Terms, Definitions, and List of Authorities

BLACKHAWK Technical College

TERMS

- Blackhawk Technical College District is **"the College"**.

- Blackhawk Technical College District Board of Trustees is **"the District Board"**.

DEFINITIONS

AUTHORITY – Also known as policy owner, is responsible for conducting a comprehensive review of their assigned policies at a minimum of every three (3) years or as required to stay current with applicable laws and regulations.

EFFECTIVE DATE – Original approval date by the District Board or Executive Council to newly created policy or procedure.

COLLEGE POLICY – A deliberate system of principles, rules, or regulations to guide decisions as adopted by a group, organization, or government. A policy is implemented as a procedure.

Policies are the business rules and guidelines of a company that ensure consistency and compliance with the company's strategic direction. The policies lay out the business rules under which a company, division, or department will operate.

Policies address what the policy is and its classification, who is responsible for the execution and enforcement of the policy, and why the policy is required.

COLLEGE PROCEDURE – A series of established or official actions in a defined order to implement and execute a policy, which ensures consistency throughout the organization.

Procedures define the specific instructions necessary to perform a task or part of a Process. Procedures can take the form of a work instruction, a desktop procedure, a quick reference guide, or a more detailed procedure.

Procedures usually are structured by subject (for example, system instructions, report instructions, or process tasks). A procedure usually addresses only a single task. This separation enables procedure components to be compiled into special procedure manuals for specific audiences, end users, and purposes.

Procedure detail who performs the procedure, what steps are performed, when the steps are performed, and how the procedure is performed.

PRACTICE – Habitual or customary course of action or way of doing something. (Waitlist, scheduling, advising prep, employee recognition.)

PROCESS – The series of actions, operations, or motions involved in the accomplishment of an end. (Actual steps involved in carrying out a procedure, operational guideline, or SOP.)

Processes are related activities that produce a specific service or product (Procurement to Payment). Most processes cross departments or functional areas. Each process designates the connect points and where it crosses department lines. The documentation presents the total process. It is helpful to be able to reference or drill down to the applicable policy or procedure for a process step. A process map is a useful tool to graphically display the process.

Processes indicate where there is a separation of responsibilities and control points. They are also very helpful to identify policy and procedure requirements. Processes address who is responsible to perform the process (department, division), what major functions are performed, and when the function is triggered.

REVIEW – As determined by Authority, no changes are required for existing policy or procedure during the policy review process**.**

REVIEW DATE – The date the District Board or Executive Council approves existing policy or procedure.

REVISION – As determined by Authority, any changes, modifications, or updates are required to an existing policy or procedure during the policy review process.

REVISION DATE – The date the District Board or Executive Council approves changes, modifications, or updates to policy or procedure.

LIST OF AUTHORITIES

- District Board
- Executive Director of Human Resources/CHRO
- Executive Director of Institutional Research and Effectiveness
- Executive Director of Marketing and Communications
- Executive Director of Student Services/CSSO
- President/District Director
- Vice President for Academic Affairs/CAO
- Vice President of Finance and College Operations/CFO