

Board Policy No.: B01.01.01
Title: **PLANNED CHANGES TO THE ORGANIZATION, STRUCTURE AND OPERATION OF EDUCATIONAL PROGRAMS AND SERVICES**
Approved by: Douglas College Board
Issue Date: June 16, 2011
Amendment Dates: June 16, 2011 and December 19, 2002; originally approved April 29, 1999

Approval: _____
Board Chair, on behalf of the Board

Policy Statement

The College Board has the final responsibility to accept, reject or amend proposals for significant changes to the organization, structure and operation of educational programs and services at Douglas College, whether such change falls within or between Faculties or Divisions, or involves net growth, reduction, or redistribution of resources.

All such change shall be made in a manner that:

1. Is consistent with the College's Mission, Values and Goals
2. Is consistent with all Board, administrative and educational policies and procedures that may apply
3. Involves constituent groups and stakeholders in a meaningful, timely and responsive consultation process, as follows:
 - a. Consultation with constituent groups must include, but is not limited, to the faculty, staff and administrators in the affected program(s), department(s) or service(s). Such consultations shall address the proposed change, the College's reasons for considering the change, and the material facts related to the College's decision
 - b. Consultation with stakeholders must include the appropriate Advisory Committees and the representatives of community or business interests where such interests will be affected by the change. Such consultations shall address the proposed change, the implications for affected groups, the College's obligations and limitations, and the material facts related to the College's decision.
 - c. Students affected by the proposed change shall be so advised, and consultation with these students shall include:
 - i. an explanation of the reason(s) for the change
 - ii. the implications for students of the change
 - iii. the details of any transition plan
 - iv. any other subjects that relate directly to actions the College might reasonably take to mitigate the effect of the change upon students.

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Policy Statement, cont'd

4. Considers, in particular, the timely advice of the Education Council, pursuant to the College and Institute Act, Section 23, Sub-sections (a) through (f):
 - a. Consultation regarding the proposed educational program or service change shall occur with the Education Council, consistent with its roles and shared statutory responsibilities, and shall be given full consideration by the College. Such consultations shall address the proposed change, the College's reasons for considering the change, details of any transition plan, and the material facts related to the educational merits and efficacy of the change.
 - b. Advice from the Education Council shall take into consideration input received from the appropriate Faculty or Department Education Committee(s);
5. Makes use of the College's capacity to anticipate and plan for an orderly process of change;
6. Honours the College's obligation to provide for program completion of current students, and minimizes the disruption to the educational plans of immediately prospective students;
7. Provides for the fair and humane treatment of employees;
8. In response to unusual or extreme circumstances, reductions shall be made only as a final means of managing a situation, and only after considering the relative merits of vertical or horizontal reductions, given the College's commitments to comprehensiveness and to maintaining acceptable standards of delivery for all educational services and programs:
 - a. In some cases, timelines for consultation with constituent groups and with stakeholders may have to be truncated to accommodate the urgency of the situation; nevertheless, such consultations shall be meaningful, responsive and timely;
9. Enables the Board to fulfill its duty to ensure that College programs and services are managed in a sound manner, pursuant to the College and Institute Act, Section 19, Sub-section (5).

In accordance with the College and Institute Act of British Columbia, this policy is not meant to diminish the President's responsibility to deal with issues that may arise in the normal course of College operations, nor does it restrict the President's role as outlined in Section V.5 of the Douglas College Policy on Board Operations dated September 18, 2008, or any subsequent amendments.