

# 1.0 ERA POLICY AND PROCEDURE MANUAL OVERVIEW



## 1. PURPOSE

- 1.1 The items outlined in this policy and procedure manual are intended to comply with criteria from the Higher Learning Commission (HLC) and the Degree Assembly of the International Fire Service Accreditation Congress (IFSAC-DA).
- 1.2 The HLC provides regional accreditation to OSU-Oklahoma City.
- 1.3 The IFSAC-DA provides program accreditation to the Emergency Responder Administration degree program.
- 1.4 The *policy* segments will provide information on what is to be done.
- 1.5 The *procedure* segments will provide information on how policies will be accomplished.
- 1.6 It is understood the development of this manual is in its beginning stages. The first two policies (Policy 3.1 and 3.2) were adopted at the September 2017 Advisory Board meeting. It is intended the continued development and revision this policy and procedure manual be an active process. Therefore, changes to the chapters and sections listed below will occur during this process.

## 2. SCOPE

- 2.1 This policy applies to the Emergency Responder Administration degree program.

## 3. POLICY STATEMENT

- 3.1 This policy and procedure manual shall be developed in a manner to be compatible with the philosophy and goals of OSU-Oklahoma City. Additionally, the development and maintenance of this manual is compatible with and references the policies and procedures of Oklahoma State University, the Oklahoma State Regents for Higher Education, the Higher Learning Commission, and the International Fire Service Accreditation Congress.
- 3.2 The development of this policy and procedure manual is to comply with our regional and program accreditation criteria.
- 3.3 Review and revision of specific documents in this manual may occur at any point but will not exceed every five years from the date of latest adoption.
- 3.4 The chapters and sections of this policy and procedure manual are defined as:
  - 1.0 Policy and Procedure Manual Overview
  - 2.1 Program Administrator
  - 2.2 BT-ERA Admissions
  - 2.3 Courses, Curriculum, and Textbooks
  - 2.4 Credit Hour Criteria
  - 2.5 Assessment
  - 2.5a Course Assessment Report
  - 2.6 Technology and Equipment Review
  - 2.7 Record Keeping
  - 2.8 Budget
  - 2.9 Long-Term Planning
  - 3.1 Advisory Board Roles and Responsibilities
  - 3.2 Conflict of Interest
  - 4.1 Part-Time Faculty
  - 5.1 Student Handbook

## 4. PROCEDURE

- 4.1 The Department Head shall draft policies and procedures based on current practice, accreditation standards and criteria, and future needs of the BT-ERA program.
- 4.2 The numbering system will follow the general format as outlined above. It is expected changes to this list occur over time as the development of this manual expands. Changes to this overview document (Policy 1.0) will occur annually to limit repetitive voting by the Advisory Board.

- 4.3 Recommendations for additions, modifications, or deletions from this manual will include input from current BT-ERA students, OSU-Oklahoma City administration, Advisory Board members, and faculty. All policy recommendations received during the open comment periods will be coordinated by the BT-ERA Department Head. The open comment period for shall be a minimum of 30 days. The Advisory Board will then receive a draft of the policy for consideration and comments for 30 days.
- 4.4 After the comment period closes and all revisions to a draft document are complete, the BT-ERA Department Head will forward the final document to the Advisory Board for an official vote. The vote may occur at a regularly scheduled meeting or electronically via e-mail.
- 4.5 A document will be adopted with a majority vote from the current Advisory Board. Recording of the vote will occur on each document and in the meeting minutes.

**5. RESPONSIBILITIES**

**Compliance, monitoring, and review**

- 5.1 Compliance with this policy and procedure will be achieved as follows:
  - The Department Head of the Emergency Responder Administration program is the point of contact for monitoring compliance with this policy and for conducting a review as noted below.

**Reporting**

- 5.2 No additional reporting is required.

**Records Management**

- 5.3 Staff must maintain all records relevant to administering this policy and procedure in a recognized University recordkeeping system.
- 5.4 This document is retained by the Department Head of the Emergency Responder Administration program and made available to the public on the website.

**6. DEFINITIONS**

- 6.1 None.

**7. RELATED LEGISLATION AND DOCUMENTS**

Board of Regents for the Oklahoma Agricultural & Mechanical Colleges  
 Higher Learning Commission  
 International Fire Service Accreditation Congress  
 Oklahoma State Regents for Higher Education  
 Oklahoma State University – Oklahoma City

**8. APPROVAL AND REVIEW DETAILS**

Approval and Review	Details
Approval Authority	ERA Advisory Board
Administrator	ERA Department Head
Next Review Date	Annually until fully developed.

Approval and Amendment History	Details
Original Approval Authority and Date	DRAFT
Amendment Authority and Date	ERA Advisory Board
Notes	March 19, 2018 to April 18, 2018 – Open comment period for administration, faculty, and students.

Approval and Review	Details
	May 18, 2018 to June 15, 2018 – Open comment period for Advisory Board. Fall 2018 Meeting – Vote to approve.

## 9. APPENDICES

None.