

DOCUMENT TITLE	Policy Holders and Approval Bodies Index
DOCUMENT NUMBER	P-1.1.6
NAME OF POLICY THE DOCUMENT SUPPORTS	Policy Framework
TYPE OF DOCUMENT	Appendix/Index
APPROVAL DATE	November 4, 2019
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	N/A
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	President

POLICY HOLDERS AND APPROVAL BODIES INDEX

PURPOSE AND/OR RATIONALE

The purpose of the Policy Holders and Approval Bodies Index is to provide a quick glance of what policies exist at Camosun College, what approval bodies responsible for approving specific policies, and who the policy holders are.

This index is periodically updated as new policies are approved and as existing policies are updated.

INDEX OF POLICIES

POLICY CATEGORIES AND NAMES	APPROVAL BODY	POLICY HOLDER
-----------------------------	---------------	---------------

POLICY FRAMEWORK

P-1.1 Policy Framework	Board of Governors	President
------------------------	--------------------	-----------

GOVERNANCE

G-1 BOARD GOVERNANCE

G-1.1 Board Conduct By-law	Board of Governors	President
G-1.3 Board Operations By-law	Board of Governors	President
G-1.5 Finance Committee Terms of Reference	Board of Governors	President

G-1.7 Board Executive Committee Terms of Reference	Board of Governors	President
G-1.8 Board Out-Of-Pocket Expenses	Board of Governors	President
G-1.9 Audit Committee Terms of Reference	Board of Governors	President

G-2 ORGANIZATIONAL GOALS AND ACCOUNTABILITY

G-2.1 Equity, Diversity, and Inclusion	Board of Governors	President
G-2.2 Indigenization	Board of Governors	President
G-2.3 Corporate Relations	Board of Governors	President
G-2.4 Land Use	Board of Governors	VP Administration
G-2.5 Strategic Plan	Board of Governors	President
G-2.6 Asset Naming	Board of Governors	VP Partnerships

G-3 EDUCATIONAL COUNCIL GOVERNANCE

G-3.1 Education Council Bylaws	Education Council	VP Education
--------------------------------	-------------------	--------------

EDUCATION / ACADEMIC

E-1 PROGRAMMING AND INSTRUCTION

E-1.1 Academic Progress	Education Council	VP Education
E-1.2 Academic Schedule	Board, EdCo Advice	VP Education
E-1.3 Work Integrated Learning	Education Council	VP Education
E-1.4 Credential Standards	Education Council	VP Education
E-1.5 Grading	Education Council	VP Education
E-1.6 Education Approvals	Joint: Board & EdCo	VP Education
E-1.7 International Education	Management (CET)	VP Education
E-1.8 Prior Learning Assessment	Joint: Board & EdCo	VP Education
E-1.9 Program Advisory Committees	Board, EdCo Advice	VP Education
E-1.10 Scheduling Instructional Space	Management (CET)	VP Education
E-1.11 Program Suspension and Cancellation	Board of Governors	VP Education
E-1.12 Program Quality Assurance	Board of Governors	VP Education
E-1.13 Academic Integrity	Education Council	VP Education
E-1.14 Grade Review and Appeals	Education Council	VP Education
E-1.15 Academic Calendar	Education Council	VP Education

E-1.16 Evaluation of Student Learning	Education Council	VP Education
E-1.17 Final Exam Reschedule and Repeat	Education Council	VP Education

E-2 STUDENT SERVICES AND SUPPORT

E-2.1 Admission	Board, EdCo Advice	VP Education
E-2.2 Course Withdrawals	Education Council	VP Education
E-2.3 Student Ancillary Fees	Board of Governors	VP Education
E-2.5 Student Misconduct	Board, EdCo Advice	VP Education
E-2.6 Tuition Fees	Board of Governors	VP Education
E-2.7 Student Penalties and Fines	Management (CET)	VP Education
E-2.8 Medical/Compassionate Withdrawals	Education Council	VP Education
E-2.9 Sexual Violence	Board of Governors	VP Student Experience
E-2.10 Involuntary Health and Safety Leave of Absence	Education Council	VP Student Experience
E-2.11 Academic Accommodations for Students with Disabilities	Board of Governors	VP Student Experience

E-3 RESEARCH AND COPYRIGHT

E-3.1 Research at Camosun	Management (CET)	President
E-3.2 Ethical Conduct Involving Human Subjects	Management (CET)	President
E-3.3 integrity in Research Scholarship	Management (CET)	President
E-3.4 Copyright	Board of Governors	President
E-3.5 Commercialization of Intellectual Property	Management (CET)	President

OPERATIONS

O-1 COLLEGE SYSTEMS AND RESOURCES

O-1.1 Acceptable Technology Use	Management (CET)	VP Administration
O-1.2 Systems and Networks Administration	Management (CET)	VP Administration
O-1.5 Electronic Communication with Students	Management (CET)	VP Administration
O-1.6 Web Management	Management (CET)	VP Administration

O-2 COLLEGE DEVELOPMENT

O-2.1 College-Wide Risk Management	Management (CET)	VP Administration
O-2.2 Project Management Framework	Management (CET)	CFO / Ex. Dir. of Human Resources

O-3 FACILITIES

O-3.1 Environmental Management	Management (CET)	VP Administration
O-3.2 Use of College Facilities and Grounds	Management (CET)	VP Administration
O-3.3 College Closures	Management (CET)	VP Administration
O-3.4 Servicing and Selling Food and Alcohol Safety on Campus	Management (CET)	VP Administration
O-3.5 Commercial Activity	Management (CET)	VP Administration
O-3.6 Occupational Health and Safety	Management (CET)	VP Administration

O-4 FINANCE

O-4.1 Financial Responsibility and Accountability	Board of Governors	VP Administration
O-4.2 Purchasing	Board of Governors	VP Administration
O-4.3 Travel	Management (CET)	VP Administration
O-4.4 Hospitality Expenditures	Management (CET)	VP Administration
O-4.5 Investment	Board of Governors	VP Administration

O-5 HUMAN RESOURCES

O-5.1 Employee Exchange	Management (CET)	Ex. Dir. of Human Resources
O-5.2 Professional Fee Reimbursement	Management (CET)	Ex. Dir. of Human Resources
O-5.3 Vacation Scheduling	Management (CET)	Ex. Dir. of Human Resources
O-5.6 Faculty Accessibility	Management (CET)	Ex. Dir. of Human Resources
O-5.7 Employee Workload in Excess of Full Time	Management (CET)	Ex. Dir. of Human Resources
O-5.8 Job Sharing	Management (CET)	Ex. Dir. of Human Resources
O-5.9 Unpaid Leave of Absence	Management (CET)	Ex. Dir. of Human Resources
O-5.10 Respectful Workplace	Board of Governors	Ex. Dir. of Human Resources
O-5.11 Standards of Conduct	Management (CET)	Ex. Dir. of Human Resources
O-5.12 Smoking and Tobacco Products	Management (CET)	Ex. Dir. of Human Resources

O-5.13 Total Compensation Philosophy	Board of Governors	Ex. Dir. of Human Resources
O-5.14 Employee Performance Development	Management (CET)	Ex. Dir. of Human Resources
O-5.15 Recruitment and Selection	Management (CET)	Ex. Dir. of Human Resources

O-6 INFORMATION MANAGEMENT

O-6.1 Protection of Privacy	Board of Governors	VP Administration
O-6.2 Record Management	Management (CET)	VP Administration