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Creation and Administration of College Policies and Procedures

Category: Administrative (AD)
Number: AD-014
Responsibility: Office of the President/CEO and Executive Team
Approval: Executive Team - 2024
Amendments:

1. Purpose

Ontario College of Business and Technology (hereafter referred to as “OCBT” or “the College”) develops policies and procedures which all individuals associated with the College are required to follow.

This policy establishes the principles and procedures for the development, approval, review, and revision of Ontario College of Business and Technology policies.

2. Scope

This policy applies to all OCBT students, employees, and other members of OCBT’s college community.

3. Definitions

College Policy: Any policy or procedure that relates to the day-to-day administration of OCBT. College policies are operations-oriented and cover matters that are the responsibility of the President and Executive Team. College policies and procedures set out the requirements for the College, its management, staff, and faculty to administer operations in accordance with policy established by federal and provincial legislation and directives, and commonly accepted business practices and professional ethics.

College Community: The College Community refers to learners, employees, contractors, volunteers, visitors, partners, vendors, and service providers at the College.

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Policy: A statement(s) of general intent that indicates a course of action that is permitted or expected to guide decision-making and determine resource allocation. Policies generally change infrequently.

Procedure: A course of action, generally linked to a policy, which provides a clear and concise sequence of instructions that are to be followed in undertaking a job, activity, or task. Procedures change more frequently to ensure that the implementation of the policy is consistent with, and takes appropriate advantage of, changes in the environment, improvement in technology, and other factors that could contribute to effective processes and practices.

Guideline: Suggested best practices for implementing policies and procedures.

4. Policy

I. All OCBT policies and procedures will be developed and renewed in the context of the following principles:
   a. Respect of OCBT's mission, vision, values, and goals and support the College's strategic direction;

   b. Support for consistent decision-making and high standards of clarity, transparency, and accountability in the College's efforts too:
      i. Comply with legal or regulatory requirements;
      ii. Inform students and potential students of institutional rules and the College's expectation of them both in and out of class;
      iii. Inform employees of institutional rules, responsibilities, and the College's expectations of them;
      iv. Provide decision-making guidance to all employees; and
      v. Promote the achievement of OCBT objectives in a consistent manner.

   c. Commit and support consultation and collaboration in the development of effective and implementable policies and/or procedures.

II. The development of policy and procedure shall be based on the priority needs of the College.

III. To ensure relevancy and currency, policies and procedures shall be reviewed every three years or when there is a change to relevant legislation or where there are

situations/conditions that the Vice-President responsible for the specific policy area (i.e., Academic, Administrative and Student Affairs) deems a review is warranted.

IV. A policy and/or procedure that is due for renewal is still in force unless and until the policy and/or procedure is rescinded by the OCBT Executive Team.

V. OCBT's Executive team is the final approval body for all College policies and procedures.

5. Procedure

I. Organization

College policies and procedures will be organized into four sub-sections:

a. Academic (AC)
b. Administrative (AD)
c. Student Affairs (SA)

II. Creation of New Policies

a. The need for a new policy and/or procedure is typically identified by a member of the OCBT Executive Team as an outcome of new or revised legislation, an Ontario ministry directive, a career college sector development, or business practice.

b. An employee recognizing a need for a new policy and/or procedure will notify his/her/their supervisor who then confirms the need with the appropriate member of the OCBT Executive Team. Care will be taken not to duplicate existing policies and/or procedures.

c. On approval by an Executive Team member, the policy development process may include analysis, research, potential legal review, drafting, consultation, review, revision, finalization, and implementation.

d. Notification related to the new policy and procedure will be conveyed to all staff and faculty through departmental updates, and to students through the Student Council.

e. The individual charged with the development of the policy and/or procedure will ensure that the appropriate departments and people are consulted during the

development of the policy and/or procedure. Those consulted during the process should be subject matter experts and/or those directly affected by the policy and/or procedure.

f. OCBT will be written in the style outlined in this policy and will typically include the following sections:
   i. Purpose
   ii. Scope
   iii. Definitions
   iv. Policy Statement
   v. Procedure
   vi. Related Policy and Procedure
   vii. References

III. Approval of Policy and/or Procedures

a. All new policies and/or procedures and revisions to academic policies and/or procedures will be presented to the OCBT Executive Team for discussion and input prior to final approval by the Executive Team.

b. To ensure the timely review, approval, and implementation of new or of the renewal of polices and/or procedures by the Executive Team, the sponsoring Vice-President of the policy and/or procedure will work with the President/CEO's Chief of Staff to schedule the item for the Executive Team meeting.

c. The Chief of Staff will work with the department staff bringing forward the policy and/or procedure to the Executive Team to ensure that the appropriate Dean or Director and relevant materials are ready for presentation at the next meeting agenda.

d. Based on the feedback from the Executive Team, the policy and/or procedure author will finalize the policy and/or procedure for final approval to the Executive Team.

IV. Renewal of Policies

a. The President/CEO's Chief of Staff will regularly advise members of the Executive Team of policies and/or procedures that are due for renewal.

b. In collaboration with OCBT Executive Team members, the President/CEO's Chief of Staff is responsible for coordinating a review of expiring policies and/or procedures to determine if changes are needed. The review should include consultation with members of the College community.

c. If no revisions are required to the policy and/or procedure after the review, the policy and/or procedure and any relevant materials will be sent to the Chief of Staff to be added to the Executive Team agenda to note that the document review has occurred and that there are no changes to the policy and/or procedure.

V. Implementation and Communication

a. Vice-Presidents, Deans, Directors and Managers are responsible for implementing new and revised policies and procedures related to their functional areas. Implementation may include training, creating new forms and processes, and/or establishing system changes.

b. The President/CEO's Chief of Staff is responsible for posting all approved polices and/or procedures to the College website within ten (10) days of receiving approval by the Executive Team.

c. The Chief of Staff, in collaboration with the Director of Communications and Marketing for communicating new and revised policies and procedures to students, faculty and staff as required.

6. Related Policy and Procedure

AC-002 Academic Integrity Policy and Procedure
AC-013 Course Delivery Policy and Procedure
AC-025 Program Advisory Committee Policy and Procedure
AC-040 Curriculum Development Policy and Procedure

7. References

The development of this policy and procedure was informed by the review of similar policies and procedures developed by Ontario Colleges of Applied Arts and Technology and Ontario registered career colleges.