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**Process Number:** BP-00-001.03  
**Approved By:** A. Michael Berman  
VP for Technology & Innovation

**Effective Date:** 10 August 2010  
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## **Business Practice on Business Practices**

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### ***PURPOSE:***

Describes the purpose and process for T&I Business Practices.

### ***BACKGROUND:***

Formally, there are no policies at CSU Channel Islands other than those approved by the President's Council and published as part of the Channel Islands Administrative Manual at <http://policy.csuci.edu/>. T&I as a division does not have the authority to create a *Policy* outside the formal campus process. However, there is clearly the need for day-to-day guidance on many issues that may never be formalized as campus policy. In addition, policies can and should gloss over important implementation details that need to be documented. T&I Business Practices have been created to address these needs.

### ***BUSINESS PRACTICE:***

#### **Accountability:**

The VP for Technology & Innovation is accountable for oversight of the T&I Business Practice Process.

#### **Applicability:**

All T&I employees.

#### **Definitions:**

Throughout the Business Practice Manual -

- (1) “Shall” and “must” are used in the imperative sense,
- (2) “May” is used in the permissive sense, and
- (3) The use of the masculine gender includes the feminine, and vice versa

Throughout the Business Practice Manual, unless otherwise defined by an individual Business Practice -

- (1) “T&I” means Technology & Communication.
- (2) “CMS” means Common Management System.
- (3) “IDS” means intrusion detection system.
- (4) “ISO” means Information Security Officer.
- (5) “VISC” means Virtual Information Security Center.
- (6) “WCMS” means Web Content Management System

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### **Text:**

#### ***General***

A T&I Business Practice is a policy-like document that describes how T&I solves certain issues or assigns resources. A T&I Business Practice may be "promoted" to the policy if there is a legal or procedural need to do so, by following the standard campus approval process. T&I Business Practices may also supplement Policies, since a Policy really ought to be a "why" document, while a Business Practice is a "how" document. For consistency and simplicity, T&I Business Practices will be formatted using the same template as campus policies, but clearly labeled as business practices to avoid confusion. All T&I Business Practices will be reviewed by T&I Leadership, approved by the VP for Technology & Communication, and posted on the T&I Business Practice Website <http://www.csuci.edu/tc/policy/>.

T&I Business Practices are organized by extending the numbering scheme for CSU Channel Islands Policies:

- 00 –T&I General (extension of Policy numbering scheme)
- 01 - Information Management
- 02 - Technology Infrastructure
- 03 - Technology Use
- 04 – Information Security, Risk, Policy and Compliance

#### ***Deviation authority process***

The VP for Technology & Innovation may grant deviations from T&I Business Practices when legitimate business or academic needs require such deviations. Each person requesting a deviation from a T&I Business Practice should submit deviation requests in writing to the VP for Technology & Innovation. Each deviation authorization will be transmitted in writing or by e-mail from the VP for Technology & Innovation to the person requesting the deviation and will specifically cite the Business Practices from which deviations are authorized.

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### ***Assessment Requirements***

Assessment requirements and history are listed in the grid below.

<b>Description</b>	<b>Frequency</b>	<b>Role Assigned</b>
Annual review of business practice	Annual, July	VP for T&I

### ***Revision History***

<b>BP Nbr:</b>	BP-00-001	<b>Enacted Date:</b>	08/03/2010		
<b>Revision Nbr:</b>	001	<b>Revision Date:</b>	08/10/2010	<b>Revised By:</b>	NFisch
	002		11/13/2012		NFisch
	003		02/02/2017		NFisch