



REVIEW OF POLICIES AND PROCEDURES PROCEDURE

Approved by: Academic Coordinating Committee

Authorizer: Executive Director Academic Administration

Reference Code: A40 V1

Effective Date: 4/10/2013

PROCEDURE STATEMENT:

Conestoga recognizes that regular scheduled review of policies and procedures ensures that policies and procedures are appropriate and provide an up-to-date framework in which decisions can be made and implemented. They may include terms of reference describing the stakeholders' roles and responsibilities, objectives and timelines. The process of reviewing policies and procedures helps to standardize practice, maintain quality, and improve services.

Review of all Conestoga policies and procedures will occur five years from the last approval date of the policy or procedure. Policies and procedures may have a shorter review date if a policy owner or approving body believes a more regular review is required.

Each policy owner is responsible for ensuring that policies and procedures are regularly reviewed. Internal or external factors may drive the need for a policy review prior to the scheduled time.

SCOPE:

This procedure applies to the review of all Conestoga policies and procedures.

DEFINITIONS:

ACC: Academic Coordinating Committee. This senior academic committee provides a forum for Academic Planning and Operations within the framework of the Strategic Plan, and other goals and initiatives identified by the senior management and the College Board. The committee is responsible for this in context of overall college and academic quality. The committee also provides necessary interface with other college committees, departments and offices.

ACASA: Advisory Committee on Academic and Student Affairs. This sub-committee of the Board of Governors has the responsibility to examine and discuss all program proposals approved by ACC and make a recommendation to the Board of Governors and to receive information and updates on key initiatives within Conestoga which affect the quality of its academic operations.

Board of Governors: The Board of Governors has the responsibility to establish the overall goals, objectives and strategic direction of Conestoga and to ensure Conestoga operates efficiently and effectively and is developing in ways that are congruent with the stated goals, objectives and strategic direction.

Policy: Policy regulates, directs and controls actions and conduct. Policy can range from broad philosophy to specific rules. Policy provides the operational framework within which the institution functions. Policy provides the formal guidance needed to coordinate and execute activity throughout the institution.

Policy and Procedure Committee: This management committee has the oversight to manage the creation, revision, and implementation of policies and procedures (P&P) for Conestoga. The committee will ensure that there is consistency of processes across the college, and will monitor compliance in the context of review/audit by any external body.

Policy Owner: A Policy Owner is the person with overarching responsibility for a policy and/or procedure. They are responsible for ensuring that:

- appropriate consultation occurs during development or review of a policy;
- new or reviewed policy and procedure is implemented, compliance is monitored and issues are recorded or resolved;
- the policy and procedure are reviewed at a minimum of every five years, from last date of approval of the policy and procedure.

Procedure: Procedure tells users how to, and who will, implement the policy. Procedure is specific, factual, succinct and to the point, and does not include detailed work instructions or descriptions of routine processes, timelines, forms and templates, which may be subject to frequent modification in procedures.

Terms of Reference: Terms of reference describe the purpose and structure of a procedure, process, committee, meeting, negotiation, or any similar collection of people who have agreed to work together to accomplish a shared goal.

They provide a documented basis for making decisions and for confirming or developing a common understanding of the scope among stakeholders, including their roles and responsibilities, objectives, and timelines.

RESPONSIBILITIES

Development or Review of a Policy or Procedure

It is important that consultation during policy development and review occurs. Details of the consultations need to be provided to the Policy and Procedure Committee on the Request for Policy and/or Procedure Approval form.

Determine who may be affected by the policy or procedure and what areas of Conestoga (including committees) should be consulted. The Policy and Procedure Committee can provide advice on appropriate areas to consult.

The most effective consultation method is by convening a meeting to discuss the impact of the policy on various areas and to agree, in principle, on the policy or procedure content. Alternatively, or as a precursor to convening a meeting, an email seeking feedback on the policy or procedure could be sent to areas of Conestoga affected by the policy.

Amendments to a Policy or Procedure

Review of all Conestoga policies and procedures will occur five years from the last approval date of the policy or procedure. Policies and procedures may have a shorter review date if a policy owner or approving body believes a more regular review is required.

If a member of the Conestoga community determines that a policy or procedure amendment is necessary, the person should contact the appropriate Policy Owner to explain the need and nature of the change. It is the Policy Owner's responsibility to determine whether a change is required.

Request for Approval

A Request for Policy and/or Procedure Approval Form must be submitted with any policy and procedure requiring approval or review.

Minor amendments to a policy or procedure can be approved by the Policy and Procedure Committee. New policies and procedures, or major amendments to policies and procedures, must also be approved by ACC. Governance policy and procedure require approval by the Board of Governors.

Communication of a New or Amended Policy or Procedure

When a new or amended public policy or procedure is formally approved, it must be published on Conestoga's Policies & Procedures webpage, indicating the new date of approval.

The Policy Owner is responsible for specific implementation and communication activities to ensure that those affected by the policy or procedure (whether internal or external to Conestoga) are made aware of the changes.

REFERENCES:

Request for Policy and/or Procedure Approval Form
Review of Policies and Procedures Policy

REVISION LOG:

Feb. 25 2013 Policies and Procedures Committee – reviewed

Apr. 3, 2013 Policies and Procedures Committee – approved

Apr. 10, 2013 Academic Coordinating Committee - approved