The Academic Policy Committee (APC) is tasked with supporting the on-going development and maintenance of an accessible, student-facing suite of academic policies.

1 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, MCURES directive, on-going research etc.).

Office of Academic Excellence (OAE); VPA; Office of the President; Academic Leadership Council (ALC); APC; Academic Leadership General Council (ALGC)

2 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

3 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.

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

4 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, ALGC, Provost & Vice- President Academic (VPA), Academic Leadership Council (ALC), Office of the President, Corporate Management Committee, sanctioned by the Academic and Student Affairs (ASA) Sub Committee of the Board of Governors (BOG)

5 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; Deans, Associate Deans 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 Provost & Vice-President Academic, the Office of the President, and the academic divisions.

Key Stakeholders: OAE; Policy Owners; Senior Management; ASA Committee BOG

Frequency: 7 years