

POLICY Development and Communication

What is a policy document?

It is a tool enabling the effective and efficient operation of the College. A policy is a stated intention, a way to achieve goals and objectives, and a framework for action.

A policy needs to be current, consistent with other policy documents, supportive of the campus mission of education, easy to follow, capable of effective implementation, meeting the needs of the intended user, easy to access and improve the College by providing a quality-learning environment.

What are the stages?

Follow checklist: (Please check all that apply)

- Identify development team members
- Research the information for the policy
- Identify benefits and costs to population affected by policy change
- Identify and consult stakeholders (ongoing)
- Develop the policy
- Draft the policy
- Review with stakeholders
- Determine how this policy impacts other COTR policies
- Complete final document for review
- Develop implementation plan
 - Communication plan
 - Internal stakeholders
 - External stakeholders
 - Timelines
 - Identify business process and practices
- Approval of policy and implementation plan by
 - Education Council (EdCo)
 - College Planning Committee (CPC)
 - Program Planning Committee (PPC)
 - Other _____
- Recording secretary formats policy to the College standards

Final completion:

- Executive Assistant to VP posts policy on Sharepoint
- Email Sharepoint link to the final policy to affected staff
- Ensure administrator of College policies sets review date on a five-year cycle for policy review (Outlook calendar)
- Forward information to appropriate media and communication venues

Who does this policy impact?

- | | | |
|---|---|---|
| <input type="checkbox"/> Admissions | <input type="checkbox"/> Education Advisors | <input type="checkbox"/> Facilities |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Human Resources | <input type="checkbox"/> Information Technology |
| <input type="checkbox"/> International Student Services | <input type="checkbox"/> Media Communications | <input type="checkbox"/> Regional Campuses |
| <input type="checkbox"/> Registration | <input type="checkbox"/> Students | <input type="checkbox"/> Student Services |
| <input type="checkbox"/> Staff | | |
| <input type="checkbox"/> Administration | | |
| <input type="checkbox"/> Faculty | | |
| <input type="checkbox"/> Support Staff | | |
| <input type="checkbox"/> Other _____ | | |