

PARENT POLICY: B.02 Policy Development**Purpose**

The Policy Working Committee consults with staff and students, gathers and considers feedback, provides recommendations for revisions, and recommends bylaws, policies, and procedures to go forward for approval.

Membership

The Policy Working Committee consists of:

- one staff representative from the Research Division
- one staff representative from the Student Services Division
- two staff representatives from the Education and Training Division, one who represents instructors/schools and one who represents non-instructors/Information Systems and Technology(IST)/Libraries
- two staff representatives from the Community and Extensions Division, one who is from a campus and one who is from a community learning centre
- two student representatives, one from Community and Extensions and one from Education and Training
- the Manager, Policy Development and Institutional Research, who chairs the Committee

Appointment of Members

1. Staff appointments are normally for two years (beginning July 1); student appointments are normally for one year; all appointments are renewable.
2. When a representative leaves mid-appointment, their replacement serves the remainder of the appointment.
3. For continuity's sake, no more than three new staff representatives should be appointed to the committee in one year.
4. The Manager, Policy Development and Institutional Research informs the members and their vice presidents when a member's term is finished.

5. The vice presidents nominate individual staff members to represent their respective divisions.
6. The vice presidents of the Community and Extensions Division and the Education and Training Division ask students to submit a letter of interest and a letter of support. Students state what program they are taking. Letters of support may be from a staff member or from somebody outside the College. The VPs then nominate a student to represent their respective divisions.
7. The President (or designee) reviews the nominations and appoints the committee members.
8. The vice presidents and President try to ensure balanced regional representation when appointing committee members.

Meetings and Quorum

- The committee tries to meet once a month between September and June (inclusive).
- The Chair and one staff (1) representative from each of three (3) divisions constitute quorum.
- If the committee wants to consult with experts on specific topics, these experts may be included in Policy Working Committee meetings as guests.

Agenda and Minutes

1. The Manager, Policy Development and Institutional Research drafts and circulates a meeting agenda at least two working days before each meeting.
2. All items raised from the agenda in meetings are dealt with on the basis of consensus rather than by voting. Formal motions are not used.
3. The Manager, Policy Development and Institutional Research writes up the meeting minutes and distributes them for review to the committee members.
4. The Manager, Policy Development and Institutional Research sends a copy of the minutes to the Education and Training Division in the Office of the President for its records.

Role of the Policy Working Committee in the Policy Revision Process

The members of the Policy Working Committee are responsible for actively seeking feedback regarding policy development and revision from Aurora College staff and students. Committee members share the feedback they have received and provide their own comments on draft policies.

Committee Review and Approval Process

When a policy is ready for review:

1. The Manager, Policy Development and Institutional Research sends the draft policy to all the committee members at least two weeks before the committee's next meeting.
2. The staff committee members send the policy to all the staff they represent, requesting comments by a date set by the member.
 - The Student Services representative also sends the policy to the campuses' student associations.
 - The non-instructional Education and Training representative also sends the policy to Office of the President staff who are not represented on the committee (for example Finance or Communications and College Relations).
3. The student committee members should review the policy, talk to other students about the policy, and share the policy with other students.
4. Staff and students send their comments regarding the policy to their respective committee member.
5. The committee reviews and discusses the comments at the Policy Working Committee meeting.
6. The committee may suggest further changes to the policy and another review or the committee may recommend that the policy go forward for approval.
7. If further changes are suggested, the Manager, Policy Development and Institutional Research compiles the feedback, makes the suggested changes, and sends the policy out for comment again (repeat steps 1-7).

8. Usually policies will come to the Policy Working Committee for review a maximum of three times. If the policy is particularly long or complex, it may be reviewed more than three times.

When a policy is ready for approval:

1. The committee may recommend a policy for approval after the first, second, or third review.
2. The committee must have quorum and all the members present should agree that the policy is ready to go forward for approval.
3. Past practice has been that if a policy is specific to a division and the division representative is not present, the Manager, Policy Development and Institutional Research will get agreement from the division representative before forwarding the policy. If the division representative does not agree that the policy is ready, the committee reviews it again.

Example: The committee agrees that the revised housing policy is ready to move forward, but the Student Services representative is not at the meeting. The Manager, Policy Development and Institutional Research consults with the Student Services representative before sending the policy forward.

4. The committee may agree that a policy is ready to go forward pending minor changes. The Manager, Policy Development and Institutional Research makes the requested changes and sends the final version of the policy to the committee for approval via e-mail.
5. The Manager, Policy Development and Institutional Research sends the final version of the policy to the Vice President, Education and Training who is responsible for presenting it to the Board of Governors for approval.



FACT SHEET

DATES:

2010-11-01 Terms of Reference issued as appendix to Policy B.02.
Board of Governors Motion BG#53-2010.
Implemented November 1, 2010.

2018-12-07 Terms of Reference revised.
Approved by Interim President: Jeff O'Keefe
Implemented 2018-12-07

APPROVED

PRESIDENT:



DATE:

December 7, 2018