TITLE: POLICY AT RED DEER COLLEGE

POLICY STATEMENT:
Members of the Red Deer College (RDC) community are governed by policies that are aligned with College values. RDC creates policies that are a clear and consistent guide to organizational operation and behaviour.

PURPOSE:
A thorough and consistent policy development and review process ensures compliance with relevant legislation, ethical standards of behaviour, and accountability for the public resources provided to the College in delivering service to the community. A standard format and easy access to policies assist members of the College community in acting in accordance with the expectations expressed by these policies. This policy specifies the principles used in developing, reviewing, and approving policy. It also specifies the format for policy, the approval mechanism, and the access to policies.

SCOPE:
This policy applies to all learners, employees, volunteers, and contractors associated with RDC.

PRINCIPLES:

1. Policy in a public body serves the roles of specifying the ethical behaviour of the organization, protecting the rights and privileges guaranteed by the organization, and directing the behaviour of the organization toward achievement of its goals.
2. Policies at RDC:
   - 2.1. Treat all persons fairly and respectfully.
   - 2.2. Are non-discriminatory and non-intrusive.
   - 2.3. Incorporate open, honest and timely communication.
   - 2.4. Are made in a timely manner.
   - 2.5. Provide appropriate confidentiality and privacy.
   - 2.6. Provide appropriate access to the College and education.
   - 2.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
   - 2.8. Operate with clear written expectations for conduct and handling of complaints.
   - 2.9. Meet all regulatory standards.
   - 2.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
   - 2.11. Are communicated in alternate forms to those who require such accommodation.
3. Officers Responsible for policies oversee consultation with individuals and groups that the policy has the potential to affect. For example:

3.1. Policies that interact with or have implications for collective agreements with bargaining units require consultation with the affected bargaining unit.

3.2. Policies that involve financial processes require consultation with those individuals who hold responsibility for budgets and expenditures.

3.3. Academic policies require consultation with the Academic Policy Committee, Deans' Council, and Academic Council.

4. Consultation takes place in a timely fashion for both initial formulation of new policies and scheduled reviews of existing policies.
5. Policies are consistent with the laws of Canada and the Province of Alberta, collective agreements in force with the bargaining units of the College, and other College policies.
6. All persons in the employ of the College are held responsible for compliance with the policies of the College.

DEFINITIONS:

Academic Policy: a policy with Academic Council as the Recommending Authority. Policies are categorized as academic policies in accordance with the powers and duties of Academic Council regarding academic and student policy outlined in the Post-secondary Learning Act and the Constitution of the Academic Council of Red Deer College.

Levels of Authority for Decision Making: the following terms describe the decision-making processes for policy formulation and processes specified within policies:

- **Decision authority:** the right to make a decision or create a policy without consultation with other individuals or groups.
- **Principal authority:** the right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority includes the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, Principal authority accommodates decision making or policy creation within the parameters set by another body.
- **Shared authority:** authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.
- **Recommending authority:** the right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision-making group or individual before a final decision is made. The decision-making group or individual cannot make a final decision unless a recommendation is received from the Recommending authority.
- **Advising authority:** the right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.

Minor Edit: a change that does not alter the core substance and meaning of the policy. Examples include changes to appendices; changes to department, school or division name; changes to position title where the position responsibilities and characteristics have not been substantially changed; changes to the names of related policies; updated website links. Changes to appendices must be congruent with the policy.

Officer Responsible: the individual in charge of the process of formulating the policy, completing the appropriate consultation and approval process, and reviewing it, normally within a five year time period (see Appendices A and B).

Policy: guidelines that regulate organizational action. Policies specify the conduct of people and the activities within organizational systems. A policy explains the organization's position on a subject and why there is a rule about it. It informs the reader how the organization operates.

Policy Contact: the individual appointed by the Officer Responsible to guide the policy through the creation or revision process.

Non-Academic Policy: a policy with a Recommending Authority other than Academic Council.

Non-Academic Policy Oversight Committee: a committee composed of the senior administrators who are responsible for all College policies falling outside Academic Policies.

Red Deer College Values: exploration, inclusiveness, excellence, integrity, community and accountability.

GUIDELINES:

1. The process for policy formulation and approval is documented and accessible.
2. The policies of the College are easily accessed.
3. Policies are written in plain language.
4. Policies are written in a standard format including a clear statement of the purpose of the policy and the principles upon which it is based. Procedures are included in the policy statement at the level of detail required to enable effective administration of the policy. Policies conform to the template in Appendix A.
5. The processes of policy formulation and review are coordinated by the Office of Strategic Planning and Analysis.
6. Two committees oversee policy development at RDC:

   6.1. **Non-Academic Policy Oversight Committee.** The Committee is appointed to assume oversight responsibility for the effectiveness of the policy development and review process at a College-wide level. The Committee is supported by the Office of Strategic Planning and Analysis and meets a minimum of once per year to monitor policy review and formulation processes. It assures that adequate consultation is a regular part of policy review. The Committee consists of the Executive Director of Board & Corporate Relations, the Executive Director of Strategic Planning and Analysis, the Vice President Academic, the Vice President of College Services, the Vice President of Human Resources, and the Vice President of Enterprise and Community Relations.

6.2. Academic Policy Committee. This Committee is a standing committee of Academic Council. It provides recommendations to Academic Council for Academic Policy approval.

7. Ad hoc policy working groups are established whenever policy research is required to support the development of new policy. This may involve gathering data from any source that the committee deems necessary and may include a survey of other institutions regarding policies in the area under consideration.

8. Where policy directives result in the establishment and maintenance of records, consultation with the individual responsible for records and information management is required.

9. The Officer Responsible is responsible for apprising College members, committees and offices affected by changes to policy or new policy. The Office of Strategic Planning and Analysis is responsible for ensuring public access to policies. After new or revised policies are approved, the Office posts the approved document on the policy website, and notifies the College community through appropriate communications media that the approved new or revised policy has been posted.

10. Deans' Council and Service Council are responsible for the oversight of Non-Academic Policy formulation and review.

11. Academic Council is responsible for the oversight of Academic Policy formulation and review. The Academic Council Secretariat is responsible for coordinating these efforts with the Office of Strategic Planning and Analysis in order to maintain consistency in format, appropriate consultation, and communication of policies.

12. While the College makes every effort to provide policy that anticipates most activities related to that policy, circumstances may arise where the policy is not instructive. When exceptions to a policy are necessary, the Officer Responsible or designate approves the exception. Each Officer Responsible provides an annual report to Deans' Council and Service Council for approved exceptions to Non-Academic Policy and an annual report to Academic Council and Deans' Council for approved exceptions to academic policies.

13. The Strategic Planning and Analysis Office provides training for policy writers and works with the Officer Responsible or designate to identify policy writers.

14. The individuals and governing bodies responsible for policy formulation, review, and approval are designated in Appendix B.

PROCEDURE:

1. Non-Academic Policy

1.1. The Officer Responsible appoints a Policy Contact who works with the Officer Responsible throughout the process.

1.2. The Policy Contact consults with the Office of Strategic Planning and Analysis, prepares a draft of the new/revised policy and a Policy Cover Sheet (Appendix C), and sends the draft policy and Policy Cover Sheet to the Strategic Planning and Analysis Office for review.

1.3. The Policy Contact sends the draft policy and Policy Cover Sheet for appropriate consultation and incorporates feedback. Strategic Planning and Analysis may organize and conduct the consultation process upon request.

1.4. The Officer Responsible or designate sends the draft policy, the Policy Cover Sheet and the Policy Approval Request Form (Appendix D) to the appropriate Recommending Authority for a recommendation for approval.

1.5. The Recommending Authority:

1.5.1. Recommends the policy for approval by the President or

1.5.2. Recommends the policy for approval by the President with changes stated in the motion or

1.5.3. Sends the policy back to the Officer Responsible for substantial revisions.

1.6. The Officer Responsible sends the policy to the President for final approval, along with the Policy Cover Sheet and Policy Approval Request Form.

1.7. The Office of Strategic Planning and Analysis may make Minor Edits to Non-Academic policies without the requirement for consultation and without approval by the Recommending Authority. The Office of Strategic Planning and Analysis notifies the Officer Responsible regarding a Minor Edit and posts the revised policy.

2. Academic Policy

2.1. Academic Policy Committee establishes and communicates the detailed process for the review and approval of Academic Policies.

2.2. Minor Edits to Academic Policies are approved through the process described in the Academic Council Bylaw 4 Academic Policy Committee, item 4.3: "Minor editorial changes to Academic policies are approved by the Committee when changes do not alter the core substance and meaning of the policy. Examples include changes such as updates to appendices; changes to department, school or division name; changes to position title where the position responsibilities and characteristics have not been substantially changed; updated website links. Such changes are sent to the Council for information." The revised Academic Policy is sent to the Office of Strategic Planning and Analysis for posting after the Minor Edit change is approved.

OFFICER RESPONSIBLE: Executive Director, Strategic Planning and Analysis

POLICY CATEGORY: Non-Academic

RECOMMENDING AUTHORITY: Service Council, upon recommendation from Deans' Council

CONSULTATION FOR REVIEW: Deans' Council, Service Council, Non-Academic Policy Oversight Committee, President's Office, Academic Council Executive, Academic Policy Committee, Constituency Executives

POLICY REVIEW DATE: December 2021

EFFECTIVE DATE: December 15, 2016

REVISION HISTORY: October 15, 2007
October 1, 2010
December 15, 2016

RELATED POLICIES:

CONNECTION TO BOARD POLICIES:
All RDC policies support relevant Board of Governors policies.

Appendix A

Policy Template

TITLE: The title of the policy is short and descriptive of the contents. The title should be designed to allow individuals to easily find the policy from an index of titles. It should avoid terminology that is unique to Red Deer College, a specific discipline, or a specific professional group.

POLICY STATEMENT: The policy statement should be short. It specifies acceptable and observable behaviour that is required of all individuals who are specified in the scope of the policy. The need for ambiguity is discussed under procedure below.

PURPOSE: The purpose answers the question, "Why do we need this policy?" It describes the organizational goal that is being achieved by specifying organizational behaviours.

SCOPE: Scope defines the individuals and groups to whom the policy applies. The persons described in scope are held responsible for compliance with the policy.

PRINCIPLES: Principles are closely related to values that guide the policy and the actions specified within it. They provide important information to guide decisions made within the policy that are not specifically outlined in procedures. For example, an important principle in the formulation of policy is consultation with appropriate stakeholders. An important principle in many policies is our commitment to respect for individuals and protection of their human rights. All policies (Academic and Non-Academic) at RDC must include the standard eleven principles (Principles Section 2.1 to 2.11 of the Policy at Red Deer College Policy).

1. Policies at RDC:
   - 1.1. Treat all persons fairly and respectfully.
   - 1.2. Are non-discriminatory and non-intrusive.
   - 1.3. Incorporate open, honest and timely communication.
   - 1.4. Are made in a timely manner.
   - 1.5. Provide appropriate confidentiality and privacy.
   - 1.6. Provide appropriate access to the College and education.
   - 1.7. Ensure that all persons have access to informed support regarding policies, procedures, rights and responsibilities.
   - 1.8. Operate with clear written expectations for conduct and handling of complaints.
   - 1.9. Meet all regulatory standards.
   - 1.10. Maintain and clearly state a high standard of instruction and administration in all areas of educational programs and services.
   - 1.11. Are communicated in alternate forms to those who require such accommodation.

DEFINITIONS: (optional) Definitions clarify key technical terms or terms that have specific and uncommon Red Deer College meanings. It is important to recognize that policy in a public institution must be open to public scrutiny.

GUIDELINES: (optional) Policies may have to specify categories of behaviours or ethical standards that cannot be described as principles and are not specific enough to be considered procedures. These may be included as guidelines. This is especially true if the policy refers to actions that are taken specific to circumstances that cannot be fully anticipated. Those governed by the policy may be given considerable discretion in the actions that they take.

PROCEDURE: Procedures in the policy document should be brief and should be restricted to general categories of actions rather than specific details. They describe the normal method to complete business and to provide a protocol for implementation. Ambiguity is necessary in policy and procedure writing. Not every action can be anticipated or specified. The level of ambiguity can be affected by:

- the user's ability to understand and deal with the policy. How well will they cope?
- the manager's ability to understand the policy and willingness to enforce it. How much training will they need?
- the intensity of the issue and the organization's commitment to it. How closely does the organization wish to control the matter?

OFFICER RESPONSIBLE: This item specifies the Officer Responsible for the process of formulating the policy, completing the appropriate consultation and approval process, and reviewing it within a five year time period. A chart of policy categories, Officers Responsible, Recommending Authority, and principal authority is included in Appendix B of the "Policy at Red Deer College" policy.

POLICY CATEGORY: This item indicates whether the policy is categorized as an Academic Policy or a Non-Academic Policy.

RECOMMENDING AUTHORITY: This item specifies the body that has Recommending Authority for the policy (e.g. Deans' Council, Service Council, etc.). See Appendix B of the "Policy at Red Deer College" policy.

CONSULTATION FOR REVIEW: Those that must be consulted in the review of policy are included here.

POLICY REVIEW DATE: Policy review dates should specify reasonable time frames for review. Policies are normally reviewed within a five year period. Policies may be reviewed and revised earlier than five years if needed.

EFFECTIVE DATE: Date that the new or revised policy comes into effect. The Effective Date is the same as the last date under Revision History. The Effective Date should be after the approval date.

REVISION HISTORY: Lists the date of the original policy and all dates of revision. For revised policies, the effective date and the last revised date under Revision History are the same. If the policy has been renamed, please indicate the former name of the policy next to the dates relating to the former name. The last date in the Revision History is the same as the Effective Date, since this is the last date that the policy was revised. Revision History only includes the dates of official changes to the policy approved by the President. It does not include the review of draft versions of the policy or the dates of Minor Edit changes.

RELATED POLICIES: List any related RDC policies.

CONNECTION TO BOARD POLICIES:
All RDC policies support relevant Board of Governors policies.

This statement is to be included on all RDC policies.

Appendix B

TABLE 1: NON-ACADEMIC POLICY RECOMMENDATION AND APPROVAL

OFFICER RESPONSIBLE	Chair, Board of Governors	Executive Director Board and Corporate Relations	VP College Services	VP Academic	VP Human Resources	VP Enterprise and Community Relations	Executive Director Strategic Planning and Analysis
POLICY AREAS	Board Policies • Ends • Governance Process • Executive Limitations • Board-President Relations	Honorary Degrees Protocol – Communication with Government, Visiting Dignitaries	Ancillary Services, Campus Security, Communications, Contracts, Facilities, Finance, IT, Marketing/ Advertising/Sales/ Canvassing, Non-credit Programming, Privacy	Academic Administration, Applied Research, Apprenticeship, Credit Program Suspension or Cancellation, Non-Academic Registrar Policies, Non-Academic Student Policies, Residences	Conflicts of Interest/ Commitment, Health & Safety, Human Resources, Recruitment	Alumni, Contributions, Community Relations, Endowments, Fund Raising	Committees at RDC, Planning, Policy Research Ethics (Human Participants), Service Review
RECOMMENDING AUTHORITY	Board of Governors	DC (Honorary Degrees) SC (Protocol – Communication with Government, Visiting Dignitaries)	SC	DC	SC	SC	SC Research Ethics Board: Research Ethics (Human Participants)
PRINCIPAL AUTHORITY	Board of Governors	President	President	President	President	President	President

DC – Deans' Council
SC – Service Council

TABLE 2: ACADEMIC POLICY RECOMMENDATION AND APPROVAL

OFFICER RESPONSIBLE	**Chair, Academic Council**
POLICY AREAS	Academic Student Discipline Admission/Graduation Requirements, Assessment & Grading, Awards, Curriculum, Program Approval, Program Review & Evaluation, Scholarly Activity, Academic Freedom
RECOMMENDING AUTHORITY	Academic Council
PRINCIPAL AUTHORITY	President

Red Deer College
100 College Blvd.
Box 5005
Red Deer, Alberta
CANADA T4N 5H5
Telephone: 403.342-3367
Fax: 403.342-3576
Web-site: www.rdc.ab.ca

Appendix C

POLICY COVER SHEET

This policy cover sheet accompanies draft policies when they are circulated for consultation and for approval by the Recommending Authority. The cover sheet is also sent, together with the Policy Approval Request Form, when the policy goes forward to the President for approval.

POLICY NAME	POLICY CONTACT
DATE	
RATIONALE *Why is the policy needed (new policies)? OR* *Why are changes to the policy required (revision to existing policy)?*	
SUMMARY *Summarize the changes made from the previous policy (revision to existing policy).*	
CONSULTATION PROCESS *Describe the consultation process*	
COMMUNICATION *Describe the plan for communicating the new/revised policy.*	
IMPACT ON OTHER POLICIES *Are there any policies or standard practices being rescinded or incorporated into this policy?* *Is the policy consistent with other RDC policies? List any other policies that need to be updated to harmonize them with the information in this policy.*	
COMMENTS *Add any additional information here.*	

12/16

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100 College Blvd.
Box 5005
Red Deer, Alberta
CANADA T4N 5H5
Telephone: 403.342-3367
Fax: 403.342-3576
Web-site: www.rdc.ab.ca

Appendix D

POLICY APPROVAL REQUEST

The information on this form is personal information and must be protected in compliance with the provisions of FOIPP.

SECTION 1 – To be completed by the Officer Responsible and emailed to the President's Office along with an electronic copy (Word version) of the final policy and a copy of the Policy Cover Sheet.

POLICY NAME	SUBMITTED BY
DATE	POLICY ATTACHED ☐
OFFICER RESPONSIBLE (Refer to Officer Responsible in the policy.)	
☐ New Policy ☐ Revised Policy	RESCINDED POLICY/STANDARD PRACTICE
Approval of Recommending Authority – Please check ☒ all that apply	
☐ Academic Council	DATE APPROVED
☐ Deans' Council	DATE APPROVED
☐ Service Council	DATE APPROVED
List changes, if any, made from recommendation motion:	

SECTION 2 – To be completed by the President and forwarded to the Office of Strategic Planning and Analysis

PRESIDENT'S SIGNATURE	DATE OF APPROVAL
☐ Electronic copy (Word version) of final policy forwarded to Strategic Planning and Analysis	

SECTION 3 – For Strategic Planning and Analysis

☐ Posted to website	DATE
SECTION:	

12/16