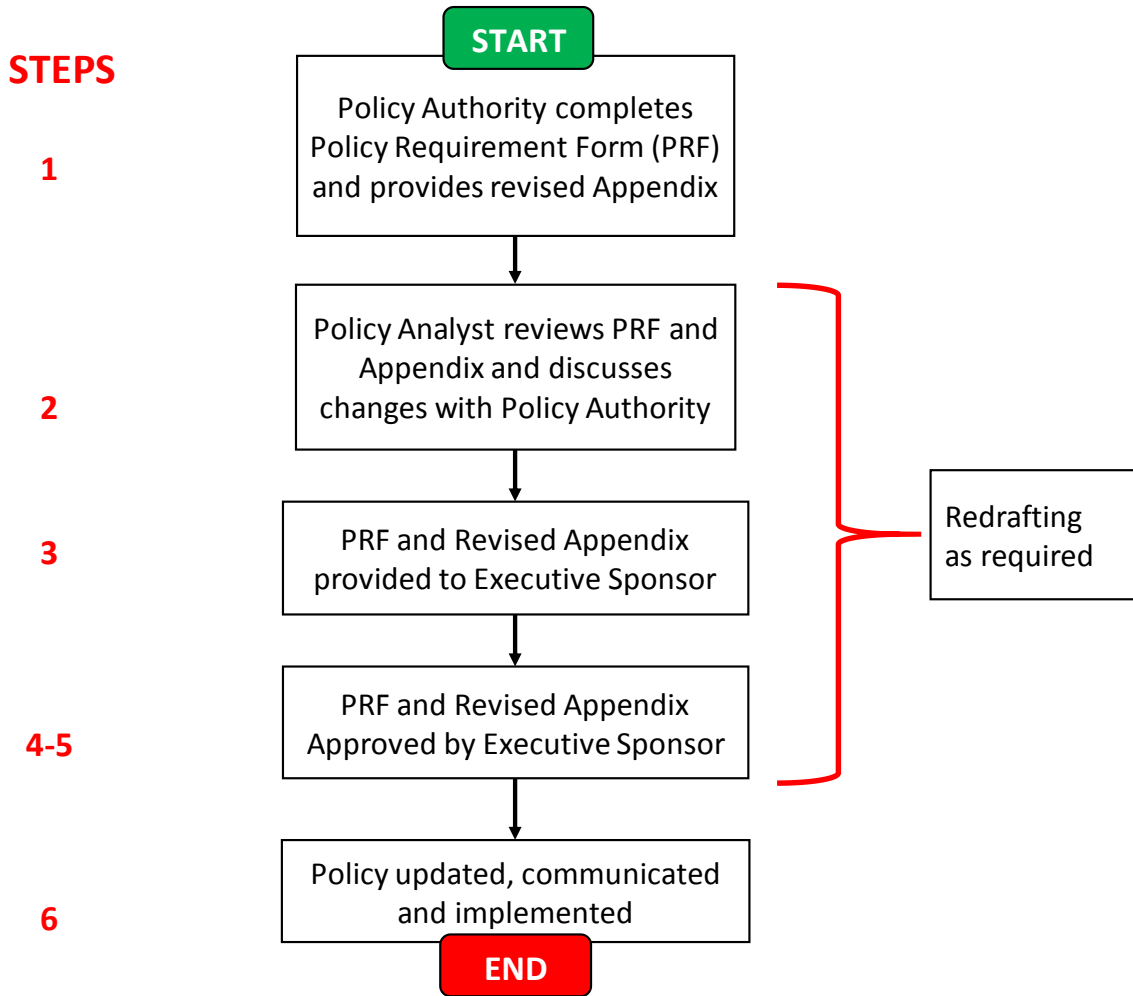


Step-by-Step Process for Editorial Changes to Existing Policies

Steps	Activity	Responsible
1.	Complete PRF– indicating need for editorial changes	Any Employee or/Policy Authority
2.	Review PRF and seek clarification as required, make changes and send to Executive Sponsor	Policy Analyst

3.	Revise Policy and send to Policy Analyst	Policy Authority/Policy Analyst
4.	Request for Policy to be added to SEC agenda for following week (to be done by noon-Friday) and send Policy for inclusion in meeting package.	Policy Analyst
5.	Review and recommend for President signature	Senior Executive Council
6.	<ul style="list-style-type: none"> • If in agreement, Policy signed by Executive Sponsor and President—continue to Step 7 • If questions/concerns, go back to Step 3. <ul style="list-style-type: none"> ○ Document questions/concerns and discuss with Policy Authority 	Executive Sponsor & President Policy Analyst
7.	Notify Policy Authority that Policy has been approved	Policy Analyst
8.	Communicate revised Policy (Notification of Changes)	Policy Analyst

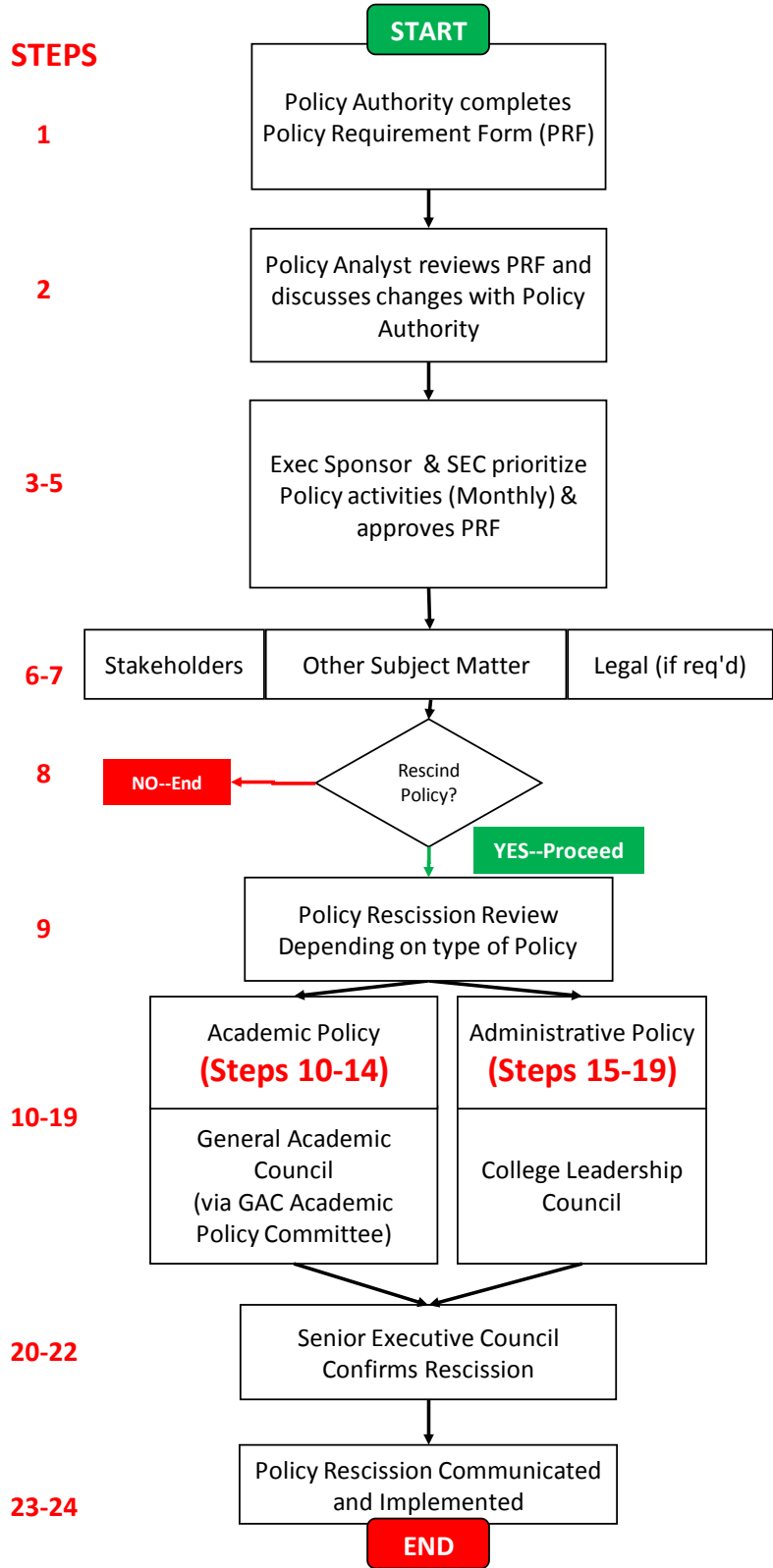
4.2.3. Existing Policy--Appendix Change
(Step-by-step written instructions follow this Process Chart)



Step-by-Step Process for Appendix Changes

Steps	Activity	Responsible
1.	Complete PRF and revise Appendix and send to Policy Analyst	Policy Authority
2.	Review PRF and revised Appendix, seek clarification (as required) and make changes	Policy Analyst
3.	PRF and revised Appendix sent to Executive Sponsor	Policy Analyst
4.	PRF and Appendix reviewed and approved	Executive Sponsor
5.	Notify Policy Authority that Appendix changes are approved	Policy Analyst
6.	Communicate revised Policy Appendix (Notification of Changes)	Policy Analyst

4.2.4. Existing Policy—Rescission
(Step-by-step written instructions follow this Process Chart)



Step-by-Step Process for Policy Rescission

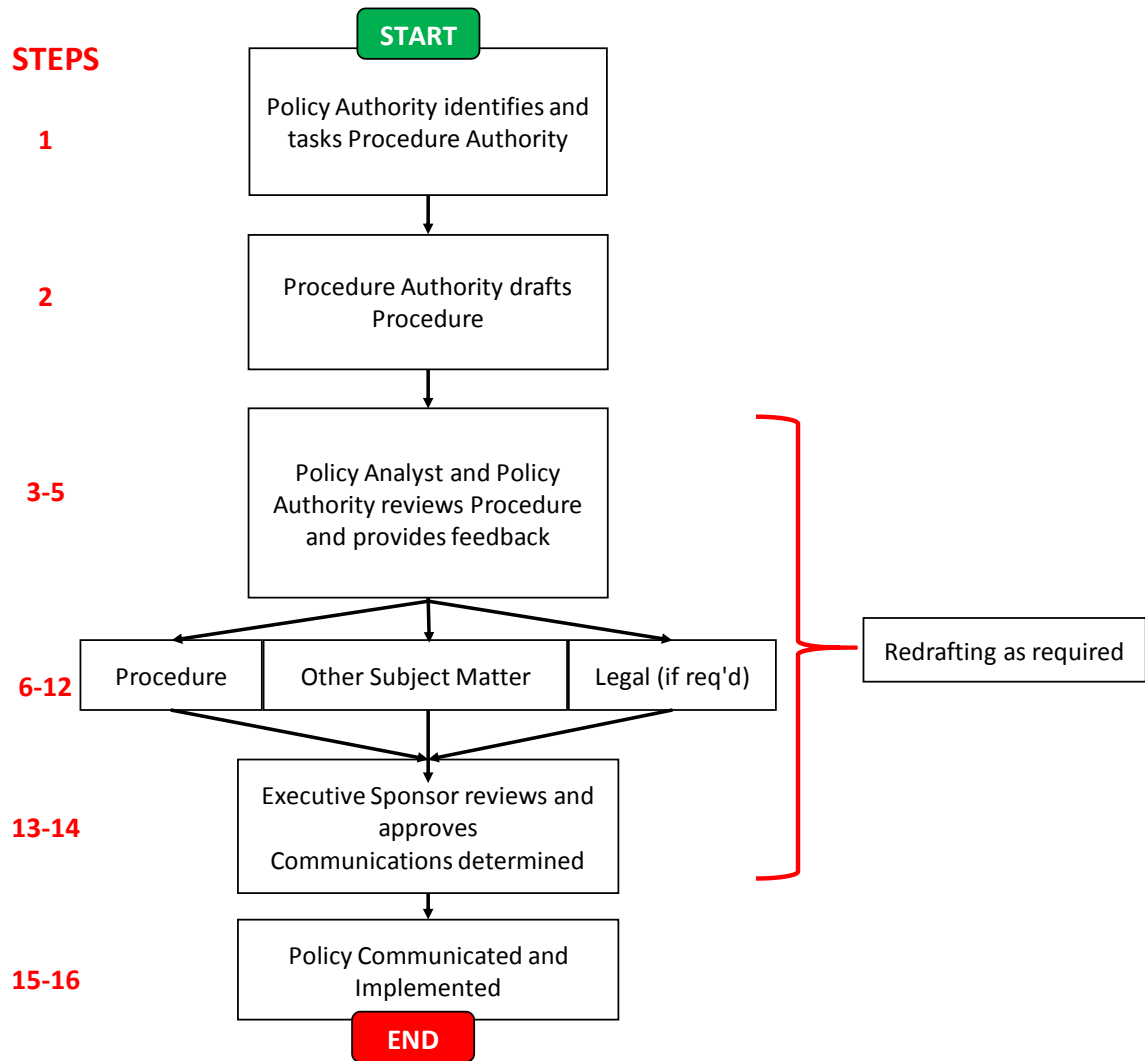
Steps	Activity	Responsible
1.	Complete PRF and send to Policy Analyst	Any Employee or Policy Authority
2.	Review PRF, seek clarification (as required) and make changes and submit to Executive Sponsor	Policy Analyst
3.	Review PRF and provide comments/changes to Policy Analyst	Executive Sponsor
4.	Request for PRF to be added to SEC agenda for following week (to be done by noon-Friday) and send Policy for inclusion in meeting package.	Policy Analyst
5.	Discuss PRF and prioritize Policy work at SEC	Senior Executive Committee
Stakeholder Engagement		
6.	Send email to Policy Stakeholders to get feedback on proposal to rescind Policy (cc Policy Authority)	Policy Analyst
7.	Provide feedback. Are Policy Stakeholders in agreement? <ul style="list-style-type: none"> • If yes, continue to Step 9 • If no, Stakeholders must provide rationale--continue to Step 8 	Stakeholders
8.	Discuss Stakeholder feedback and determine whether to proceed <ul style="list-style-type: none"> • Proceed--Continue to Step 9 • Not proceed—Document feedback and rationale—Process ends 	Policy Analyst/Policy Authority
9.	<ul style="list-style-type: none"> • Is this an Academic Policy? If yes, go to Step 10 • Is this an Administrative Policy? If yes, go to Step 15 	Policy Analyst
Academic—GAC Approval Process		
10.	Send email with copy of Policy to GAC Academic Policy Committee Chair (cc SEC members)	Policy Analyst
11.	Send copy of Policy to GAC Academic Policy Committee members via email indicating that a request has been made to rescind the Policy. Members are requested to vote to: <ul style="list-style-type: none"> <input type="checkbox"/> Recommend to GAC that the Policy be forwarded to the President for rescission—continue to Step 13 <input type="checkbox"/> <u>Not</u> recommend to GAC that the Policy be forwarded to the President for rescission (rationale to be included with this vote)—continue to Step 12 	GAC Academic Policy Committee Chair
12.	Executive Sponsor and Policy Authority notified that the Policy will not be put forward to GAC for rescission. Rationale is documented for file. Process Ends	Policy Analyst

13.	Submit Policy to GAC Executive Committee (2 weeks prior to GAC meeting) for inclusion on GAC meeting agenda.	GAC Academic Policy Committee Chair
14.	Review and vote on recommending to the President that the Policy be rescinded <ul style="list-style-type: none"> <input type="checkbox"/> If approved, continue to Step 20 <input type="checkbox"/> If not approved, document key issues and provide to Policy Analyst. Process ends. 	All GAC Voting Members GAC Academic Policy Committee Chair
Administrative—CLC Approval Process		
15.	Send email to CLC members for comments	Policy Analyst
16.	Review and solicit input from others as appropriate. Submit comments to the Policy Analyst via email	CLC Members
17.	Review and document feedback received from CLC members	Policy Analyst/Policy Authority
18.	Decision on whether to proceed: <ul style="list-style-type: none"> • If yes, continue to Step 20 • If no, continue to Step 19 	Policy Authority
19.	Executive Sponsor and Policy Authority notified of decision to not rescind the Policy. The rationale is documented on the file. Process Ends	Policy Analyst
Rescission Approval		
20.	Request for Policy rescission be added to SEC agenda for following week (to be done by noon-Friday) and send Policy for inclusion in meeting package	Policy Analyst
21.	Review and recommend for rescission	Senior Executive Council
22.	<ul style="list-style-type: none"> • If in agreement, Policy rescinded • If questions/concerns, document and discuss with Policy Authority—Go back to Step 2 • If not in agreement—process ends 	Executive Sponsor/President Policy Analyst
23.	Notify Policy Authority that Policy rescission has been approved	Policy Analyst
24.	Policy rescission communicated and implemented	Policy Analyst

4.3. Procedures: Development and Approval Processes

Type	Defined As:	Process to use
New Procedure	There is currently no Procedure that covers this subject, therefore a brand new Procedure is required.	Procedure Development and Approval (4.3.1)
Procedure requires substantive changes	<p>There is a Procedure, but the Procedure requires substantive changes. Substantive changes are defined as any of the following:</p> <ul style="list-style-type: none"> • Changes to Procedure/process steps • Changes to approval authorities • Changes to Procedure documents (forms) • Changes to responsibilities <p>Substantive changes may be required due to:</p> <ul style="list-style-type: none"> • Changes to its parent Policy • Current Procedure does not lead to desired outcomes • Organizational changes affecting steps in the Procedure 	Procedure Development and Approval (4.3.1)
Procedure requires editorial changes or changes to the Appendix	<p>There is a Procedure, but the Procedure has become outdated or contains errors. Types of editorial changes include:</p> <ul style="list-style-type: none"> • Correcting typographical errors • Correcting grammatical errors as long as they do not change the intended meaning • Updating links to websites • Changing position titles 	<p>Procedure Authority to notify Policy Analyst</p> <p>Policy Analyst to document and seek approval of Executive Sponsor</p>
Procedure no longer required	<p>There is a Procedure, but that Procedure is no longer relevant or needed. This could be due to:</p> <ul style="list-style-type: none"> • Policy rescission • Automation of the process • The Procedure has been included as part of another Procedure • Legislative changes 	<p>Procedure Authority to notify Policy Analyst</p> <p>Policy Analyst to document and seek approval of Executive Sponsor</p>

4.3.1. Procedure Development and Approval Process (New / Changing)
(Step-by-step written instructions follow this Process Chart)



Step-by-Step Process for Procedure Development and Approval (New and Substantial Changes)

Steps	Activity	Responsible
1.	Identification of Procedure Authority	Policy Authority
2.	Draft Procedure	Procedure Authority
3.	Send Procedure to Policy Analyst and Policy Authority for review	Procedure Authority
4.	Review Procedure and provide feedback	Policy Analyst and Policy Authority
5.	Revise Procedures	Procedure Authority

Stakeholder Engagement		
6.	Review draft Procedure and provide input regarding content – face-to-face meeting preferred	Procedure Stakeholders (Procedure Authority to set meeting)
7.	Revise Procedure based on Procedure Stakeholder input and send to Policy Analyst	Procedure Authority
8.	Post draft Procedure on Source (or send via email) for Procedure Stakeholder review. (cc Executive Sponsor)	Policy Analyst
9.	Review draft Procedure and provide substantive comments. Also provide draft Procedure to colleagues as appropriate to ensure a widespread engagement and review	Stakeholders
10.	Coordinate legal review (if required and approved on PRF)	Policy Analyst
11.	Review suggested edits/revisions.	Policy Authority/Procedure Analyst
12.	Revise Procedure, and if there are: <ul style="list-style-type: none"> • Substantial changes—Go back to Step 6 • Minor changes—continue to Step 13 	Policy Authority/Procedure Analyst
Procedure Approval		
13.	Procedure sent to Executive Sponsor for review and approval	Policy Analyst
14.	Procedure approved and communications determined: <ul style="list-style-type: none"> • Internal only (Source): for those Procedures that are not outward facing • Internal and External (MHC Website and Source as required): for those Procedures that the general public will need access to. This would also include those Procedures applicable to students (they do not have access to Source). 	Executive Sponsor with input from Policy Analyst
15.	Communicate Procedure Approval	Policy Analyst
16.	Implement Procedure	Procedure Authority

5. ROLES AND RESPONSIBILITIES FOR POLICIES AND PROCEDURES

The following roles and responsibilities are in the context of Policy and Procedure development, review, approval and ongoing maintenance at MHC.

5.1 Executive Sponsor: The Executive Sponsor is a member of the Senior Executive Council (SEC) and is accountable for Policies and Procedures within their activity areas. Responsibilities include:

- (a) Delegating responsibility for Policies with their activity area to a Policy Authority
- (b) Ensuring compliance with Policy on Policies
- (c) Reviewing Policy Requirement Form
- (d) Prioritizing Policy requirements and activities
- (e) Being accountable for Policy within their activity areas
- (f) Collaborating with Policy Analyst and Policy Authority to determine communication activities to be used for individual Policies
- (g) Representing Policy requirements for their activity area to SEC
- (h) Ensuring availability of resources to develop Policy and Procedures
- (i) Maintaining awareness of legislative framework affecting their activity areas
- (j) Signing Policies for their activity areas
- (k) Making recommendation to MHC President to sign Policies
- (l) Overarching responsibility for the development of effective Procedures
- (m) Overarching responsibility for the interpretation and awareness of the Policy or Procedure
- (n) Championing overall compliance with Policy within the College community

5.2 Policy Analyst: The Policy Analyst is responsible for development and maintenance of the Policy and Procedure Framework. The Policy Analyst also provides advice and guidance to anyone involved in the development of Policy and Procedures, and manages the Policy development process. The Policy Analyst is also responsible for maintaining and awareness of legislative changes and making recommendations to SEC on Policy requirements. Responsibilities include:

- (a) Developing a Policy and Procedure Framework, including supporting documents
- (b) Maintaining the Policy Priorities Register (A document developed for SEC that contains a complete list of all Policy priorities and Policy issues)
- (c) Reviewing and providing advice and guidance on the completion of Policy Requirement Form
- (d) Ensuring a complete file documenting Policy development, approval and maintenance for each Policy
- (e) Attending SEC meetings for Policy discussions
- (f) Performing gap analysis to determine Policy requirements
- (g) Managing Policy development and approval process, including solicitation of input from stakeholders, including CLC and GAC
- (h) Scheduling Policy reviews as per Policy review dates
- (i) Participating as a Policy subject matter expert (guest) on the GAC Policy Committee
- (j) Tracking legislation changes that may affect Policy

- (k) Recommending communications tactics to Executive Sponsor and Policy Authority

5.3 Policy Authority: The Policy Authority is responsible for Policy development and implementation as delegated by the Executive Sponsor. The Policy Authority is also responsible for fulfilling the role of Procedure Authority (see separate item) or delegating this responsibility. Responsibilities include:

- (a) Completing Policy Requirement Form for each new/changing Policy (in collaboration with Policy Analyst)
- (b) Utilizing Policy Template
- (c) Maintaining awareness of legislation for particular area of expertise
- (d) Ensuring Policies are kept up to date and starting revision process as required.
- (e) Reviewing Policies at prescribed review date and initiating review process
- (f) Drafting Policies and soliciting stakeholder input
- (g) Implementing Policies, including the development of Procedures to support Policies
- (h) Delegating responsibility for the development of Procedures to a Procedure Authority as required
- (i) Support Procedure Authority as required

5.4 Procedure Authority: The Procedure Authority is responsible for the development and implementation of Procedures necessary to support Policies. Responsibilities include:

- (a) Utilizing Procedure Template
- (b) Collaborating with Policy Authority
- (c) Drafting Procedures and soliciting stakeholder input
- (d) Maintaining awareness and oversight to ensure Procedures are functioning as intended and making changes as required
- (e) Soliciting Procedure review by Policy Analyst to ensure Policy compliance
- (f) Implementing and communicating Procedures

5.5 Stakeholders: Stakeholders are responsible for providing substantive feedback for Policies and Procedures as requested by the Policy Analyst and/or Policy/Procedure Authority. Responsibilities include:

- (a) Providing constructive feedback on the context of Policies and Procedures (not grammar/phrasing, except where the meaning of phrases is affected)
- (b) Meeting deadlines for providing feedback as set by Policy Analyst or Policy/Procedure Authority
- (c) Soliciting additional feedback from staff or colleagues to ensure a wide array of input is gathered

5.6 General Academic Council (GAC): GAC is the responsible authority for Academic Policy at MHC as stated in the *Post-Secondary Learning Act (PSLA)*. The GAC Policy activities are supported by the GAC Policy Committee. The GAC Policy Committee is responsible for ensuring processes and Procedures are in place to review existing Policies, provide Policy recommendations to GAC, and ensure Policy consistency and coordination. Responsibilities include:

- (a) **GAC:**

- i. Reviewing and providing feedback on Policies as recommended by GAC Policy Committee
- ii. Providing direction to GAC Policy Committee
- iii. Recommending Policy for consideration to SEC
- iv. Ensuring compliance with *PSLA*

(b) **GAC Policy Committee:**

- i. Performing gap analysis to determine Policy requirements
- ii. Prioritizing Policy requirements
- iii. Reviewing and providing feedback on Policy drafts
- iv. Reviewing Policies recommended for rescindment and providing feedback as required
- v. Recommending Policies to GAC

(f) **GAC Policy Committee Chair**

- i. Representing GAC Policy Committee at GAC meetings
- ii. Requesting Policy issues be placed on the agenda for GAC meetings
- iii. Keeping Policy Analyst aware of timelines and issues

5.7 College Leadership Council (CLC): CLC is responsible for reviewing and providing feedback on Administrative Policy prior to presentation to SEC. CLC is also responsible for providing feedback on Procedures supporting Administrative Policy. Responsibilities include:

- (a) Providing substantive feedback on draft Policies/Procedures (not grammar/phrasing, except where the meaning of phrases is affected)
- (b) Meeting deadlines for providing feedback as set by Policy Analyst or Policy Authority
- (c) Soliciting additional feedback from staff or colleagues to ensure a wide array of input is gathered
- (d) Reviewing Policies recommended for rescindment and providing feedback as required

5.8 Senior Executive Council (SEC): SEC provides overall responsibility for Policies within MHC. SEC is responsible for Policy content and ensuring Policy is up to date and accurately reflects the current legislative environment within which MHC operates. Responsibilities include:

- (a) Prioritizing Policy development
- (b) Approving and supporting the Policy and Procedure Framework
- (c) Recommending Policies for approval by President
- (d) Reviewing Policies and providing feedback to Policy Analyst on content

5.9 President: The President is responsible for ensuring the operation and academic standards and practices of MHC as delegated by the Board of Governor's Executive Limitations and Policies. As such, the President is authorized to establish Policies. The President is the approval authority for Policies at MHC.

6. ADDITIONAL INFORMATION

- *Appendix A: Policy Requirement Form (PRF)*
- *Appendix B: Policy Template (MS Word)*
- *Appendix C: Procedure Template (MS Word)*
- *Policy and Procedure Framework*

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and Finance

March 26, 2015

DOCUMENT HISTORY

March 2015 Procedure approved