## The Academic Policy Committee (APC) is

tasked with supporting the on-going development and maintenance of an accessible, student-facing suite of academic policies.

Chaired by the Manager, Academic Policy and Program Review, with oversight from the Director, Academic Quality, the APC includes faculty and academic leadership representation from across the college and meets monthly from September to June.

# Academic policy development / renewal

#### ANNUAL

## Academic policies are identified for:

- 1. Review/update in accordance with the college's Academic Policy Review Policy.
- 2. New policy development (leadership request, MCU directive, on-going research etc.).

Office of Academic Excellence (OAE); VPA; Office of the President; Academic Management Committee (AMC); APC; ACDT

# Environmental scan & literature review

#### 1 MONTH

Environmental scan/ literature review includes but is not limited to relevant legislation, standards of practice, academic journals, academic policy analysis of other institutions.

Office of Academic Excellence; Academic Policy Committee

### Academic Policy Committee review

#### 1 MONTH

The Academic Policy Committee acts as the initial consultative/developmental body for academic policy development in support of policy stakeholders. This committee provides initial review and feedback.

Manager, Academic Policy and Program Review; Director, Academic Quality; college-wide faculty membership; academic leadership; Office of the Registrar representative

### Policy review and approval

#### 6-8 MONTHS

Official review/approval process mandated by Academic Policy Review Policy. Ensures all relevant college stakeholders have the opportunity to contribute to policy review and development.

Office of Academic Excellence/Academic Policy Committee, College Council, **Chairs and Directors** Team (ACDT), Vice-President Academic (VPA), Academic Management Committee, Office of the President, Corporate Management Committee, sanctioned by the Academic and Student Affairs (ASA) Sub-Committee of the Board of Governors (BOG)

### College-wide communication of new/revised policy

#### 1-3 MONTHS

Communications process to ensure all relevant college stakeholders are aware of new/revised policy before its adoption/publication.

Targeted communication campaign to engage entire college community with emphasis on administrative leadership; Chairs and Directors; service providers; faculty; students

# ACADEMIC POLICY DEVELOPMENT & RENEWAL

The OAE is responsible for central oversight and stewardship for college-wide academic policies on behalf of the Vice-President Academic, the Office of the President, and the academic divisions.

Key Stakeholders: OAE;

Policy Owners; Senior Management; ASA Committee BOG

**Connected CQAAP Standards:** 5.1 and 5.2

Frequency: 7 years