



REVIEW OF POLICIES AND PROCEDURES PROCEDURE

Authorizer: Vice-President Academic/Student Affairs & Human Resources

Version: V2

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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 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:

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.

Academic Forum

This management committee has the oversight to manage the creation, revision, and implementation of policies and procedures (P&P) for Conestoga. Academic Forum 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.

Academic Policy and Procedure Sub-Committee

A sub-committee reporting to Academic Forum, it is comprised of academic stakeholders that have responsibility to review, revise and create academic policies and procedures. Policies and procedures created or revised by the sub-committee are reviewed Academic Forum.

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.

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 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. The policy owner will determine who may be affected by the policy or procedure and what areas of Conestoga (including committees) should be consulted. Details of the consultations should be provided to Academic Forum during policy review.

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. Policy and procedure reviews can be directed by Academic Forum or the Academic Policy and Procedure subcommittee.

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

Minor amendments to a policy or procedure can be approved by Academic Forum. 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 is published on Conestoga's Policies & Procedures webpage, indicating the new date of approval. Corporate Communications will include broadcast communications to Conestoga employees of all new policies and procedures. New or revised academic policies and procedures are presented at Union College Committee meetings.

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:

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
Nov. 6 2019	Academic Forum