



POLICY AND PROCEDURE DEVELOPMENT AND REVIEW PROCEDURE

Approving Authority: Academic Coordinating Committee

Policy Owner: Vice President, Academic

Policy Lead: Director, Institutional Quality Management

Defining Policy: Review of Policies and Procedures Policy

Established Date: 2013-04-10

Date of Last Approval: 2024-11-06

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 developing and reviewing policies and procedures helps to standardize practice, maintain quality, and improve services.

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.

RESPONSIBILITIES:

Policy Owner

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

Academic Coordinating Committee

- Approving new and revised policies and procedures
- Suspending any policies that are no longer required
- Ensuring that the review of policies and procedures adheres to College timelines for review.

Board of Governors

- Approving any governance policies and procedures

PROCEDURE:

Development of a new Policy or Procedure

Conestoga recognizes that, it is necessary to introduce new policies and procedures to reflect the changing landscape in which the College operates. The College may also develop a new Policy and Procedure in response to Ministry of Colleges and Universities directives and legislative changes.

1. Prior to the development of a new Policy or Procedure, the Policy Lead will consult with the appropriate policy committee (Academic or Administrative). If the recommendation is to proceed, the Policy Owner will be identified.
 - 1.1. The Policy Owner will prepare a rationale to be submitted for approval to ACC prior to any consultation or development work beginning.

Review of a Policy or Procedure

2. All Conestoga policies and procedures must be reviewed at least every five (5) years following their last approval date.
 - 2.1. Policies and Procedures may have a shorter review date if a Policy Owner or approving body determines that more regular review is required.
 - 2.2. Policy and Procedure reviews can be directed by ACC, Academic Forum, in the case of academic policies, Academic Policy and Procedure subcommittee, or the Administrative Policy and Procedure Sub-committee.

3. If a member of the Conestoga community determines that a Policy or Procedure amendment is necessary, the person should contact the appropriate Policy Lead to explain the need and nature of the change. It is the Policy Lead's responsibility to determine whether a change is required.
4. It is important that consultation during Policy/Procedure 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.
 - 4.1. Details of the consultations should be provided to the approving bodies during Policy review.
 - 4.2. A consultation meeting should be scheduled to discuss the impact of the Policy or Procedure on various areas and to agree, in principle, on the Policy or Procedure content.
 - 4.2.1. 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.

Suspension of a Policy or Procedure

5. At times, a Policy may no longer be required given legislative or regulatory changes. In such cases, the Policy Owner will prepare a request for suspension that will be shared with the appropriate policy committee before being submitted to ACC for approval.

Request for Approval

6. New Policies and Procedures, or revisions to Policies and Procedures, including Policy suspensions, must be approved by ACC.
 - 6.1. In the case of academic Policies, Academic Forum is consulted to provide a cross institutional perspective on the components of the Policy and Procedure, and their implementation.
 - 6.2. Typically, policies come into effect on the day they are approved by ACC.
7. Governance Policy and Procedure require approval by the Board of Governors.

Communication of a New, Amended, or Suspended Policy or Procedure

8. 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 and effective date.
9. Communications will be sent to all Conestoga employees of all new, amended, or suspended Policies and Procedures.
10. 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.

RELEVANT LEGISLATION AND RELATED DOCUMENTS:

Policy and Procedure Development and Review Policy

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