GOVERNANCE WORK PLAN PROCESS

**STEP 1:**
Submit Work Proposal

- Proposal Not Endorsed by Council
  - Proposal Author(s) meet with Sponsor
    - Proposal is Tabled
  - Proposal Revised
    - Proposal brought back to Council

- Proposal Endorsed by Council
  - Proposal is Convened and Work Plan is Completed

**STEP 2:**
Submit Work Plan

- Work Team is Convened and Work Plan is Completed
- Work Team Leader(s) and Sponsor(s) review Recommendations
  - Recommendations Not Endorsed by Council
    - Recommendations brought back to Council
  - Recommendations are Revised

**STEP 3:**
Do the Work

- Work Team meets to find solutions and come to consensus on Recommendations
- Recommendations are Revised
- Recommendations are Tabled

**STEP 4:**
Submit Recommendations

- Recommendations Endorsed by Council
  - Work Team Leader(s) Meet with Sponsor
    - Recommendations are Tabled
  - Recommendations are Revised
- Recommendations Not Endorsed by Council
  - Work Team Leader(s) Meet with Sponsor
    - Recommendations brought back to Council

**STEP 5:**
Implementation of Recommendations
The process for submitting work to one of the Governance Councils is as follows:

**STEP 1** - Anyone who wants to propose work must work with a sponsor (a member of the Senior Team) to complete a Work Proposal and submit it for consideration at least two weeks prior to the next scheduled meeting. The proposal outlines the background of the project, the known constraints, criteria or design principles, initial suggestions for team members, relevant strategic goals, and stakeholders.

The Council will discuss the work proposal and come to a consensus on the endorsement, partial endorsement, or non-endorsement of the proposal.

- **Note:** If the work proposal is not endorsed or only partially endorsed because substantial revisions were requested, the sponsor(s) of the work will meet with the proposal author(s) to review the feedback from the Council and decide how to move forward. The sponsor can either work with the proposal author(s) to revise the work proposal which will then be brought back to the respective Council or they can table it.

**STEP 2** - Once the work proposal is endorsed by the respective Council, the work team(s) will be convened and a Work Plan will be completed at the first work team meeting. The Work Plan outlines the final list of team members, the final design principles, the evaluation and communication plans and project timeline. The completed work plan form should be submitted to the Council Coordinator for posting on the governance website.

If the work proposal is not endorsed because substantial revisions are requested, the Sponsor of the work will meet with the proposal author to review the feedback from the Council and decide how to move forward. The Sponsor can either work with the proposal author to revise the work proposal which will then be brought back to the respective Council or they can table it.

**STEP 3** - The work team(s) will then begin doing the work. The team will meet to find solutions and work towards consensus on recommendations. Throughout the life of the project, the work team leader(s) will communicate with and get feedback from the sponsor about progress, roadblocks, resource needs, etc.

**STEP 4** - After the work is complete and the team is ready to provide recommendations, the Recommendations from Work Team form will be completed with the sponsor. This form outlines proposed solutions, the hypothesis/working theory, evidence, goals, planned testing/measurement and resources.

The form and findings will be brought back to the Council. The Council will discuss the recommendations and come to a consensus on the endorsement, partial endorsement, or non-endorsement of the recommendations.

- **Note:** If the proposed set of recommendations are not endorsed or only partially endorsed, the sponsor(s) of the work will meet with the work team leader(s) to review the notes from the Council meeting, sort out the concerns, and either determine how they can be addressed or make a decision to table the recommendations.

If the sponsor and work team leader(s) decide to revise the recommendations, they will get information to address the questions and concerns identified. They might task the original work team with doing some more research, or they might consult with experts within the college. They might consult with the Co-chairs of the other councils, with OIT about technical feasibility, with Legal Counsel about potential issues, with the Curriculum Committee about approvals needed, etc. Sponsors and work team leaders might consult with external experts too.

Sponsors and work team leaders will then bring the new findings back to the Council. If the Council feels the issues were adequately addressed in light of the new information, members may endorse the original set of recommendations. If the new information leads us to believe that some of the recommendations aren’t right for the College at this time, the Council may endorse a subset of them.

**STEP 5** - Once a proposed set of recommendations is fully endorsed, the work team will move on to the implementation stage. If the solutions endorsed have a cost attached to them, the sponsors of the work are responsible for making a supplemental budget request to Senior Team and advocating for the request as part of the annual budget process or for seeking alternative funding.