



AGENDA

Regular Meeting
Wednesday, Jan 22, 2025
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.) <i>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.</i> < http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html >	Bijan Ahmadi
4:02	CHECK-IN (15 MIN.)	Bijan Ahmadi
4:17	ACCEPTANCE OF AGENDA (2 MIN.)	Bijan Ahmadi
4:19	MINUTES FOR APPROVAL (1 MIN.) For approval: EdCo Meeting Minutes Dec 11, 2024	Bijan Ahmadi
4:20	REPORTS (8 MIN.)	
	Education Council Chair (2 min)	Bijan Ahmadi
	Provost and Vice President Education and Innovation (4 min)	John Boraas Richard Stride
	Board Member (2 min)	Dr. Monty Bryant
4:28	COMMITTEE REPORTS (4 MIN.)	
	Education Council Policy and Standards Committee	Peter Moroney
4:32	INTEGRATED CURRICULUM COMMITTEE REPORT (3 MIN.)	Chris Avis
	Regular Curriculum for Approval See ICC Monthly Report	
	Curriculum Under Review See ICC Monthly Report	
4:35	POLICY FOR APPROVAL	



TIME	ITEM	PRESENTER
	<p>Involuntary Health and Safety Withdrawal Policy (30 Min)</p> <p>Policy Revision for Approval –</p> <p>Involuntary Health and Safety Withdrawal</p> <p>Motion: That Education Council approves the Involuntary Health and Safety Withdrawal Policy.</p> <p style="text-align: right;">Moved by: Seconded by:</p>	<p>Peter Moroney Rashed Al-Haque</p>
5:05	<p>MOTION - ELECTION FOR INTERIM STUDENT REPRESENTATIVES (15 MIN.)</p> <p>Motion: That Education Council approves to elect the interim student representatives from February 2025 – July 31, 2025.</p> <p style="text-align: right;">Moved by: Seconded by:</p>	Bijan Ahmadi
5:20	THANKS TO JOHN BORAAS (10 MIN.)	Bijan Ahmadi
5:30	MEETING ADJOURNED	Bijan Ahmadi

Upcoming Meetings:

Regular Meeting
Wednesday, Feb 19, 2025
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Voting Council Members

- | | |
|------------------------------------|--|
| 1. Alexis Martfeld, Faculty | 6. Courtney Neidig, Faculty |
| 2. Andrea Kucherawy, Support Staff | 7. Derek Murray, Faculty |
| 3. Ayush Gujjar, Student | 8. Heather del Villano, Administration |
| 4. Bijan Ahmadi, Faculty | 9. Isabel Grondin, Faculty |
| 5. Blair Fisher, 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. Scott Harris, Administration
17. Steven Rumpel, Administration
18. Tia Primrose, Support Staff
19. Student (Vacant)
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

Richard Stride, Acting Provost, VP Education and Innovation; Peter Moroney, Director, Education Policy & Planning; Rashed Al-Haque, Associate Director, Policy Development and Planning; Liisa Robinson, Manager, Counselling and Student Wellness; Rob Thompson, Ombudsperson; Todd Ormiston, Director, Eyē? Sqā'lewen; Richard Doucet, Eyē? Sqā'lewen; Cuma Yilmaz, T&T Faculty; Jakarn Singh, Student; Talhia Plourde, Student

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



Education Council

Ensuring that our students are provided with quality educational experiences

DRAFT Minutes

REGULAR MEETING

Wednesday, Dec 11, 2024

4:00 - 6:00 pm

P216, LACC 321, MS Teams

Present

Voting Members

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

Non-Voting Members

- | | |
|-------------------------------------|---------------------------------|
| Christopher Avis, Interim ICC Chair | TBA, Indigenization Coordinator |
| Lane Trotter, President | |

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; Cuma Yilmaz, T&T Faculty

Regrets/Absent: Monty Bryant, Scott Harris, Isabel Grondin, Blair Fisher, Richard Doucet, Purav Yashpal

ITEM	PRESENTER
<p>A. CALL TO ORDER AND DECLARATION OF QUORUM</p> <p>The regular meeting was called to order at 4:05 pm. Quorum was reached.</p>	Bijan Ahmadi
<p>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</p> <p><i>Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and WSÁNEĆ 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></i></p>	Bijan Ahmadi

ITEM	PRESENTER
<p>C. CHECK-IN Bijan welcomed the Council and guests to the meeting and provided members an opportunity to share any School, unit, or personal updates that they had.</p>	Bijan Ahmadi
<p>D. ACCEPTANCE OF AGENDA The agenda for Dec 11, 2024 was approved by unanimous consent.</p>	Bijan Ahmadi
<p>E. MINUTES FOR APPROVAL The minutes for the Nov 20, 2024 meeting were approved by unanimous consent.</p>	Bijan Ahmadi
<p>F. REPORTS</p>	
<p>1. Education Council Chair</p> <p>Bijan recognized the guests attending the meeting. He reported that he requested from the Camosun College Student Society to see if there was a student available to step in to the vacant seat in an interim way (under the framework of the EdCo Bylaws). A student hasn't been found yet and the search will continue.</p> <p>Bijan met with the Indigenous Leadership Council regarding the voting membership position on Education Council. They are developing a framework for what that position looks like and how we can support Indigenous governance within that position.</p>	Bijan Ahmadi
<p>2. Provost and VP Education and Innovation</p> <p>John commented on Camosun remaining as a force in the community and in support of advancing social and economic mobility for the community. Difficult work is occurring, and he noted that Camosun's spirit always comes through. He is proud to work with everyone and the work we are doing as a college, and he thanked everyone for their generosity of spirit.</p> <p>He added that he has never seen Education Council and the Education Approvals process work more effectively at the college. The role of ICC, the work of the FCLs and the way that EdCo has interacted with that has created the supportive model of educational development we wanted at the College. He honoured the good work that is being done together.</p>	John Boraas
<p>3. Board Member</p> <p>Bijan reported that the Board met on December 2. Michael Jaworsky led conversation around the role of the board regarding the College and Institute Act and the other statutes that lean into what the roles and responsibilities of college governance are. The Foundation reported a significant amount of money raised on Giving Tuesday. Heather Martin, Executive Assistant to the Board, was celebrated regarding her upcoming retirement.</p>	Bijan Ahmadi for Dr. Monty Bryant

ITEM	PRESENTER
Lane noted the work the Board had asked to be done regarding Education Council Policy Standards to align practices with what our peer institutions are doing. Jen, Peter, and Rashed are presenting on this.	
G. COMMITTEE REPORTS	
Education Council Policy and Standards Committee Pete reported that the committee met on November 29 and discussed the Policy Framework. There was considerable discussion on the clause that addresses respect for Indigenous laws and traditions and what that statement means, and perceptions about what it means to “respect”. Some of that language has been revised and is still open to feedback.	Peter Moroney
H. INTEGRATED CURRICULUM COMMITTEE REPORT	Christopher Avis

Regular Curriculum for Approval

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

HHS – COMMUNITY FAMILY CHILD STUDIES

[Education Assistant and Community Support \(Certificate\)](#)

[CSEA 110](#)

[CSEA 111](#)

[CSEA 112](#)

[CSEA 115](#)

[CSEA 160](#)

[CSEA 175](#)

[EDUC 116](#)

[EDUC 140](#)

[EDUC 150](#)

HHS – CONTINUING CARE

[Health Care Assistant \(Cert\)](#)

[Health Care Assistant - ESL \(Cert\)](#)

[Health Care Assistant - Indigenous \(Cert\)](#)

CO-OP T&T/MECHANICAL ENGINEERING

[Engineering Graphics Technician \(Cert\)](#)

A&S - MUSIC

[MUSC 190](#)

Motion:

ITEM	PRESENTER
<p>That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;">Moved by: Heather Del Villano Seconded by: Courtney Neidig Motion Carried</p>	
<p>I. DRAFT POLICY FRAMEWORK FOR CONSULTATION</p> <p>Jennifer provided context for the revisions to the Policy Framework. She noted that one of the significant changes proposed and are working with the Board on, is a Board delegated authority for the President to be able to approve operational policies. The other item being looked at is redefining how we use directives and what they are used for at the College.</p> <p>Rashed provided details on the proposed changes, including updating the definition of what a directive is and how the language was modified to reflect the support for Indigenization within this policy. Pete acknowledged that the Board bylaws will be changing as well to specifically delegate approval of operational policy.</p> <p>Council members acknowledged the great work done and had no questions or concerns. Peter added that if anyone has questions or concerns after reviewing the provided context and documents, they should feel free to reach out to him or Rashed. This will be going to the Board on February 3, 2025.</p>	<p>Jennifer Stone Peter Moroney Rashed Al-Haque</p>
<p>J. ATTENDANCE AT EDUCATION COUNCIL</p> <p>Bijan provided the Council context around attendance expectations at meetings as are outlined in the Education Council Bylaws. He informed the Council that he is vacating the student seat of Purav Yashpal who has neglected to attend any of the meetings this term.</p> <p>Bijan will inform Yashpal and the CCSS of this decision, and he will contact the Camosun College Student Society to extend the search for student representation for the next term.</p>	<p>Bijan Ahmadi</p>
<p>K. ADJOURNMENT</p> <p>The meeting adjourned at 4:58 pm.</p>	<p>Bijan Ahmadi</p>



Integrated Curriculum Committee Report

Ensuring that our students are provided with quality educational experiences

EX-250-003-001-002

Wednesday, Dec 4, 2024 (Regular 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 Parish, Peter Moroney, Andrea Kucherawy (Resource)

Regrets: Pauline Nantes

Guests: Jessica Morin, IECC, Faculty; Jarrad Reddekop, IECC, Faculty, Tara Harrison, Access SCS

Monday, Dec 9, 2024 (Carry-Over meeting)

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

Regrets: Pauline Nantes, Melissa Mills

Guests: Jessica Morin, IECC, Faculty; Jarrad Reddekop, IECC, Faculty, Tara Harrison, Access, SCS, Sarah McCagherty, Access, Incoming FCL

CURRICULUM FOR APPROVAL

REGULAR CURRICULUM

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

EYĒ? SQĀ'LEWEN – INDIGENOUS STUDIES

[IST 250](#)

[ICC Feedback](#)

[Ways of Indigenous Leadership and Learning \(Advanced Certificate\)](#)

[ICC Feedback](#)

[IST 230](#)

[IST 300](#)

[IST 301](#)

[IST 302](#)

[IST 304](#)

[IST 307](#)

[IST 308](#)

[IST 309](#)

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

Moved by:

Seconded by:

CURRICULUM UNDER REVIEW

EYĒ? SQĀ'LEWEN – INDIGENOUS STUDIES

[IST 110](#)

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	Involuntary Health and Safety Withdrawal
POLICY NUMBER	E-2.10
APPROVAL DATE	February 2017
APPROVAL BODY	Education Council
REPLACES (IF APPLICABLE)	E-2.10 Involuntary Health and Safety Leave of Absence
LAST UPDATE OR AMENDMENT OR REVIEW DATE	NA
NEXT REVIEW DATE	TBD (add 3 years)
HOLDER	Provost and VP Education & Innovation
RESPONSIBLE OPERATIONAL LEADER	Director, Student Affairs
SUPPORTING DOCUMENTS	E-2.10.1 Involuntary Health and Withdrawal Procedure E-2.10.2 Involuntary Health and Safety Withdrawal Appeals Form

INVOLUNTARY HEALTH AND SAFETY WITHDRAWAL

PURPOSE

This policy enables Camosun College (the “College”) to institute an Involuntary Withdrawal when a student exhibits concerning behaviour that prevents or limits their ability to function safely within the College community.

This policy provides for an Involuntary Withdrawal to be the final option after all other policies and processes, supports, concessions, academic accommodations, and withdrawal opportunities have been assessed.

POLICY APPLICATION, SCOPE, AND LIMITS

This policy is applicable to all Camosun College students currently enrolled in a College course or program.

If a student who is also an employee exhibits potentially harmful behaviors, such concerns should be reported to Human Resources.

DEFINITIONS

- 1. Behaviour of Concern:** Behaviour of Concern is any type of behaviour (either direct or indirect, in person or online, in physical, verbal, or written form) that impedes the ability of a student to be a safe and contributing member of the College community.
- 2. Involuntary Withdrawal:** The withdrawal of the student from the College, which includes removal from all classes (in-person and online) and loss of the right to be on campus and to participate in services and activities. An Involuntary Withdrawal does not constitute an

expulsion or suspension from the College. The length of the Involuntary Withdrawal depends on the student's individual circumstances.

- 3. Risk Assessment:** A process of gathering and evaluating information from multiple, appropriate sources to understand, review, and assess the situation, the current level of risk to the student and other members of the community, and to determine the appropriate intervention to ensure the safety of students and the rest of the College community.
- 4. Transition Plan:** A plan that assesses and supports the student of concern. The plan communicates to the student, in a context-appropriate manner, all elements surrounding an Involuntary Withdrawal decision, including but not limited to:
 - Identification of the behaviour(s) or circumstance(s) leading to consideration of Involuntary Withdrawal;
 - A summary of the procedures engaged in to reach the decision to require an Involuntarily withdrawal;
 - Decision making criteria employed by the College in reaching the decision;
 - Relevant and appropriate timelines of events, meetings, and communications;
 - Recommendations for supportive resources; and
 - A detailed description of re-entry requirements and/or a re-entry plan, if applicable.

PRINCIPLES

1. Camosun College is committed to providing and nurturing a safe and supportive environment for all students.
2. The College recognizes that a student may experience psychological or emotional health issues resulting in behaviours which negatively impact their ability to achieve their academic goals and to be part of a learning community.
3. The College is committed to providing the necessary supports and implementing reasonable academic accommodations to enable a student who is experiencing challenges to continue their studies.
4. The Involuntary Health and Safety Withdrawal policy and procedure is utilized under specific and extenuating circumstances when it is neither possible nor appropriate to address a student's behaviour through other College policies and processes.
5. The College recognizes that a student going through a process under the Involuntary Health and Safety Withdrawal Policy may experience distress. The student has the right to access a support person to help them navigate this policy and associated procedure.
6. Camosun College will work collaboratively with appropriate and relevant partners to determine a plan that enables the student to explore options for re-entry into the College after a withdrawal. The college also recognizes that the student is also a partner and will work with them, to the extent possible and appropriate, to create the Transition Plan.

7. The College recognizes that decisions made under this policy will be impactful to the student and commits to due process, diligence, and an ethic of care. Camosun College strives to communicate the process and decisions to the student clearly and timely.
8. An Involuntary Withdrawal does not constitute an academic suspension from the College. The length of the Involuntary Withdrawal will be dependent upon the individual circumstances of the student. If a student is withdrawn from the College under this policy, they will be unenrolled in all classes. A tuition and fee refund for the current term may be granted in consideration of relevant circumstances.
9. Students have the right to appeal the College's decision of an Involuntary Withdrawal. If a student appeals the College's decision to place them on an Involuntary Withdrawal, the student will only be allowed to return to the College if the involuntary withdrawal decision is overturned or if the return is in accordance with the terms of the Transition Plan.

CONFIDENTIALITY AND MANAGEMENT OF INFORMATION

All information collected, used, and disclosed under this policy will comply with the requirements of the [Freedom of Information and Protection of Privacy Act](#) and any other applicable legislation.

Under specific extenuating instances, due to safety and security of the student and/or the community, the College may not be able to guarantee confidentiality. Circumstances that may require the College to disclose student personal information include but are not limited to:

- When an individual is identified as being at imminent risk of harming themselves and/or others;
- When there are reasonable grounds to believe that members of the College community or wider community may be at risk of harm;
- When notification and/or action is required by law, or other College policies.

Personal information about a student under this policy will only be shared with the student's consent, with those who are in a position to support the student or without the student's consent when a health and safety concern requires disclosure of relevant information with specific individuals.

LINKS TO RELATED CAMOSUN POLICIES

- [E-2.5 Student Misconduct Policy](#)
- [E-2.2 Course Withdrawals Policy](#)
- [E-2.8 Medical/Compassionate Withdrawals Policy](#)
- [O-6.1 Protection of Privacy Policy](#)
- [O-6.2 Record Management Policy](#)

RELATED LEGISLATED REFERENCES

- [Freedom of Information and Protection of Privacy Act](#)

DOCUMENT TITLE	Involuntary Health and Safety Withdrawal Procedure
DOCUMENT NUMBER	E-2.10.1
NAME OF POLICY THE DOCUMENT SUPPORTS	E-2.10 Involuntary Health and Safety Withdrawal
TYPE OF DOCUMENT	Procedure
APPROVAL DATE	NA
REPLACES (IF APPLICABLE)	E-2.10 Involuntary Health and Safety Leave of Absence
LAST UPDATE OR AMENDMENT OR REVIEW DATE	NA
HOLDER	Provost and VP Education & Innovation
RESPONSIBLE OPERATIONAL LEADER	Director, Student Affairs

INVOLUNTARY HEALTH AND SAFETY WITHDRAWAL PROCEDURE

PURPOSE

This document outlines the procedure that supports the application of the Involuntary Health and Safety Withdrawal policy, including roles and responsibilities of College employees and students, the steps involved in assessing a situation and making a recommendation for withdrawal and the appeal process for decision make under this policy.

ROLES AND RESPONSIBILITIES

- **Students:** Students are encouraged to seek advice about the Policy and these Procedures from the Office of Student Support, the College Ombudsperson, and/or Camosun College Student Society
- **Director Student Affairs:** The Director Student Affairs or their designate is responsible for deciding whether to withdraw a student based on the Involuntary Health and Safety Withdrawal policy, based on the recommendation by the Behavioral Intervention Team (BIT), the Threat Assessment Team (TAT), and the Office of Student Support.
- **Behavioural Intervention Team (BIT):** The Behavioural Intervention Team receives reports of disruptive and/or concerning behavior and observes patterns and trends relative to the Student Misconduct Policy and matters of safety. The Behavioral Intervention Team is responsible for information sharing, consulting, advising, guiding, and making recommendations to promote a safe environment for all students, staff, and faculty focused on student learning and development. The Behavioral Intervention Team will be coordinated by the Office of Student Support and Protection Services and includes relevant college partners.
- **Threat Assessment Team (TAT):** The Threat Assessment Team is a multi-disciplinary group of people that assesses the level of risk to the individual and the College based on behaviours of

concern. The Threat Assessment Team may include additional members representing academic and non-academic divisions of the College who will be selected consistent with the unique circumstances of each student's situation.

- **Office of Student Support (OSS):** The Office of Student Support is responsible for coordinating the overall Involuntary Health & Safety Withdrawal Procedures and will actively communicate with students, College and community partners, and the Behavioural Intervention Team and Threat Assessment Team teams. The Office of Student Support is responsible for the investigation procedures, student case management, transition plan co-creation and communication, and re-entry assessment. Where possible, and where requested, a staff member of the Office of Student Support may act in a non-investigative role as a Support Person to the student throughout this process.

PROCEDURES

1. Identification of a Behaviour of Concern

- a. Behaviours of concern may be identified to the Office of Student Support (OSS) by a college employee or student
- b. Whenever possible and appropriate, the OSS will attempt to connect with the student exhibiting concerning behaviours.
- c. If possible and appropriate, during the process of identifying behaviours of concern, a student may have access to appropriate college supports.
- d. The OSS will conduct a preliminary investigation to gather more information about the behaviours of concern. OSS will also liaise with Protection Services to support the gathering of information.
- e. In partnership with OSS, Protection Services, and other relevant internal and external college partners, the college will conduct a risk assessment triage.
- f. If appropriate, the Director Student Affairs, in consultation with appropriate college partners, may implement interim measures to support student and/or community safety. Interim measures may be applied to a person alleged to have compromised the safety or dignity of another member of the College community to ensure the safety of the learning environment, discourage retaliation, prevent further harm, and/or preserve the College's ability to conduct a thorough investigation. Interim measures are temporary, and they are typically in place while the assessment is underway. Example interim measures for students include, but are not limited to:
 - i. A requirement not to have contact with specified individuals;
 - ii. Limited access to specified areas of a particular campus at specified times;
 - iii. Limited access to specified areas of one of more campuses at all times;
 - iv. Change in class schedule;
 - v. Periodic check-ins with Protective Services or Office of Student Support;
 - vi. Any other condition, restriction or requirement that is appropriate and proportionate to the situation, and that meets the above referenced goals.

2. Office of Student Support Case Analysis

- a. Depending on the level of risk associated with Behaviour of Concern, the Office of Student Support will determine if the issue goes to Behavioural Intervention Team (BIT) or the Threat Assessment Team (TAT). Repeated or escalated history of concerning behaviours at BIT will then be referred to TAT. Some behaviours of concerns may be referred to TAT directly without a BIT review due to safety and security concerns.
- b. OSS will make efforts to connect with students and employees affected by these behaviours of concern and wherever possible provide supports that may be appropriate.

3. Threat Assessment Team Risk Assessment and Recommendation

- a. The Threat Assessment Team convenes to conduct a risk assessment of the student's behaviour based on the Office of Student Support's case analysis. Assessment will consider (but is not limited to) issues like severity of potential harm to student and/or the college community, availability of supports to students that may mitigate risk, and best practices used to address such behaviours.
- b. If the process of risk assessment determines that a student may be involuntarily withdrawn from the College, then TAT and/or any other relevant member of the risk assessment team will invite the student to provide additional information for consideration. The student, though not required, may want to submit medical or mental health documentation that may assist TAT with the risk assessment and arrive at a range of recommendations. If submitted, such medical information will be kept strictly confidential and only used for the purpose of the TAT process.

4. Threat Assessment Team Recommendation Considered by Director Student Affairs and Decision

- a. The Director Student Affairs or their designate considers all the recommendations from TAT and determines the best course of action for the student and the college-at-large. The Director of Student Affairs decides whether to implement an involuntary withdrawal for the student.
- b. A letter is given to the student or designate, in whatever means appropriate, to inform them of the Director's decision.

5. Transition Plan

- a. The Director Student Affairs, in partnership with the Office of Student Support, Counselling Services, and other appropriate College partners develops a Transition Plan for the student. To the extent possible, the Transition Plan will consider elements, such as the student's personal circumstances, international student status in Canada, and the availability of community resources. The Transition Plan will include the conditions the student must meet for re-entry into the College after an Involuntary Withdrawal and the earliest date the student is able to ask the College for an assessment for re-entry. The conditions and earliest date for re-entry will be specific to each student.
- b. Once the student is presented with the Transition Plan the Office of Student Support will communicate the outcome of this process to the Registrar's Office, the School, and

others who are impacted directly by the student's involuntary health and safety withdrawal.

- c. When the student would like to consider returning to the College, the student may contact the Office of Student Support to discuss options

APPEALS PROCESS

The student has the right to appeal the Director Student Affairs' decision to implement an Involuntary Withdrawal. The student has the right to seek out a [Support Person](#) to help them navigate the appeals process.

1. Ground for an Appeal

The student can appeal the Director Student Affairs' decision under the following grounds:

- a. A substantial procedural error has been made in the Involuntary Withdrawal process;
- b. Evidence, not reasonably available at the time the decision was determined is available and the new evidence may change the decision;

2. Appeals Process

- a. The student must appeal via the **Involuntary Health and Safety Withdrawal Appeal Form**. The form must be submitted to the Provost and Vice President Education & Innovation or designate. The student has **ten (10) working days** from receiving the decision letter to appeal the Director Student Affairs' decision, unless the student can demonstrate extenuating circumstances that precluded them from adhering to this deadline.
- b. The Provost and Vice President Education & Innovation will request the Director Student Affairs to provide all relevant documents related to their decision.
- c. The Provost and Vice President Education & Innovation will consider the appeal within **ten (10) working days**. The Provost and Vice President Education & Innovation will decide whether to allow the appeal or deny the appeal and uphold the Director's decision.
- d. The Provost and Vice President Education & Innovation may dismiss the appeal if it does not meet the grounds articulated in this procedure.
- e. If the Provost and Vice President Education & Innovation grants the appeal, they may overturn the Involuntary Withdrawal decision and permit the student to return to the College, or they may substitute another remedy in their sole discretion.
- f. The decision of the Provost and Vice President Education & Innovation is final and cannot be appealed.

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- [Office of the Ombudsperson](#)
- **E-2.10.2 Involuntary Health and Safety Withdrawal Appeal Form**
- [Guidelines: Camosun College Support Person](#)

DOCUMENT TITLE	Involuntary Health and Safety Withdrawal Appeals Form
DOCUMENT NUMBER	E-2.10.2
NAME OF POLICY THE DOCUMENT SUPPORTS	Involuntary Health and Safety Withdrawal
TYPE OF DOCUMENT	Form
APPROVAL DATE	TBD
REPLACES (IF APPLICABLE)	E-2.10 Involuntary Health and Safety Leave of Absence
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
POLICY HOLDER	Provost and Vice President Education & Innovation
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs

INVOLUNTARY HEALTH AND SAFETY WITHDRAWAL APPEALS FORM

PURPOSE

This form is to be used when a student wishes to appeal a Director’s/designate’s decision to place the student on an Involuntary Withdrawal.

To receive consideration, all requests must be initiated within **ten (10) working days** of the student being informed of the Involuntary Withdrawal decision, unless the student can demonstrate that extenuating circumstances preclude them from being able to file an appeal within this time limit.

The completed Appeals Form must be submitted to studentappeals@camosun.ca.

An Appeal must be made in writing to the Provost and Vice President Education & Innovation/designate and provide all the following information:

- a. The grounds for the appeal (i.e. why the student believes the appeal should be allowed);
- b. The decision/outcome which the student is seeking and the reasons why;
- c. Any and all documentation and submissions relevant to the student’s appeal.

INFORMATION PROVIDED BY STUDENT

STUDENT NAME:	
STUDENT C#:	
PHONE #:	
EMAIL:	

SCHOOL/PROGRAM:	
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Why are you appealing the Director's/designate's decision? Please choose the applicable ground(s) for an appeal.
<input type="checkbox"/> A substantial procedural error has been made in the process.
<input type="checkbox"/> Evidence, not reasonably available at the time the decision was determined is available and the new evidence may change the decision.

Please provide details on why you believe you meet the ground(s) selected above.

