

LaSalle College Vancouver Policy Framework			
Revision Number	NA	Accountability	President
Policy Number	000	Operational Responsibility	Campus Executive
Date of Approval	July 15, 2025	Last Reviewed	NA
Approval Authority	Board of Directors	Next Review	July 15, 2026

## 1. Introduction

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.

This framework ensures consistency, transparency, appropriate consultation, and accountability. It also provides a benchmark for ongoing internal and external policy review.

## 2. Guiding Principles

- **Transparency:** All policies, procedures, and review processes will be clear and accessible to all stakeholders, including students, faculty, staff, and external partners.
- **Consultation:** Relevant internal and external stakeholders, including students, staff, and shareholders, will be consulted in the process of policy development and review.
- **Accountability:** LCV commits to clear delineation of responsibility.
- **Inclusivity and Equity:** The framework actively promotes a diverse, equitable, and inclusive learning and working environment.
- **Continuous Improvement:** Regular internal and external reviews ensure ongoing refinement of programs and services.
- **Alignment with Best Practices:** LCV benchmarks its policies against similar post-

secondary institutions to ensure relevance and quality. The benchmarks used are BC Post-Secondary institutions as well as LCI Education global practices and policies.

### 3. Governance Structure

#### 3.1 LCV Board of Directors

- Responsible for the overall strategic direction and policy approval.
- Ensures policies align with the Mission and Vision of the College.

#### 3.2 Education Sub-Committee of the Board

- Reviews and recommends approval of academic policies approved by the Education Council.
- Ensures policies align with the Academic Goals of the College, the standards of similar post-secondary institutions, and relevant compliance requirements.

#### 3.3 Education Council

- Advises the Board on academic policies, program development, quality assurance, and research initiatives.
- Membership includes representatives of faculty, administration, students, and when appropriate, external experts.

#### 3.4 Administrative Committees and Functional Areas

- Oversee the operational implementation of policies.
- Special working groups may be convened for policy reviews or emergent issues.

### 4. Policy Development and Review Process

#### 4.1 Policy Formulation

- Policies may originate from any area of the College, including administration, faculty, or student representatives.
- All draft policies undergo consultation with relevant stakeholders to ensure comprehensiveness and feasibility.

#### 4.2 Policy Approval

- Draft policies are submitted to the Education Council, Education Committee of the

Board, and/or Board of Directors for review, amendment, and approval.

- Policies related to the operational, administrative, and business affairs of the College must be approved by the Board of Directors.
- Approvals are documented and published on the College's website.

#### 4.3 Policy Implementation

- Once approved, policies are communicated to staff, faculty, and students.
- Training or orientation sessions are provided as necessary to ensure understanding and compliance.

#### 4.4 Policy Review and Revision

- All policies are subject to regular review at intervals not exceeding five years, or as needed due to legislative or operational changes.
- Revisions follow the established consultation and approval process.

### 5. Quality Assurance and Benchmarking

#### 5.1 Internal Quality Assurance

- Annual program reviews and five-year comprehensive reviews involving external experts are conducted by academic departments to assess curriculum relevance, instructional quality, and student outcomes.
- Administrative audits are conducted to evaluate efficiency, compliance, and effectiveness of non-academic services.

#### 5.2 Benchmarking Against Sector Standards

- Regular comparisons are conducted between LCV policies and outcomes and those of similar post-secondary institutions and other LCI Education institutions.
- LCV participates in sector consortia, networks, and collaborative initiatives to share best practices and data.
- LCV adheres to standards set by relevant accreditation bodies and regulatory agencies (e.g., Degree Quality Assessment Board (DQAB), Private Training Institutions Regulatory Unit (PTIRU) Education Quality Assurance (EQA).

### 6. Periodic External Review

#### 6.1 Frequency and Scope

- External reviews of policy are conducted at minimum every five years.
- Targeted reviews may occur more frequently for specific academic matters or administrative units.

## 6.2 External Policy Reviewers

- External reviewers are experts from peer institutions and/or, where appropriate, industry professionals.
- Reviewers must declare any conflicts of interest and act with impartiality.
- An external reviewer may be a person located at another LCI Education institution.

## 6.3 External Review Process

- Preparation: LCV provides policies, documentation, data, and self-assessment reports to the reviewer in advance.
- Review: In addition to reviewing the data provided, the reviewer may conduct interviews, focus groups, and facility tours to gather insight into institutional culture and practice.
- Reporting: The reviewer presents a report outlining recommendations.
- Alignment: Ensure that recommendations align with LCI Education Global directives and policies.

## 6.4 Follow-Up and Accountability

- LCV develops a response report and action plan to address the reviewer's recommendations, with timelines and responsible parties identified.
- Progress is monitored and reported to the Board of Directors, Education Council, and made available in summary form to the College community.

## 7. Student and Stakeholder Engagement

### 7.1 Consultation

- Students, faculty, staff, alumni, and industry partners are regularly consulted in policy development, review, and institutional planning.
- Feedback mechanisms include surveys, open forums, and representation on key committees and Education Council.

### 7.2 Communication

- All major policy changes are communicated through email, institutional platforms,

and, when appropriate, public announcements.

- The College maintains transparency in sharing goals, challenges, and achievements with the community.
- All policies are posted on our Intranet, Agora, for staff access.

#### 8. Legal and Regulatory Compliance

- All policies are developed and implemented in accordance with applicable provincial, federal, and international laws.
- LCV maintains up-to-date records of regulatory requirements and ensures timely reporting and compliance.

#### 9. Review and Renewal of the Policy Framework

This framework will itself be subject to periodic review—no less than every five years—incorporating feedback, legislative changes, and insights from internal and external reviews.

The process will include:

- Broad consultation with stakeholders at all levels.
- Confirmation with legal representative as needed.
- Consultation with LCI Education shared service leaders if needed.
- Formal approval by Board of Directors.
- Public dissemination of major revisions.