Policy Development and Implementation Plan
July 15, 2025

LaSalle College Vancouver (LCV) aspires to provide an exceptional educational environment that is rigorous, inclusive, and continuously improving. To achieve and maintain excellence in line with standards of similar post-secondary institutions, and the values and priorities of LCI Education, LCV must operate within a comprehensive Policy Framework.

In July of 2025, the Board of Directors approved a new Policy Framework for LCV (Appendix I). The purpose of the Framework is to ensure consistency, transparency, appropriate consultation, and accountability in the development and implementation of policies across all campus departments. It also provides a benchmark for ongoing internal and external policy review.

The present Policy Development and Implementation Plan outlines the process and timeline for strengthening LCV's Policies and Policy Framework and ensuring that it is consistently applied. It includes an external expert review of the College's Policy Framework overall, with the goal of bringing LCV policy in line with similar degree-granting institutions in the province.

Policy Development and Implementation Timeline

Stage 1 (July 2025): Policy Framework Communication and Education
- Circulation of the Policy Framework and Development and Implementation Plan through the College Intranet, Website and, where relevant, email.   - Targeted training on the Policy Framework and Plan to relevant Department Heads and Education Council members.
Stage 2 (August-October 2025): Institutional Policy Audit
- Policy audit across all departments, led by the Chief Academic Officer.   - Analysis of: - Policy gaps   - Misalignment with LCV's new Policy Framework   - Misalignment with policies of similar post-secondary institutions.   - Prioritization of policies for development or revision and creation of a consultation and drafting timeline.
Stage 3 (November 2025-January 2026): Stakeholder Consultation and Drafting
Engage relevant stakeholders through structured consultation activities.

• Draft new or revised policies incorporating stakeholder feedback and regulatory requirements.
Stage 4 (February-April 2026): Review and Approval
• Submission of draft policies to internal and, where relevant, external reviewers. • Submission of the overall Policy Framework for expert review. • Submit reviewed policies and Framework to relevant approval bodies internally.
Stage 5: Communication (April-May 2026)
• Publication of a Policy Audit and Development summary on the College Intranet and, where relevant, circulation via email. • Publication of approved policies on the College Intranet and Website. • Email notification of major policy revisions. • Mandatory orientation and training for faculty, staff, and students as required.
Stage 6: Implementation and Monitoring (May-July 2026 and ongoing)
• Oversee operational rollout of revised and new policies, providing ongoing support and training. • Monitor compliance and address any issues through corrective action. • Identify areas for further improvement.
Stage 7: Continuous Improvement and Periodic Review (Year 2 and beyond)
• Conduct scheduled policy reviews as outlined in the Policy Framework. • Implement action plans and track progress towards recommendations. • Maintain open channels for feedback and ongoing stakeholder engagement.

Responsible Parties

The Chief Academic Officer is responsible for the development and oversight of the Policy Development and Implementation Plan, with implementation managed by the Chair of the Academic Policy Committee and relevant Department/Functional Area Heads including the Campus Director, Director of Talent and Culture, Director of Admissions, and Finance Director. The Chief Academic Officer will review and document the institution's progress towards fulfilling this Plan and report on this progress at each stage to Education Council and the Board of Directors.