



George Brown College Academic Policy Review Policy

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PURPOSE

George Brown College academic policies ensure that procedures and practices align with the college mission, values and strategic plan, and with legislative requirements and Ministry of Colleges and Universities (MCU) Binding Policy Directives. Regularly scheduled reviews of college academic policies ensure the maintenance of an up-to-date framework of guiding academic principles and procedures to assist members of the college’s community. College policies help to standardize practice, maintain quality, test and improve services, and achieve greater understanding and co-operation among George Brown College students, faculty and staff.

SCOPE

This policy applies to all George Brown College academic policies, procedures and related forms and provides guidelines and procedures for the regular review and maintenance of all George Brown academic policies.

DEFINITIONS

Academic Policy Review Policy

This includes an explanation of terms and abbreviations used within the policy and procedure.

Word/Term	Definition
Academic policy	George Brown College academic policies focus on the provision of transparent guidelines and procedures related to teaching and learning activities across the college to ensure the integrity of George Brown College credentials. All academic policies are considered institutional regulations, and, therefore, are approved by Corporate Management Committee and adopted and sanctioned by the Academic and Student Affairs Sub-Committee of the Board of Governors.
Educational experience	Any interaction, course, program, work-integrated learning, or other experience in which learning takes place as a part of the requirements of an academic program.
Policy	A statement of basic principles, rules, and regulations.
Ministry of Colleges and Universities (MCU)	The MCU is responsible for the administration of laws relating to education and skills training. For more information go to the Ministry website: https://www.ontario.ca/page/ministry-colleges-universities
Procedure	The operational processes required to implement college policy, to be provided as a clear sequence of instructions to be followed.

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Responsible authority The person or department who has primary oversight and is responsible for administering and overseeing the processes and procedures associated with a given policy.

POLICY

- 1.0 All George Brown College academic policies will be reviewed at an interval no longer than every seven years from the last date on which the policy was approved or updated.
- 2.0 Due to changes in MCU directives or at the discretion of the college, an academic policy may be reviewed before the specified review date.
- 3.0 The Office of Academic Excellence is responsible for managing the academic policy review process.
- 4.0 Six months prior to the mandatory review date of a policy, the Office of Academic Excellence will advise the responsible authority; it will also oversee the policy review and documentation process.
- 5.0 The George Brown College academic policy review process includes (but is not limited to):
 - 5.1 Consultation with relevant George Brown College stakeholders on the current policy
 - 5.2 A literature review including but not limited to relevant legislation, standards of practice, academic journals and relevant research bodies as well as an environmental scan of policies at other institutions
 - 5.3 Appropriate college-wide communication of updates and revisions to current policies

APPENDIX 1: PROCEDURES FOR APPROVAL OF POLICY REVISION

Summary of the steps, timelines, and responsibilities for the review of academic policy:

1.1 Minor or no updates/revisions (a “minor” revision/update refers to a change where no policy statement has been altered. Definitions, processes and procedures may be altered)

- 1.1.1 Updated academic policy reviewed by Academic Policy Committee [see appendix #2 for Terms of Reference]
- 1.1.2 Updated academic policy reviewed by College Council
- 1.1.3 Draft policy reviewed by Academic Chairs and Directors Team (ACDT)
- 1.1.4 College community informed of revised policy in multiple contexts including website
- 1.1.5 Revised policy updated on website

1.2 Substantive updates/revisions (a “substantive” update/revision occurs when one or more alterations to existing policy statements has been made)

- 1.2.1 Upon completion of the final draft of the revised policy, it is forwarded to the Office of Academic Excellence, which manages the final approval process outlined below:
 - 1.2.1.1 Draft policy reviewed by Office of Academic Excellence
 - 1.2.1.2 Draft policy reviewed by College Council
 - 1.2.1.3 Draft policy reviewed by Chairs and Directors (ACDT)
 - 1.2.1.4 Draft policy reviewed by Vice-President Academic
 - 1.2.1.5 Draft policy reviewed by Academic Management Committee
 - 1.2.1.6 Draft policy reviewed by the Office of the President
 - 1.2.1.7 Draft policy reviewed and approved by Corporate Management Committee and adopted and sanctioned by the Academic and Student Affairs Sub-Committee of the Board of Governors

1.3 Policy no longer required

- 1.3.1 When it is determined that a policy is no longer required, the responsible authority will inform the Office of Academic Excellence, which manages the final removal process mirroring the process outlined in section 1.2 of this document.

APPENDIX 2: ACADEMIC POLICY COMMITTEE TERMS OF REFERENCE

GEORGE BROWN COLLEGE – ACADEMIC POLICY COMMITTEE (APC)

Committee Mandate:

The Academic Policy Committee (APC) is a standing committee tasked with supporting the on-going development and maintenance of an accessible, student-facing suite of academic policies. Its initial mandate included the development and implementation of a framework, standardized processes and a policy for the review and creation of college-wide academic policies. In support of this framework the APC acts as the initial consultative body for academic policy development and review at the college. Chaired by the Director of Academic Quality, it includes faculty and academic leadership representation from across the college. Once a new or updated policy draft is approved by the APC it goes through consultations with relevant departments and a rigorous approval process managed by the Office of Academic Excellence.

Specific tasks:

1. Undertake background research relating to new policy development.
2. Provide initial drafts of new academic policies for review and approval.
3. Receive and review academic policies (and, where appropriate, provide support/feedback for corporate policy development) that are scheduled for review according to the college's Policy Review policy. The George Brown College academic policy review process includes (but is not limited to):
 - a. Consultation with relevant George Brown College stakeholders on the current policy; and
 - b. A literature review including but not limited to relevant legislation, academic journals and relevant research bodies as well as an environmental scan of policies at other institutions and best practices.
4. Provide feedback on college-wide themes related to policy and specific updates on policy development/updates to CMC and the Academic and Student Affairs Sub-committee of the Board of Governors on an annual basis.

Meetings:

The Academic Policy Committee meets monthly from September to June. Meetings are scheduled for three hours.

Orientation to the Committee:

The Director of Academic Quality, with assistance from others in the Office of Academic Excellence, provides an orientation to the committee annually to ensure breadth of knowledge and processes.

Resources:

The Office of Academic Excellence provides resources to the committee for scheduling meetings, booking rooms, and developing agendas.

Term Limits:

College employee representatives will serve three-year terms that may be renewed.

NON-COMPLIANCE IMPLICATIONS

This policy, sanctioned by George Brown College, is an institutional regulation requiring compliance across the college. Failure to comply with this policy may result in disciplinary measures commensurate with the offence in accordance with relevant academic and administrative codes of conduct and collective bargaining agreements.

