



POLICY AND PROCEDURE DEVELOPMENT AND REVIEW POLICY

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Academic

Policy Lead: Director, Institutional Quality Management

Effective Date: 2013-04-10

Date of Last Approval: 2024-11-06

POLICY STATEMENT:

Policies and procedures provide a framework in which decisions can be made and implemented. They help to standardize practice, maintain quality, test and improve services, and achieve greater understanding and co-operation amongst students, faculty, and staff. As a result, all policies and procedures must be approved and regularly reviewed. They may include terms of reference describing the stakeholders' roles and responsibilities, objectives and timelines.

SCOPE:

This policy applies to all Conestoga policies and procedures and related forms.

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 academic 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. Its purpose is to work with Policy Owners and Policy Leads to ensure that administrative policies and procedures are reviewed and revised in accordance with College policy, and when necessary, policies and procedures are created to support College operations and mitigate risks.

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.

Administrative Policy and Procedure Sub-Committee

A sub-committee reporting to the Academic Coordinating Committee. Its purpose is to work with Policy Owners and Policy Leads to ensure that administrative policies and procedures are reviewed and revised in accordance with College policy, and when necessary, policies and procedures are created to support College operations and mitigate risks.

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 Lead

A Policy Lead is the person who oversees the development, revision, and implementation of policies. They conduct research and may coordinate with various stakeholders to ensure the policy is effectively integrated into operations.

Policy Owner

A Policy Owner is the person with overarching responsibility for a policy and/or procedure. They ensure the policy is up-to-date, relevant, and compliant with any applicable laws or regulations.

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.

POLICY:

1. All Conestoga Policies and Procedures development must be approved by the Academic Coordinating Committee.
2. All Conestoga Policies and Procedures development and review will take into account legislative and regulatory requirements such as, but not limited to mental health, privacy, accessibility, etc.
3. All Conestoga Policies and Procedures must be reviewed at least every five (5) years following their most recent approval.
 - 3.1. Policies and Procedures may have a shorter review date if a Policy Owner or approving body determines that more regular review is required.
4. It is the responsibility of each Policy Owner to ensure that Policies and Procedures are regularly reviewed.
5. Internal or external factors may drive the need for a Policy review prior to the scheduled time.

RELEVANT LEGISLATION AND RELATED DOCUMENTS:

Review of Policies and Procedures Procedure

REVISION LOG:

2013-02-25	Policies and Procedures Committee – reviewed
2013-04-03	Policies and Procedures Committee – approved
2013-04-10	Academic Coordinating Committee – approved
2019-11-06	Academic Forum
2024-10-30	Academic Forum
2024-11-06	Academic Coordinating Committee