MEDICINE HAT COLLEGE

Medicine Hat College Procedure
POLICY AND PROCEDURE DEVELOPMENT AND APPROVAL

Procedure #:	PR-GA-01-01
Procedure Authority:	Policy Analyst
Executive Sponsor:	Vice-President, Administration and Finance
Approved by:	Vice-President, Administration and Finance
Effective Date:	February 13, 2020

1. PURPOSE

Policies and procedures are a foundational element of Medicine Hat College (MHC) that enable consistent, effective, transparent, and efficient decision making. MHC is committed to establishing a policy and procedure framework that engages relevant stakeholders to develop and implement policies and procedures.

This procedure provides definitions and instructions for the development and approval of policies and procedures at MHC. These procedures ensure those 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 terms used throughout these procedures that are not otherwise defined herein shall have the meanings ascribed to such under the policies.

- **Appendix (Appendices)**: contain information that support the main principles and directives and do not contain anything that establishes authority or responsibility or defines scope and limitations on activity.

- **Policy Requirement Form (PRF)**: be completed by the Policy Authority or any employee to request: new policy, policy review, rescind policy, or amend appendix.

- **General Academic Council (GAC):** the academic council authorized under the Post-secondary Learning Act of Alberta, to review and make recommendations on academic policies and procedures.

- **Rescind**: remove from binding effect—revoke, cancel or repeal.

4. POLICY DEVELOPMENT AND APPROVAL PROCESS

4.1. Prioritization of Policy Development

Executive Committee (EC) provides leadership for policy development by ensuring 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; and
- policy changes required to move MHC in new strategic direction (as an enabler.)

4.2. Policies: Development and Approval Processes

Type	Status	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	There is a policy, but the policy requires substantive changes. Substantive changes are defined as any of the following • changes to the intent of the policy, • changes to the scope of the policy, • changes to the principles or directives of the policy, and/or • changes to responsibilities. Substantive changes may be required due to • changes to legislation, • current policy does not lead to desired outcomes, • current policy is not clear, and/or • current policy needs to be revised to adopt the new policy template.	Policy Development and Approval (4.2.1)
Existing policy requires editorial changes	There is a policy, but the policy has become outdated or contains minor errors. Some examples of editorial changes include • correcting typographical errors,	Existing Policy: Editorial Changes (4.2.2)

	• correcting grammatical errors as long as they do not change the intended meaning, • updating links to websites, and/or • changing position titles.	
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 the policy is no longer relevant or needed. This could be due to • another policy covers this subject, • the situation no longer exists, and/or • legislative changes.	Policy Rescission (4.2.4)

4.2.1 Step-by-Step Process for New Policies (and Procedure if applicable) or Substantive Changes to Existing Policies

Steps	Action	Responsibility
1.	Complete PRF.	Any employee or the Policy Authority
2.	Review PRF, seek clarification (as required), make changes, and submit along with recommendation to Executive Sponsor.	Policy Analyst
3.	Review PRF and provide comments/changes to Policy Analyst, ☐ If approved, continue to step 4. ☐ If rejected, process ends here.	Executive Sponsor
4.	Request for PRF to be added to next EC agenda.	Policy Analyst
5.	Discuss PRF(s) and prioritize policy work at EC meeting.	Executive Committee
6.	Provide results of EC meeting to Policy Authority.	Policy Analyst
7.	Draft policy/procedure.	Policy Authority/Policy Analyst
Stakeholder Engagement		
8.	Schedule stakeholder consultation meeting providing two weeks advance notice. Email draft policy/procedure to stakeholders. (CC Executive Sponsor.)	Policy Analyst
9.	Review draft policy/procedure in advance of meeting. Provide draft(s) to colleagues as appropriate for their review and feedback.	Stakeholders
10.	Lead stakeholder consultation meeting, provide rationale and overview of changes.	Policy Authority
11.	Provide comments and feedback on draft policy/procedure.	Stakeholders
12.	Update draft policy/procedure incorporating feedback from meeting and email back to stakeholder group.	Policy Analyst/Policy Authority,
13.	Coordinate legal review (if required and approved on PRF.)	Policy Analyst
14.	*Is this an Academic Policy?* If yes, continue to Step 15. **Is this an Administrative Policy?** If yes, go to Step 17.	
Academic—General Academic Council (GAC) Policy Approval Process		
15.	Submit policy/procedure to GAC Executive Committee (two weeks prior to GAC meeting to allow sufficient time for review) for inclusion on GAC meeting agenda.	Policy Analyst

16.	Review policy/procedure and proceed with motion to recommend the policy/procedure be forwarded to the Executive Committee for approval. ☐ If recommended, continue to Step 20 ☐ Recommended with changes—continue to Step 20 (document requested changes) ☐ If not recommended, document key issues and continue to Step 20.	GAC Members
Administrative Policies—President's Council (PC) Policy Approval Process		
17.	Email policy/procedure to PC members (approximate two week review deadline set.)	Policy Analyst
18.	Review policy/procedure and solicit input from others as appropriate. Submit all feedback to the Policy Analyst via email by the required deadline.	PC members
19.	Revise feedback and if there are: • No comments – proceed to Step 20 • substantial changes - determine who needs to review the revised draft • Minor changes—continue to Step 20.	Policy Authority/Policy Analyst
Policy/Procedure Approval		
20.	Request for policy/procedure to be added to next available EC agenda. Email documents for inclusion in meeting package.	Policy Analyst
21.	Review and recommend for President and Executive Sponsor signature.	Executive Committee
22.	• If in agreement, policy/procedure signed. • If <u>substantial</u> questions/concerns, document and discuss with Policy Authority and determine next steps. • If in agreement with <u>minor</u> changes requested, make changes and notify Policy Authority, provide revised version for signatures outside of EC meeting.	Executive Sponsor & President Policy Analyst
23.	Notify Policy Authority that policy/procedure has been approved.	Policy Analyst
24.	Communicate policy/procedure approval • via regular communications protocols (On Campus etc, as determined in PRF) • for policy/procedure changes—a document outlining the changes will be included in the communications.	Policy Analyst
25.	Implement policy as per plans in PRF.	Policy Authority

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

Steps	Action	Responsibility
1.	Notify Policy Analyst of editorial changes required.	Policy Authority or any employee
2.	Revise policy.	Policy Authority/Policy Analyst
3.	Request for policy to be added to next available EC agenda. Send policy for inclusion in meeting package.	Policy Analyst
4.	Review and recommend for President and Executive Sponsor signature.	Executive Committee
5.	Notify Policy Authority that policy has been approved.	Policy Analyst
6.	Communicate revised policy (Notification of Changes.)	Policy Analyst

4.2.3   Step-by-Step Process for Appendix Changes

Steps	Action	Responsibility
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 Step-by-Step Process for Policy Rescission

Steps	Action	Responsibility
1.	Complete PRF and send to Policy Analyst.	Policy Authority or any employee
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 ☐ If approved continue to Step 4. ☐ If rejected, process ends here.	Executive Sponsor
4.	Request for PRF to be added to next available EC agenda.	Policy Analyst
5.	Discuss PRF and prioritize policy work at EC meeting.	Executive Committee
6.	Provide outcome of EC meeting to Policy Authority.	Policy Analyst
Stakeholder Engagement		
7.	Send email to policy stakeholders to get feedback on proposal to rescind policy (cc Policy Authority.)	Policy Analyst
8.	Provide feedback. Are policy stakeholders in agreement? • If yes, continue to Step 9 • If no, stakeholders must provide rationale-continue to Step 9.	Stakeholders
9.	Discuss stakeholder feedback and determine next steps. • Proceed--continue to Step 10 • Don't proceed—document feedback and rationale— in consultation with Executive Sponsor.	Policy Analyst/Policy Authority/Executive Sponsor
10.	• **Is this an Academic Policy?** If yes, go to Step 11 • **Is this an Administrative Policy?** If yes, go to Step 13.	Policy Analyst
Academic—GAC Approval Process		
11.	Submit proposal to rescind to GAC Executive Committee (2 weeks prior to GAC meeting to allow sufficient time for review) for inclusion on GAC meeting agenda.	Policy Analyst
12.	Review and proceed with motion to recommend the policy be forwarded to EC to approve rescind. ☐ If approved, continue to Step 18 ☐ If not approved, document key issues and continue to Step 18.	All GAC Voting Members Policy Authority, Policy Analyst.

Administrative—PC Approval Process		
13.	Send email to PC members for comments.	Policy Analyst
14.	Review and solicit input from others as appropriate. Submit comments to the Policy Analyst via email.	PC Members
15.	Review and document feedback received from PC members.	Policy Analyst/Policy Authority
16.	Advise Executive Sponsor on feedback received and proceed to Step 17.	Policy Analyst/Policy Authority
Rescission Approval		
17.	Request for policy rescission (along with documented key issues) be added to next available EC agenda and send documents for inclusion in meeting package.	Policy Analyst
18.	Review and recommend for rescission.	Executive Committee
19.	• If in agreement, policy rescinded • If not in agreement—process **ends.**	Executive Sponsor/President
20.	Notify Policy Authority that Policy rescission has been approved or denied.	Policy Analyst
21.	Policy rescission communicated and implemented.	Policy Analyst

Procedures: Development and Approval Processes

Type	Defined As:	Process to use
New Procedure	There is currently no procedure that covers this subject, therefore a new procedure is required.	Procedure Development and Approval (4.3.1)
Procedure requires substantive changes	There is a procedure, but the procedure requires substantive changes. Substantive changes are defined as any of the following: • changes to procedure/process steps, • changes to approval authorities, • changes to procedure documents (forms), • changes to responsibilities. Substantive changes may be required due to: • 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	There is a procedure, but the procedure has become outdated or contains errors. Types of editorial changes include: • correcting typographical errors, • correcting grammatical errors as long as they do not change the intended meaning, • updating links to websites, • changing position titles.	Policy Authority to notify Policy Analyst Policy Analyst to document and seek approval of Executive Sponsor
Procedure no longer required	There is a procedure, but the procedure is no longer relevant or needed. This could be due to: • policy rescission, • automation of the process, • the procedure has been absorbed by another procedure, • legislative changes.	Policy Authority to notify Policy Analyst Policy Analyst to document and seek approval of Executive Sponsor

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

Steps	Action	Responsibility
1.	Draft procedure.	Policy Authority/Policy Analyst
2.	Schedule stakeholder consultation.	Policy Analyst
Stakeholder Engagement		
3.	Review draft procedure and provide input regarding content.	Procedure stakeholders
4.	Revise procedure based on stakeholder input.	Policy Authority/Policy Analyst
5.	Email to stakeholders for review. (cc Executive Sponsor.)	Policy Analyst
6.	Coordinate legal review (if required and approved on PRF.)	Policy Analyst
7.	Review any further suggested edits/revisions.	Policy Authority/Policy Analyst
8.	Revise procedure, and if there are: • Substantial changes—Go back to Step 4. • Minor or no changes—continue to Step 9.	Policy Authority/Policy Analyst
Procedure Approval		
9.	Procedure sent to Executive Sponsor for review and approval.	Policy Analyst
10.	Procedure approved and communications determined: • 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
11.	Communicate procedure approval.	Policy Analyst
12.	Implement procedure.	Policy 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 Executive Committee and is accountable for policies and procedures within their activity areas. The Executive Sponsor is responsible for
(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) collaborating with Policy Analyst and Policy Authority to determine communication activities to be used for individual policies,
(f) representing policy requirements for their activity area to EC,
(g) ensuring availability of resources to develop policy and procedures,
(h) maintaining awareness of legislative framework affecting their activity areas,
(i) approving policies for their activity areas,
(j) making recommendations to the President to approve policies,
(k) overarching responsibility for the development of effective procedures,
(l) overarching responsibility for the awareness, application, and interpretation of the policy or procedure, and
(m) championing overall compliance with policy within the college community

5.2 Policy Analyst: The Policy Analyst manages the policy/procedure development process and is responsible for
(a) developing and maintaining the Policy and Procedure Framework, including supporting documents,
(b) providing advice and guidance to anyone involved in the development of policy and procedures, including the completion of Policy Requirement form,
(c) creating a file documenting policy development, approval and maintenance for each policy,
(d) performing gap analysis to determine policy requirements,
(e) managing policy development and approval processes, including stakeholder consultation, including PC and GAC,
(f) scheduling policy reviews as per policy review dates,
(g) tracking legislation changes that may affect policy and making recommendations to EC, and
(h) recommending communication/implementation options to Executive Sponsor and Policy Authority.

5.3 Policy Authority: The Policy Authority creates, implements and maintains policies and is responsible for
(a) policy/procedure development and implementation as delegated by the Executive Sponsor,
(b) completing Policy Requirement form for each new/changing policy (in collaboration with Policy Analyst),
(c) maintaining awareness of legislation for particular area of expertise,
(d) ensuring policies are kept up to date,
(e) reviewing policies in collaboration with Policy Analyst at prescribed review date, drafting policies/procedures and soliciting stakeholder input,

(f) implementing policies, including the development of procedures to support policies.

5.4 **Stakeholders**: Stakeholders provide feedback on policies and procedures as requested by the Policy Analyst, or Policy Authority and are responsible for
(a) providing constructive feedback on the content 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 Authority, and
(c) soliciting additional feedback from staff or colleagues to ensure a wide array of input is gathered.

5.5 **General Academic Council (GAC)**: GAC is the responsible authority for Academic policy at MHC as stated in the *Post-Secondary Learning Act* (*PSLA*) and are responsible for
(a) reviewing and providing feedback on academic policies and procedures;
(b) recommending policy/procedures be forwarded to Executive Committee for approval.

5.6 **President's Council (PC)**: PC reviews and provides feedback on administrative policies and procedures prior to presentation to EC and is responsible for
(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; and
(c) soliciting additional feedback from staff or colleagues to ensure a wide array of input is gathered.

5.7 **Executive Committee (EC)**: EC provides overall responsibility for policies within MHC and is responsible for
(a) ensuring policy accurately reflects the current legislative environment;
(a) prioritizing policy development;
(b) approving and supporting the Policy and Procedure Framework; and
(c) recommending policies for approval by President.

5.8 **President and CEO**: The President and CEO 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. The President is authorized to establish policies and is the approval authority for policies at MHC.

6.   ADDITIONAL INFORMATION
Appendix A: Policy Requirement Form
Appendix B: Policy Template
Appendix C: Procedure Template
Policy and Procedure Framework

ORIGINAL COPY SIGNED

Wayne Resch
Vice-President, Administration and Finance

February 13, 2020

DOCUMENT HISTORY
March 2015   Procedure approved
February 2020   Revised procedure approved