



BOARD OF GOVERNORS

H. LAVITY STOUTT COMMUNITY COLLEGE
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Board of Governors Meeting:	March 10, 2020
Subject:	Proposal to Merge Policies
Author of Paper:	Dr. LuVerne Baptiste Associate Vice President HLSCC Accreditation Liaison
<p>Summary:</p> <p>As indicated by the Consultant in a presentation to the Board, the College has almost 80 policies, some of which overlap or cover a similar content area. Working with Dr. Smith-Thompson, a review of the list of policies was conducted, and a merge has been recommended for the following policy areas:</p> <ul style="list-style-type: none"> • Assessment • Grades • Campus Health and Safety • Employee Travel • Faculty • Curriculum • Leave • Evaluation of Instructors • Institutional Ethics and Integrity. <p>This merging would condense 32 policies to 9, and also incorporate a number of statements taken from the 1999 Faculty Staff Guidelines, and new policy information related to the identified categories.</p>	
Attachments:	
Action Required by the Board of Governors:	For Decision

Proposal for Merging of HLSCC Policies

The following policy merge is recommended to better present similar and associated information, as well as to ease the review process and minimize the increasing number of policies. The merge would eliminate over 20 individual policies and statements.

Current Policies	Proposed Merge	Proposed Review Timeline
<i>Assessment Policies</i>		
Administrative Unit Review Policy	Combined Institutional Assessment Policy (to be appropriately named)	2021
Instructional Programme Review Policy		
Student Learning Outcomes Assessment Policy		
<i>Grade Policies</i>		
Determination of Grades Statement	Grading Policy	2021
Grading Policy		
Revision of Grades		
<i>Campus Health and Safety Policies</i>		
After Hours Campus Access	Campus Safety and Security	2020
Campus Safety and Security		
Emergency Response and Closure		
Weapons on Campus		
Smoking		
<i>Employee Travel Policies</i>		
Approval for Travel Within the Territory	Travel Policy	2022
Authorisation for Travel Outside the Territory		
Travel Outside the Territory		
<i>Curriculum</i>		
New Programme Approval Policy	Programme and Curriculum Development and Approval	2020
Curriculum Development and Approval		
Determination of Credit Hours		
<i>Faculty Policies</i>		
Faculty Qualifications	Faculty Appointment, Rank, and Promotion Policy	2020
Terms and Conditions of Service Statements (Appointment and Promotion & Tenure)		
General Duties and Responsibilities Statement		
Contract Duration and Renewal (if this one is merged something which addresses non-faculty would have to be updated)		
Faculty Appointment, Rank, and Promotion Policy (Proposed)		

Current Policies	Proposed Merge	Proposed Review Timeline
<i>Leave Policies</i>		
Bereavement Leave	Leave Policy	2020
Court Related Leave		
Emergency Leave		
Family Leave		
Leave for Voting		
Maternity Leave		
Paternity Leave		
Sick Leave		
Special Leave		
Study Leave (this is for a longer period and may need to be separated)		
Vacation Leave		
<i>Evaluation of Instructors</i>		
Course Evaluation Statement	Student Evaluation of Instruction Policy	2021
Student Evaluation of Instruction		
<i>Institutional Ethics and Integrity</i>		
Institutional Ethics and Integrity	Institutional Ethics and Integrity Policy	2021
Dress Code		
Sexual Harassment Statement		
Code of Conduct Statement		
Employee Relationship with the Media		