AGENDA

Regular Meeting
Wednesday, Dec 11, 2024
4:00 – 6:00 pm
P216, LACC 321, MS Teams

TIME	ITEM	PRESENTER
4:00	**CALL TO ORDER AND DECLARATION OF QUORUM (1 MIN.)**	**Bijan Ahmadi**
4:01	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY (1 MIN.)**	**Bijan Ahmadi**
	Camosun College respectfully acknowledges that our campuses are situated on the territories of the Ləkʷəŋən (Songhees and Kosapsum) and WSÁNEĆ peoples. We honour their knowledge and welcome to all students who seek education here. <*http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html*>	
4:02	**CHECK-IN (15 MIN.)**	**Bijan Ahmadi**
4:17	**ACCEPTANCE OF AGENDA (2 MIN.)**	**Bijan Ahmadi**
4:19	**MINUTES FOR APPROVAL (1 MIN.)**	**Bijan Ahmadi**
	For approval: EdCo Meeting Minutes Nov 20, 2024	
4:20	**REPORTS (6 MIN.)**	
	Education Council Chair (2 min)	**Bijan Ahmadi**
	Provost and Vice President Education and Innovation (2 min)	**John Boraas**
	Board Member (2 min)	**Dr. Monty Bryant**
4:26	**COMMITTEE REPORTS (4 MIN.)**	
	Education Council Policy and Standards Committee	**Peter Moroney**
4:30	**INTEGRATED CURRICULUM COMMITTEE REPORT (3 MIN.)**	**Chris Avis**
	Regular Curriculum for Approval	
	See ICC Monthly Report	
	Curriculum Under Review	
	See ICC Monthly Report	
4:33	**DRAFT POLICY FRAMEWORK FOR CONSULTATION (30 MIN.)**	**Peter Moroney** **Rashed Al-Haque**

TIME	ITEM	PRESENTER
	DRAFT Policy Framework	
5:03	**ATTENDANCE AT EDUCATION COUNCIL (5 MIN.)**	**Bijan Ahmadi**
	Education Council Bylaws	
	See section D.5.B of the Education Council by-laws (Camosun policy G-3.1)	
5:08	**MEETING ADJOURNED**	**Bijan Ahmadi**

Upcoming Meetings:

Regular Meeting
Wednesday, Jan 22, 2025
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Voting Council Members

1. Alexis Martfeld, Faculty
2. Andrea Kucherawy, Support Staff
3. Ayush Gujjar, Student
4. Bijan Ahmadi, Faculty
5. Blair Fisher, Faculty
6. Courtney Neidig, Faculty
7. Derek Murray, Faculty
8. Heather del Villano, Administration
9. Isabel Grondin, Faculty
10. Ivy Bell, Student
11. John Boraas, Administration
12. Lois Fernyhough, Faculty
13. Mark Fournier, Faculty
14. Michael Yiu, Faculty
15. Nicholas Read, Faculty
16. Purav Yashpal, Student
17. Scott Harris, Administration
18. Steven Rumpel, Administration
19. Tia Primrose, Support Staff
20. Student (Vacant)

Members *(Quorum = 11)*

Non-Voting Council Members

Lane Trotter, President
Dr. Monty Bryant, Board of Governors
Chris Avis, Interim ICC Chair

Andrea Kucherawy, Permanent Secretary
TBA, Indigenization Coordinator

Guests

Peter Moroney, Director, Education Policy & Planning; Richard Stride, Acting Vice-President, Enrolment and Community Engagement; Jen Stone, Executive Director, Strategy, Planning & Transformation; Rashed Al-Haque,

Associate Director, Policy Development and Planning; Rob Thompson, Ombudsperson; Richard Doucet, Eyēʔ Sqâ'lewen; Cuma Yilmaz, T&T Faculty

For Information:
Education Council Executive:
Chair: Bijan Ahmadi, Business, 250-370-4140, ahmadib@camosun.ca
Vice Chair: Andrea Kucherawy, Education Policy & Planning, 250-370-3037, KucherawyA@camosun.ca
Interim ICC Chair: Chris Avis, A&S, 250-370-3460, avisc@camosun.ca
Provost/VP Education: John Boraas, Provost and VP Education and Innovation, Interurban, 250-370-4543, boraas@camosun.ca
Registrar: Scott Harris, Registrar's Office, Interurban, 250-370-3840, harriss@camoun.ca
EPP Director: Peter Moroney, Education Policy & Planning, Lansdowne, 250-370-3249, moroneyp@camosun.ca
Permanent Secretary: Andrea Kucherawy, Education Policy & Planning, Lansdowne, 250-370-3037, edapprovals@camosun.ca

DRAFT Minutes

REGULAR MEETING
Wednesday, Nov 20, 2024
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Present

Voting Members

1. Alexis Martfeld, Faculty
2. Andrea Kucherawy, Support Staff (Vice-Chair)
3. Ayush Gujjar, Student
4. Bijan Ahmadi, Faculty (Chair)
5. Blair Fisher, Faculty
6. Courtney Neidig, Faculty
7. Derek Murray, Faculty
8. Heather del Villano, Administration
9. Isabel Grondin, Faculty
10. Ivy Bell, Student
11. John Boraas, Administration
12. Lois Fernyhough, Faculty
13. Mark Fournier, Faculty
14. Michael Liu, Faculty
15. Nicholas Read, Faculty
16. Scott Harris, Administration
17. Steven Rumpel, Administration
18. Tia Primrose, Support Staff

Non-Voting Members

Christopher Avis, Interim ICC Chair
Dr. Monty Bryant, Board of Governors

Lane Trotter, President
TBA, Indigenization Coordinator

Guests: Peter Moroney, Education Policy & Planning; Rob Thompson, Ombudsperson; Richard Doucet, Eyēʔ Sqâ'lewen; Cuma Yilmaz, T&T Faculty

Regrets/Absent: Purav Yashpal, Student

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM**	**Bijan Ahmadi**
	The regular meeting was called to order at 4:03 pm. Quorum was reached.	
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY**	**Bijan Ahmadi**
	Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>	

ITEM			PRESENTER

C. **CHECK-IN** — **Bijan Ahmadi**

Bijan welcomed the Council to the meeting and provided members an opportunity to share any School, unit, or personal updates that they had.

D. **ACCEPTANCE OF AGENDA** — **Bijan Ahmadi**

The agenda for Nov 20, 2024 was approved by unanimous consent.

E. **MINUTES FOR APPROVAL** — **Bijan Ahmadi**

The minutes for the Oct 16, 2024 meeting were approved by unanimous consent.

F. **REPORTS**

1. Education Council Chair — **Bijan Ahmadi**

Bijan recognized the guests attending the meeting and the two new student members. He indicated he would be reaching out to the Student Society to see if there is someone interested in sitting in the vacant student seat as a guest for December's meeting.

Bijan met with the Academic Governance Council on Monday, where they discussed reorganizations that are happening in different colleges, the changes in international student levels and how it's being managed, and on curriculum that is being brought forward and how it went. He expressed his appreciation of the Integrated Curriculum Committee for their work done in advance of curriculum coming before Education Council for approval. He indicated that the AGC see themselves as advocates for identifying how Education Councils work (roles and responsibilities) including the ongoing conversation about Indigenous membership on councils and whether the AGC is the appropriate body to advocate for change.

2. Provost and VP Education and Innovation — **John Boraas**

John acknowledged the difficult work we are engaging in. He informed members that discussions were held at Provost Council about some of the changes that are occurring at Immigration, Refugees and Citizenship Canada (IRCC), what opportunities are going to be emerging, and how we set ourselves up for as much success as possible. There was a hopeful range of ideas, creativity and looking forwardness that everyone engaged in. He is appreciative of the kindness, generosity and good spirits as people deal with difficult situations and he holds his hands up to everyone.

3. Board Member — **Dr. Monty Bryant**

Monty reported that the college received a 5.26 million dollar donation towards a new Trades Training Centre at Camosun's Coastal Centre. He, Lane and other college representatives attended a partnership signing between Malahat Nation and Camosun to bring adult education to Malahat Nation.

G. **COMMITTEE REPORTS**

Education Council Policy and Standards Committee

Pete reported that the committee met on October 25 with a great turnout. The committee was updated on the Involuntary Health and Safety Withdrawal policy along with a discussion of terminology. This policy was brought forward to Provost Council where it was well received and will soon be brought to Education Council.

The other update was on the Academic Accommodations and Concessions policy. This is challenging, as it brings in human rights and challenging new terminology around family responsibilities. A lot of this is presently in the courts. Discussed at P&S about how we can support decision making around human rights related appeals. Currently there are two streams – not human rights related and related to human rights – with the latter being the one we are looking at various models on in how to deal with and find solutions for.

Bijan provided the committee an update on the activities around the Education Council Bylaws and the consultations being done. This work continues.

H.   INTEGRATED CURRICULUM COMMITTEE REPORT

Regular Curriculum for Approval

Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:

A&S: VISUAL ARTS
Visual Arts (Diploma)
ART 124
ART 234

A&S: MUSIC
MUSC 121

A&S: PHYSICS
PHYS 140
PHYS 141
PHYS 272

HHS – ALLIED HEALTH & TECHNOLOGIES
Certified Medical Laboratory Assistant (Cert)
Diagnostic Medical Sonography (Dip)
Medical Radiography (Dip)

CSEE – ATHLETIC & EXERCISE THERAPY
Athletic and Exercise Therapy (Bachelor's Degree)
AET 201

AET 202

AET 265

AET 365

AET 490

Motion:

That Education Council approves changes to the curriculum as submitted:

Moved by: Derek Murray

Seconded by: Mark Fournier

Motion Carried

		PRESENTER
I.	**ADJOURNMENT**	**Bijan Ahmadi**

The meeting adjourned at 4:40 pm.

EX-250-003-001-002

Wednesday, Nov 13, 2024 (Regular meeting)

Present: Chris Avis (Interim Chair), Pauline Nantes, Kirsten Bunton, Julia Grav, Melissa Mills (Chaired meeting for PHYS 140 and 141 proposals), Jana Suraci, John Telford, Mavis Smith, Peter Moroney, Andrea Kucherawy (Resource)

Regrets: Natasha-Faye Parish

Guests: brad muir, A&S, Visual Arts Chair; Katya Bissky, A&S SCS

Wednesday, Nov 18, 2024 (Carry-Over meeting)

Present: Chris Avis (Interim Chair), Pauline Nantes, Kirsten Bunton, Julia Grav, Jana Suraci, John Telford, Mavis Smith, Natasha-Faye Parrish, Peter Moroney, Andrea Kucherawy (Resource)

Regrets: Melissa Mills

Guests: Helen Kobrc, Co-op & Internship Coordinator; Katya Bissky, A&S SCS

Wednesday, Nov 27, 2024 (Carry-Over meeting)

Present: Chris Avis (Interim Chair), Teresa Shook (for Pauline Nantes), Kirsten Bunton, Julia Grav, Melissa Mills, Jana Suraci, John Telford, Mavis Smith, Natasha-Faye Parrish, Peter Moroney, Andrea Kucherawy (Resource)

Regrets: Pauline Nantes

Guests: Ruth Lyall, IECC, IST Chair; Meagan Saulnier, IECC, Faculty; Jessica Morin, IECC, Faculty; Tara Harrison, Access, SCS; Dwayne Pettyjohn, HHS, Associate Dean

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CURRICULUM FOR APPROVAL

REGULAR CURRICULUM

Whereas: The Integrated Curriculum Committee has reviewed and had full consensus to recommend approval of the following curriculum:

HHS – COMMUNITY FAMILY CHILD STUDIES

Education Assistant and Community Support (Certificate)   ICC Feedback
CSEA 110
CSEA 111
CSEA 112
CSEA 115
CSEA 160
CSEA 175
EDUC 116
EDUC 140

[EDUC 150](#)

CO-OP T&T/MECHANICAL ENGINEERING
[Engineering Graphics Technician (Cert)](#)   [ICC Feedback](#)

A&S - MUSIC
[MUSC 190](#)   [ICC Feedback](#)

HHS – CONTINUING CARE
[Health Care Assistant (Cert)](#)   [ICC Feedback](#)
[Health Care Assistant - ESL (Cert)](#)
[Health Care Assistant - Indigenous (Cert)](#)

Motion: That Education Council approves changes to the curriculum as submitted:
Moved by:
Seconded by:

CURRICULUM UNDER REVIEW

IECC – INDIGENOUS STUDIES
[IST 110](#)
[IST 250](#)

APPROVED CATEGORY 3 CURRICULUM CHANGES & POST-EDCO ERROR CORRECTIONS

Approved Category 3 (Dean Approval), Category 3 (VP Ed Approval) (Program Suspensions), and Post-EdCo Error Corrections (Ed Approvals/RO Only form) are accessible for members to review from the **Ed Approvals SharePoint,** with directions under the [Training Module for EdCo Members](#).

POLICY TITLE	Policy Framework
POLICY NUMBER	P-1.1
APPROVAL DATE	November 4, 2019
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	P-1.1 Policy Framework (2019)
LAST UPDATE OR AMENDMENT OR REVIEW DATE	2024
NEXT REVIEW DATE	2029
POLICY HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President
SUPPORTING DOCUMENTS	P-1.1.1 Policy Format Template P-1.1.2 Policy Supporting Document Template P-1.1.3 Directive Template P-1.1.4 Policy Development Plan and Scoping Document Template P-1.1.5 Policy Update and Review Template P-1.1.6 Policy Holders and Approval Bodies Index

POLICY FRAMEWORK

PURPOSE

The purpose of the Policy Framework is to establish the principles that govern the development and maintenance of Camosun College policies. The Policy Framework establishes the values, principles, and processes for development, approval, communication, and implementation of Camosun College (referred to as "Camosun" or "the College") policy and policy-informed documents.

POLICY APPLICATION AND SCOPE

Camosun College adheres to all applicable federal, provincial, and municipal legislation and enactments, and all College bylaws and policies must be established in compliance with all relevant legislation. This policy applies to all members of the College community who are involved in the development and maintenance of College policies as well as to College-wide policies approved by the Board of Governors, Education Council, and the College President. The Policy Framework also applies to all policy-informed directives, procedures, requirements, standards, and practices approved or implemented at the College- and unit-level.

As the College reviews existing policies and policy-informed documents, they will be modified accordingly to adhere to this Policy Framework.

This policy is not intended to interfere with related legislation nor the rights and obligations specified in current collective agreements. Where collective agreements include specific language contrary to this policy, the collective agreement language will prevail.
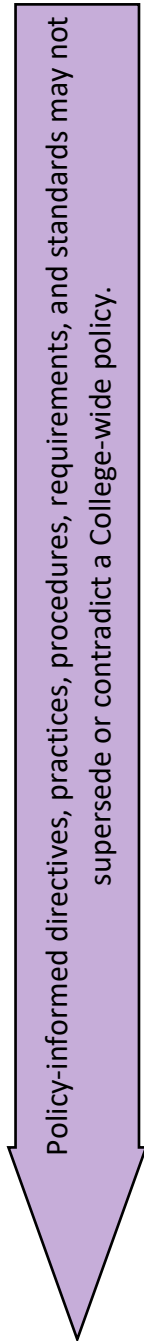
DEFINITIONS

1. **Policy**: Approved documents that guide or direct practice and conduct on essential or critical College matters. Policy is approved by the Board of Governors, Education Council, and/or the College President.

2. **College-Wide Policy**: Policy applicable to all schools, departments, units, students, and employees across the College. College-wide policy is established pursuant to the *College and Institute Act*. Colloquially and in this document, these may also be referred to as "College policy."

3. **Governance Policy**: College-wide policy that pertains to the powers and duties of the Board of Governors outlined in the *College and Institute Act* (see part 4, subsection 19). Governance policy is approved by the Board of Governors.

4. **Educational Policy**: College-wide policy that pertains to the College's curricula and academic standards and other power and duties of the Education Council outlined in the *College and Institute Act* (see part 4, subsection 24). Educational policy is approved by Education Council.

5. **Operational Policy**: Board-delegated College-wide policy that governs the day-to-day functions of the College. These may include College assets, systems, and resources (see part 36 of the *College and Institute Act)*. Operational policy is amended and approved by the College President, subject to Board of Governors oversight. Note that certain Operational policies that fulfill a government-mandated directive, have a governance function, or relate to College accountability require approval by the Board of Governors.

6. **Directives**: Approved policy-informed documents that address time-sensitive and/or acute needs of the College, direct specific practices, or establish responsibility and accountability for required action within the mandate of the President and/or College Executive Team. Directives are approved by the College Executive Team.

7. **Unit-Level, Policy-Informed Procedures, Requirements, and Standards**: Policy-informed procedures, requirements, and standards are applicable to specific units (schools and/or departments) and may include the following:
   a. support operationalization of College-wide policy and College-wide, policy-informed directives;
   b. outline step-by-step processes; and/or

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c. establish unit-level practices.

Schools and departments may establish procedures, requirements, and standards applicable to their respective unit's operations, provided they are in alignment with College-wide policy, College-wide, policy-informed directives, and the College's Policy Framework. Policy-informed procedures, requirements, and standards are approved by any of the following: Vice Presidents, Deans, Directors, and the Registrar. Colloquially, these may also be referred to as codes, processes, protocols, guidelines, etc. Policy-informed procedures, requirements, and standards may be articulated through official College documents, instructions, and/or forms housed at the school or department level.

8. **Unit-Level, Policy-Informed Practice**: Unit-level practices that are enacted at a local level and are specific to programs, divisions, schools, and/or departments. Policy-informed practices may exist as local requirements or guidelines, or as best practices in the context of a specific program or division. Policy-informed practices may include guidelines and user guides that support operationalizing College-wide policy, College-wide policy-informed directives, and unit-level policy-informed procedures, requirements, and standards. While policy-informed practices may exist in the absence of superseding policy, they cannot contravene College policy or any policy-informed directives, procedures, requirements, and standards, nor may they contravene negotiated collective agreement provisions. Policy-informed practices do not require formal approval but do require appropriate administrative oversight.

9. **Approval Bodies**: Governance and administrative bodies and positions accountable for setting and approving College-wide policies and policy-informed directives. Board of Governors, Education Council, and College President approve College-wide policies. The College Executive Team approves policy-informed directives.

10. **Holder**: A Holder is a member of the College Executive Team who provides oversight and accountability for College-wide policies and directives within their respective portfolio.

11. **Responsible Operational Leader**: The Responsible Operational Leader is accountable for overseeing the detailed processes and procedures that enact and implement a policy and its corresponding procedures, requirements, and standards. The Responsible Operational Leader also ensures conformity and compliance with policy and acts as the administrative contact for a policy. The College Executive Team assigns the Responsible Operational Leader to a policy if and where appropriate.

12. **Supporting Document:** Any document that aids in the operationalization, further articulation, additional clarification and/or implementation of a policy. These may include but are not limited to guidelines, instructions, detailed procedures, terms of reference and appendices related to the policy. Supporting documents may also include forms and templates. Renewal and updating

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of supporting documents do not require formal approval, but does require appropriate administrative oversight. Supporting documents are de facto extensions of policies and must be followed.

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			Applicable Federal, Provincial, and Municipal Legislation and Bylaws		

Policy-informed directives, practices, procedures, requirements, and standards may not supersede or contradict a College-wide policy.	College-Wide Policy	GOVERNANCE POLICY	Board Governance College-wide values, principles, and priorities Institutional goals and accountabilities Financial health External relations Legally prescribed policies	Board of Governors	Approval Bodies
		EDUCATIONAL POLICY	EdCo governance Curricula and academic standards	Education Council	
		OPERATIONAL POLICY	College assets, systems, and resources	College President	
	College-Wide	DIRECTIVES	Time-sensitive or acute needs of College Practices and accountabilities within President's mandate	College Executive Team	
	Unit	POLICY-INFORMED PROCEDURES, REQUIREMENTS, AND STANDARDS	Legal and regulatory compliance within specific schools and departments Step-by-step processes Program requirements Instructions and forms	Vice Presidents, Executive Directors, Deans, Directors, and/or Registrar	No formal approval but requires appropriate management oversight
		POLICY-INFORMED PRACTICE	Guidelines, user guides, and/or local documents Best practice Applicable at a local level	Schools, Departments, and/or Programs	

PRINCIPLES

1. **Congruence with Legislation and Values**
   Camosun College policy reflects the mission, values, and strategic goals of the College and is in congruence with applicable federal, provincial, and municipal legislation and bylaws. College policies are also in congruence with each other; align across multiple levels of governance, policy, directives, procedures, requirements, standards, and practices; and are consistent with the powers and duties of the Board of Governors, Education Council, the President, and the College Executive Team.

2. **Needs-Based to Support Students and Employees**
   Policy is developed and reviewed based on priority needs of the College. Policy addresses essential or critical matters within the College mandate. Our policies advance students' educational and employees' professional experiences at the College.

3. **Supporting Indigenization**
   The policy development process is in alignment with our commitment to Indigenization and seeks to increase Indigenous voice, advice, and decision making. When operating within territories under Indigenous governance, application of our policies and practices will strive to adhere to local Indigenous laws and traditions.

4. **Commitment to Community Engagement and Collaboration in Policy Development**
   Policy is developed transparently with appropriate levels of engagement and meaningful collaboration with the College community, including students and employees. Through engagement and collaboration, the College seeks to reflect the views and experiences of the College community. Where appropriate, engagement may include external community members, organizations, experts, and professionals.

5. **Availability, Visibility, and Accessibility**
   College-wide policies and College-wide directives will be available exclusively through the Camosun College Policies and Directives website. The College community will be notified of policy approvals and amendments through appropriate messaging systems. Unit-level, policy-informed procedures, requirements, standards, and practices will be communicated appropriately at the discretion of the President, Vice Presidents, Executive Directors, Deans, Directors, and the Registrar.

6. **Implementation and Communication**
   Implementation and communication of approved policy is the responsibility of the designated Policy Holder/Directive Holder, who may delegate this responsibility as appropriate.

STANDARDS FOR POLICY APPROVALS

POLICY APPROVAL BODIES FOR COLLEGE-WIDE POLICY

1. **Board of Governors**
   The Board of Governors approves Governance Policy related to:
   a. Board governance policies that describe how the Board will govern itself while governing the organization;
   b. College-wide values, principles, and priorities;
   c. Institutional goals and accountabilities;
   d. Financial health;
   e. External relations;
   f. Legally prescribed policies.

2. **Education Council**
   Education Council approves Educational Policy in areas defined by sections 23 and 24 of the *College and Institute Act*, including policy related to College curricula and academic standards.

3. **College President**
   The College President amends and approves Operational Policy, subject to Board of Governors oversight, related to:
   a. Assets (including but not limited to physical buildings, infrastructure, equipment, etc.);
   b. Systems (including but not limited to technology, financial systems, etc.);
   c. Resources (including but not limited to human resources, College finances, etc.).
   Note that certain Operational policies that fulfill a government-mandated directive, have a governance function, or relate to College accountability will require approval by the Board of Governors.

Note that in specific cases, policies may be jointly approved by the Board of Governors and Education Council.

APPROVAL BODIES FOR DIRECTIVES

1. **College Executive Team**
   College Executive Team approves directives within the mandate of the President.

See [Policy Holders and Approval Bodies Table](#) to identify the Policy Holder and policy approval body for each College-wide policy and directive.

ADMINISTRATIVE OVERSIGHT FOR UNIT-LEVEL, POLICY-INFORMED PROCEDURES, REQUIREMENTS, STANDARDS, AND POLICY-INFORMED PRACTICES

1. **Vice Presidents, Executive Directors, Deans, Directors, and Registrar**
   Vice Presidents, Executive Directors, Deans, Directors, and the Registrar provide oversight for policy-informed procedures, requirements, and standards.

2. **Schools, Departments, Programs, and Divisions**
   Policy-informed practices do not require formal approval. However, policy-informed practices do require appropriate administrative oversight.

STANDARDS FOR COLLEGE-WIDE POLICY UPDATES, AMENDMENTS, AND REVIEW

COLLEGE-WIDE POLICY UPDATES/AMENDMENTS

Policies and directives may need to be updated and amended from time to time to meet the College's goals and needs. Updates and amendments can be initiated by the Policy/Directive Holder or by a designate within the Holder's area of responsibility. Once College-wide policies and policy-informed documents are updated, they are forwarded for approval to the appropriate Approval Body.

Changes to College-wide policy and directives will be communicated, as appropriate, to the College community.

Minor updates and revisions to College-wide policy and directives that do not change the intent and requirements, and which do not have a significant impact on users, may be initiated by a Policy Holder/Directive Holder (or their designate) without a formal approval process. Examples include changes to names and contact information; organizational changes; updates to reflect changes to referenced links; grammar and spelling errors; and document information changes (e.g., document title). At the discretion of the Policy /Directive Holder and/or Responsible Operational Leader, minor updates and revisions may be communicated to the College community.

Updates and revisions to supporting documents do not require formal approval but require appropriate administrative oversight by either the Policy /Directive Holder or the Responsible Operational Leader.

COLLEGE-WIDE POLICY REVIEW

College-wide policy will include a "Review By" date indicating when the policy and its applicable supporting documents are to be reviewed. Typically, policies will be reviewed at least every five (5)

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years. More frequent review of specific policies and directives may be required to meet legal or regulatory requirements or to address emerging issues.

A review of College-wide policy and directives is initiated by the Policy/Directive Holder, who may delegate responsibility for review of a policy or directive, and may seek assistance from members of the College community.

Once a review has been completed, and if changes are required, the College-wide policy directive will undergo appropriate steps for approval by the Approval Body.

RELATED LEGISLATED REFERENCES

- British Columbia College and Institute Act

RELATED CAMOSUN WEBSITE

- Camosun College Policies and Directives

CAMOSUN COLLEGE POLICY APPROVAL MATRIX – DRAFT RECOMMENDATIONS

November 2024

P	POLICY FRAMEWORK					
P-1	POLICY FRAMEWORK					
	POLICY	**POLICY SUPPORTING DOC**	**CURRENT APPROVAL BODY**	**RECOMMENDED APPROVAL BODY & RATIONALE**	**RATIONALE**	**CHANGE**
P-1.1	Policy Framework	• P-1.1.1 Policy Format Template • P-1.1.2 Policy Supporting Document Template • P-1.1.3 Directive Template • P-1.1.4 Policy Development Plan and Scoping Document Template • P-1.1.5 Policy Update and Review Template • P-1.1.6 Policy Holders and Approval Bodies	Board of Governors	Board of Governors (policy framework as a governance tool should be approved by the BoG with EdCo advice)	C&I specific	No Change

G	GOVERNANCE					
G-1	BOARD GOVERNANCE					
	POLICY	**POLICY SUPPORTING DOC**	**CURRENT APPROVAL BODY**	**RECOMMENDED APPROVAL BODY & RATIONALE**	**RATIONALE**	**CHANGE**
G-1.1	Board Conduct By-law	• Oath of Office	Board of Governors	Board of Governors (because policy relates exclusively to BoG matters)	C&I specific	No Change
G-1.3	Board Operations By-Law	• G-1.3.1 Ad Hoc Committee and Task Force Process	Board of Governors	Board of Governors (because policy relates exclusively to BoG matters)	C&I specific	No Change
G-1.5	G-1.5 Finance Committee Terms of Reference		Board of Governors	Board of Governors (because policy relates exclusively to BoG matters)	Governance Process	No Change
G-1.7	Board Executive Committee Terms of Reference	• G-1.7.1 Appeal of Suspension from College Process	Board of Governors	Board of Governors (because policy relates exclusively to BoG matters)	Governance Process	No Change

		• G-1.7.2 Termination of the President's Contract				
G-1.8	Board Out-of-Pocket Expenses		Board of Governors	Board of Governors (because policy relates exclusively to BoG matters)	Governance Process	No Change
G-1.9	Risk and Audit Committee Terms of Reference	• G-1.9.1 Cybersecurity Sub-Committee Terms of Reference	Board of Governors	Board of Governors (because policy relates exclusively to BoG matters)	Governance Process	No Change
G-2	**ORGANIZATIONAL GOALS AND ACCOUNTABILITY**					
G-2.1	Equity, Diversity, and Inclusion		Board of Governors	Board of Governors (policy relates to college goals & values)	End statement	No Change
G-2.2	Indigenization		Board of Governors	Board of Governors (policy relates to college goals & values)	End statement	No Change
G-2.3	Corporate Relations		Board of Governors	Board of Governors (policy relates to college goals & values)	End statement	No Change
G-2.4	Land Use		Board of Governors	Board of Governors (policy relates to college goals & values)	C&I specific	No Change
G-2.5	Strategic Plan		Board of Governors	Board of Governors (policy relates to college goals & values)	End statement	No Change
G-2.6	Asset Naming	• G-2.6.1 Asset Naming Standards and Procedures • G-2.6.2 Naming Review Advisory Committee Terms of Reference	Board of Governors	Board of Governors (policy relates to college goals & values; also has links to legislation around asset naming)	C&I specific	No Change
G-2.7	Protected Disclosure	• G-2.7.1 Protected Disclosure Procedures • G-2.7.2 Protected Disclosure Form	Board of Governors	Board of Governors (policy relates to college goals & values; also linked with provincial requirement to have protected disclosure policy)	Government-mandated directive	No Change
G-3	**EDUCATION COUNCIL GOVERNANCE**					
	POLICY	**POLICY SUPPORTING DOC**	**CURRENT APPROVAL BODY**	**RECOMMENDED APPROVAL BODY & RATIONALE**		No Change
G-3.1	Education Council Bylaws	• G-3.1.1 Integrated Curriculum Terms of Reference	Education Council	Education Council (policies relate to Ed governance and matters)	C&I specific	No Change

		• G-3.1.2 Policy and Standards Committee Terms of Reference • G-3.1.3 Awards Committee Terms of Reference • G-3.1.4 Terms of Reference: Education Council Academic Appeals Panel				

E	**EDUCATION/ACADEMIC**					
E-1	**PROGRAMMING & INSTRUCTION**					
	POLICY	**POLICY SUPPORTING DOC**	**CURRENT APPROVAL BODY**	**RECOMMENDED APPROVAL BODY & RATIONALE**	**RATIONALE**	**CHANGE**
E-1.1	Academic Progress		Education Council	Education Council	C&I specific	No Change
E-1.2	Academic Schedule		Board of Governors	Board of Governors	C&I specific	No Change
E-1.3	Work Integrated Learning	• E-1.3 Appendix Co-operative Education	Education Council	Education Council	C&I specific	No Change
E-1.4	Credential Standards	• E-1.4.1 Posthumous Credentials	Education Council	Education Council	C&I specific	No Change
E-1.5	Grading	• E-1.5.1 Incomplete Grade Report for Student Form • Grading Policy Change 2007	Education Council	Education Council	C&I specific	No Change
E-1.6	Educational Approvals	• E-1.6.1 School Curriculum Committee Terms of Reference	Education Council & Board of Governors (Joint Approval)	Education Council & Board of Governors (Joint Approval)	C&I specific	No Change
E-1.7	International Education		CET	President	Operational	Change CET to President
E-1.8	Prior Learning Assessment		Education Council & Board of Governors (Joint Approval)	Education Council	C&I specific	Change to EdCo

E-1.9	Program Advisory Committees	• E-1.9.1 Program Advisory Committee Terms of Reference • E-1.9.2 Program Advisory Committee Roles and Responsibilities	Board of Governors	Board of Governors	C&I specific	No Change
E-1.10	Scheduling Instructional Space		CET	President	Operational	CET to President
E-1.11	Program Suspension and Cancellation		Board of Governors	Board of Governors	C&I specific	No Change
E-1.12	Program Quality Assurance		Board of Governors	Board of Governors	C&I specific	No Change
E-1.13	Academic Integrity	• E-1.13.1 Process for Documenting & Addressing Academic Misconduct • E-1.13.2 Standards for Records Management – Academic Integrity • E-1.13.3 Academic Integrity Appeals FORM • E-1.13.4 Academic Dishonesty LOI TEMPLATE • E-1.13.5 Guide to Academic Misconduct Typology	Education Council	Education Council	C&I specific	No Change
E-1.14	Grade Review and Appeals	• E-1.14.1 Process for Requesting Grade Review and Appeals • E-1.14.2 Standards for Records Management - Grade Appeals • E-1.14.3 Final Grade Review Request to Dean-Director FORM • E-1.14.4 Grade Appeals to EdCo Appeals Panel FORM	Education Council	Education Council	C&I specific	No Change
E-1.15	Academic Calendar		Education Council	Education Council	C&I specific	No Change
E-1.16	Evaluation of Student Learning		Education Council	Education Council	C&I specific	No Change
E-1.17	Final Exam Reschedule and Repeat	• E-1.17.1 Standards and Requirements for Rescheduling or Repeating a Final Exam	Education Council	Education Council	C&I specific	No Change
E-2	**STUDENT SERVICES AND SUPPORT**					

E-2.1	Admission		Board of Governors	Board of Governors	C&I specific	No Change
E-2.2	Course Withdrawals		Education Council	Education Council	C&I specific	No Change
E-2.3	Student Ancillary Fees	• E-2.3.1 Request to Establish or Adjust Student Ancillary Fee Form	Board of Governors	Board of Governors	C&I specific	No Change
E-2.5	Student Misconduct	• E-2.5.1 Student Misconduct Process	Board of Governors	Board of Governors	Standard practice	No Change
E-2.6	Tuition Fees		Board of Governors	Board of Governors	C&I specific	No Change
E-2.7	Student Penalties and Fines		CET	President	Operational	CET to President
E-2.8	Medical/Compassionate Withdrawals	• Medical / Compassionate Withdrawal Appeal form	Education Council	Education Council	C&I specific	No Change
E-2.9	Sexual Violence	• E-2.9.1 Procedures to Address Sexual Violence • E-2.9.2 Sexual Violence Appeals Form	Board of Governors	Board of Governors	Government-mandated directive	No Change
E-2.10	Involuntary Health and Safety Leave of Absence		Education Council	Education Council	C&I specific	No Change
E-2.11	Academic Accommodations for Students with Disabilities	• E-2.11.1 Policy Supporting Document • Second Stage Appeal Form • Final Stage Appeal Form	Board of Governors	Board of Governors	Government-mandated directive	No Change
E-3	**RESEARCH AND COPYRIGHT**					
E-3.1	Research at Camosun		CET	President	Operational	CET to President
E-3.2	Ethical Conduct for Research Involving Human Subjects	• E-3.2.1 Guidelines for the Research Ethics Board (REB) • E-3.2.2 Research Guidelines: Free and Informed Consent • E-3.2.3 Research Guidelines: Privacy and Confidentiality • E-3.2.4 Research Guidelines: Inclusion in Research • E-3.2.5 Research Guidelines: Research Involving Aboriginal Peoples	CET	President	Operational	CET to President

	POLICY	POLICY SUPPORTING DOC	CURRENT APPROVAL BODY	RECOMMENDED APPROVAL BODY & RATIONALE	RATIONALE	CHANGE
		• E-3.2.6 Research Guidelines: Conflicts of Interest In Research				
E-3.3	Integrity in Research and Scholarship		CET	President	Operational	CET to President
E-3.4	Copyright		Board of Governors	President	Operational	Board to President
E-3.5	Commercialization of Intellectual Property	• E-3.5.1 Assignment of Intellectual Property Rights Form • E-3.5.2 Procedures for the Commercialization of Intellectual Property	CET	President	Operational	CET to President

O	OPERATIONS					
O-1	COLLEGE SYSTEMS & RESOURCES					
	POLICY	POLICY SUPPORTING DOC	CURRENT APPROVAL BODY	RECOMMENDED APPROVAL BODY & RATIONALE	RATIONALE	CHANGE
O-1.1	Acceptable Technology Use		CET	President	Operational	CET to President
O-1.2	Systems and Networks Administration		CET	President	Operational	CET to President
O-1.5	Electronic Communication with Students		CET	President	Operational	CET to President
O-1.6	Web Properties Management		Board of Governors	President	Operational	Board to President
O-2	COLLEGE DEVELOPMENT					
O-2.1	College-wide Risk Management	• O-2.1.1 Risk Analysis Session Guidelines • O-2.1.2 Risk Analysis Worksheet • O-2.1.3 Risk Categories • O-2.1.4 Risk Register Spreadsheet	CET	President	Operational	CET to President

		• O-2.1.5 Risk Analysis Measurement Tool • O-2.1.6 Risk Treatment Action Plan Template • O-2.1.7 Risk Profile Template				
O-2.2	Project Management Framework		CET	President	Operational	CET to President
O-3		**FACILITIES**				
O-3.1	Environmental Management		CET	President	Operational	CET to President
O-3.2	Use of College Facilities and Grounds		CET	President	Operational	CET to President
O-3.3	College Closures		CET	President	Operational	CET to President
O-3.4	Serving and Selling Food and Alcohol Safely on Campus		CET	President	Operational	CET to President
O-3.5	Commercial Activity		CET	President	Operational	CET to President
O-3.6	Occupational Health and Safety		CET	President	Operational	CET to President
O-4		**FINANCE**				
O-4.1	Financial Responsibility and Accountability		Board of Governors	Board of Governors	C&I specific	No Change
O-4.2	Purchasing		Board of Governors	President	Operational	Board to President
O-4.3	Travel	• O-4.3.1 Travel Pre-approval Authorization Form	CET	President – policy?	Operational	CET to President
O-4.4	Hospitality Expenditures		CET	President	Operational	CET to President

O-4.5	Investment		Board of Governors	Board of Governors	Governance & Accountability	No Change
O-5		**HUMAN RESOURCES**				
O-5.1	Employee Exchange		CET	President	Operational	CET to President
O-5.2	Professional Fee Reimbursement	• O-5.2.1 Professional Fee Reimbursement Form	CET	President	Operational	CET to President
O-5.3	Vacation Scheduling		CET	President	Operational	CET to President
O-5.6	Faculty Accessibility		CET	President	Operational	CET to President
O-5.7	Employee Workload in Excess of Full Time		CET	President	Operational	CET to President
O-5.8	Job Sharing		CET	President	Operational	CET to President
O-5.9	Unpaid Leaves of Absence	• O-5.9.1 Unpaid Leave of Absence Request Form	CET	President	Operational	CET to President
O-5.10	Respectful Workplace	• O-5.10.1 Procedures for Reporting, Resolving and/or Investigating Respectful Workplace and Human Rights Complaints • O-5.10.2 Respectful Workplace Formal Complaint Form • O-5.10.3 Respectful Workplace Policy Response Form	Board of Governors	Board of Governors	Governance & Accountability	
O-5.11	Standards of Conduct		CET	President	Operational	CET to President
O-5.12	Smoking, Vaping, and Tobacco Products		CET	President	Operational	CET to President
O-5.13	Total Compensation Philosophy		Board of Governors	Board of Governors	Governance & Accountability	No Change
O-5.15	Employee Performance Development		CET	President	Operational	CET to President
O-5.15	Recruitment and Selection Policy		CET	President	Operational	CET to President

O-6	INFORMATION MANAGEMENT					
O-6.1	Protection of Privacy		Board of Governors	Board of Governors	Governance & Accountability	No Change
O-6.2	Record Management	• O-6.2.1 Records Management Procedures Manual	CET	President	Operational	CET to President

GENERAL COLLEGE DIRECTIVES

D	DIRECTIVE	DIRECTIVE SUPPORTING DOCUMENT	CHANGE
D-1.1	Sponsorship		No Change
D-1.2	Absences from Campus due to COVID-19		No Change
D-1.3	Temporary Remote Working: COVID-19	• D-1.3.1 Temporary Remote Working Guidelines	No Change
D-1.4	Election Campaigning on Campus		No Change
D-1.5	Access to Learning Management System		No Change
D-1.6	Fair Dealing of Copyrighted Materials		No Change
D-1.7	Alternate Formats		No Change
D-1.8	Death of an Indigenous Elder Protocol	• D-1.8.1 Death of an Indigenous Elder Protocol Standards and Procedures	No Change
D-1.9	Media Relations		No Change