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Public Statement of The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

In accordance with Sections 7, 8 and 9 of the Freedom of Information Act, 1999 (FOIA), the College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is required by law to publish the following statements that list the documents and information generally available to the public.

The Act gives members of the public:

1. A legal right for each person to access information held by COSTAATT.
2. A legal right for each person to have official information relating to him/herself amended where it is incomplete, incorrect or misleading;
3. A legal right to obtain reasons for adverse decisions made regarding an applicant's request for information under the FOIA;
4. A legal right to complain to the Ombudsman and to apply to the High Court for Judicial Review to challenge adverse decisions under the Freedom of Information Act.

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT) publishes the following statement as approved by the Ministry of Science, Technology and Tertiary Education and the Board of Trustees of the College.

Section 7 STATEMENTS

Section 7 (1) (a) (i) Function and structure of the College of Science, Technology and Applied Arts of Trinidad and Tobago.

COSTAATT commenced operations as a body corporate in 2000, pursuant to Act No. 77 of 2000 which brought the following institutions under one umbrella:

- **NIHERST Colleges**
 - College of Nursing
 - College of Health Sciences
 - School of Languages
 - College of Health Sciences
 - Business Management Division
 - General Education Division
- **John S. Donaldson Technical Institute**
- **San Fernando Technical Institute**
- **Eastern Caribbean Institute of Agriculture and**

Forestry

- **Government Vocational Centre**
- **Joint Services Staff College**

However, it was only fully operationalized in October 2002 with the appointment of the Board of Trustees.

COSTAATT was established in order to:

1. **Increase enrollment in tertiary education**
2. **Rationalise academic programmes, policies and procedures across the constituent campuses in order to contribute to the development of a seamless national system of tertiary education**
3. **Improve the quality of programmes and services**
4. **Increase the relevance of programmes to labour market needs**
5. **Broaden access to tertiary education**
6. **Improve the efficiency and effectiveness of college and campus operations**
7. **Diversify and increase revenue streams**

COSTAATT'S MISSION

To be a dynamic, innovative, world-class and student-centred multi-campus college:

- Promoting excellence in teaching and learning
- Serving diverse communities
- Producing lifelong learners who can compete globally

COSTAATT'S VISION

To be the premier national institution in:

- Providing high-quality, affordable and accessible educational programmes and services
- Satisfying the needs of business, industry and the wider community
- Creating a college community that promotes personal development, professional competence and social responsibility

PUBLIC STATEMENT

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

The Board of Trustees is appointed by the President of the Republic of Trinidad and Tobago and has responsibility for the policy direction of the College. There are four (4) sub-committees of the Board of Trustees which make recommendations to the board on matters relating to:

- 1. ACADEMIC AFFAIRS**
- 2. FINANCE**
- 3. HUMAN RESOURCES**
- 4. GOVERNANCE**

At present, COSTAATT employs a workforce of approximately one hundred and forty-four (144) full time staff and an average of four hundred (400) adjunct staff per trimester at all twelve of its programme delivery sites. The College is headed by a President.

COSTAATT falls under the Ministry of Science Technology and Tertiary Education. It comprises four (4) major divisions which are further sub-divided into departments and units:

1. ACADEMIC AFFAIRS

Academic Programmes

Division of Liberal Arts and Human Services

- Department of English and Communication Studies
- Department of Mathematics
- Department of Social and Behavioural Sciences
- Department of Natural and Life Sciences
- Department of Foreign Languages
- Department of Library and Educational Technology Studies
- Department of Criminal Justice
- Department of Graphic and Applied Arts
- Department of Performing and Creative Arts
- Department of Teacher Education

Division of Business and Information Technology

- Department of Information Technology
- Department of Business Studies
- Department of Hospitality Studies

Division of Nursing and Health Sciences

- Department of Nursing
- Department of Radiological Sciences
- Department of Health Science Technologies
- Department of Public Health and Safety

Division of Agriculture and Natural Resources Management

- Department of Agriculture
- Department of Forestry
- Department of Environmental Studies

Division of Engineering and Applied Technologies

- Department of Mechanical Engineering
- Department of Electrical Engineering
- Department of Building and Civil Engineering
- Department of Telecommunications Engineering
- Department of Applied Sciences

Division of Lifelong Learning and Community

Outreach

- College Prep and Transitional Studies
- Customized , Continuing Education and Community Education
- Prior Learning Assessment and Recognition (PLAR)

Office of the Registrar

- Academic Records
- Articulation and Transfer
- Graduation and Certification

Institutional Research and Strategic Planning

Curriculum and Assessment

Quality Assurance and Accreditation

Faculty and Academic Staff Development

- Faculty Recruitment and Credentialing
- In-Service Training

Library Services

Information Technology Services

- Administrative Computing Services

Educational Technology Services

- Academic Computing Services
- Instructional Technologies and Distance Learning

2. STUDENT AFFAIRS

Admissions

- Recruitment
- Admissions

Financial Aid

Career Guidance and Placement Services

Health Services and Counselling Services

Student Development

- Student Government
- Student Activities (Council, Clubs, etc)
- Housing and Residence Life
- Athletics

3. FINANCE AND ADMINISTRATION

Bursary

Budget and Accounting

Procurement

Materials and Inventory Management

Human Resource Management

- Personnel Administration
- Staff Training and Development
- Employee Assistance Programme
- Industrial Relations

PUBLIC STATEMENT

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

Mail Services

Auxiliary Services

- Translation and Interpretation Services
- ECIAF Farm

Facilities Management

Security Services

4. INSTITUTIONAL ADVANCEMENT

Marketing and Public Relations

- Printing and Publications

Government Relations

Foundation and Fund-raising

Grants and Proposals

Alumni Affairs

The College's programmes and services are variously delivered at the following sites:-

- **Central Administrative Services**
- **City Campus and Learning Centres**
 - City Campus - Bretton Hall
 - Trincity Learning Centre
 - North Learning Centre
 - South Learning Centre
 - Tobago Learning Centre
 - Department of Nursing, POS General Hospital
 - Department of Nursing, St. Ann's, St Ann's Hospital
- **John S. Donaldson Technical Institute**
- **San Fernando Technical Institute**
- **Government Vocational Centre**
- **Eastern Caribbean Institute of Agriculture and Forestry (ECIAF)**

Section 7(1) (a) (ii)

Statement of categories of documents maintained in the possession of COSTAATT

1. Minutes of meetings of the Board of Trustees and its various sub-committees
2. Policy and Procedures Circulars and Manual
3. Personnel files which detail all staff appointments, job applications, job specifications, promotions, transfers, resignations, deaths, retirements, leave, vacation etc.
4. Financial Records - including cheques, receipts, vouchers
5. Un-audited financial statements
6. Student records including records of grades and attendance
7. Contracts, including contracts of employment and contracts of services and leases
8. Files dealing with matters related to the Academic Affairs such as curriculum documents, accreditation reports and programme evaluations

9. Files dealing with correspondence from the Ministry of STTE and other government agencies including the Ministry of Finance
10. Books
11. Brochures, pamphlets
12. Institutional data including tracer studies
13. Reports of consultants
14. Tender documents
15. Internal circulars and reminders
16. Time sheets of adjunct staff
17. Legislation relating to the organization
18. Promotional videos

Section 7(1) (a) (iv)

Not applicable at this time.

Section 7 (1) (a) (v)

Procedure to be followed when accessing a document from COSTAATT

How to Request Information:

General Procedure

COSTAATT's policy is to answer all requests, both oral and written. To access a document that is not readily available to the public, the applicant must make a request in writing by the following procedures:

- (1) Obtain the 'Request for Access to Official Documents' which forms the back portion of the FOIA Act and is available at the Government Printery or from the FOIA web site @www.foia.gov.tt.
- (2) These forms should be addressed to the designated officer of the College (see section 7 (vi).

Details in the Request

Applicants should provide details that will allow for ready identification and location of the records that are being requested. If insufficient information is provided, clarification will be sought from the applicant. If an applicant is unsure of how to write a request or what details to include, he should communicate with the Designated Officer.

Requests Not Handled under the FOIA

A request under the FOIA will not be processed to the extent that it asks for information, which is readily available to the public, either from this Ministry or from another public authority, for example brochures, pamphlets, reports etc.

PUBLIC STATEMENT

The College of Science, Technology and Applied Arts of Trinidad and Tobago (COSTAATT)

Responding to Requests for Information Retrieving Documents

- The College is required to furnish copies of documents only when they are in its possession or they can be retrieved from storage.

Furnishing Documents

- An applicant is entitled to copies of information we have in our possession, custody or power. The College is required to furnish only one copy of a document. If a legible copy of a document to be released cannot be made, the College may not be able to reconstruct it. Instead, the best copy possible will be furnished and the person making the request will be so notified.

Please note that the College is not compelled to do the following:

- (a) Create new documents or re-format documents to meet the specifications of the applicant.
- (b) Perform research at the request of an applicant under the FOIA.

Time Limits

General

The FOIA sets a time limit of thirty (30) calendar days for determination of your request for access to documents. If the College fails to meet this deadline, the FOIA gives the applicant the right to proceed as though the request has been denied. The College will try diligently to comply with the time limit. If it appears that processing the request may take longer than the statutory limit, COSTAATT will acknowledge the request and advise the applicant of its status. Since there is a possibility that requests may be incorrectly addressed or misdirected, the applicant may wish to call or write to confirm that the College has received the request and to determine its status.

Section 7 (1) (a) (vi)

Officers in COSTAATT are responsible for:-

- (1) Initial receipt of and action upon notices under Section 10
- (2) Requests for access to documents under Section 13 and
- (3) Applications under Section 36 of the Freedom of Information Act

The designated Officer for the College of Science Technology and Applied Arts of Trinidad and Tobago (COSTAATT) is:

- **Mrs. Janet Peters,**
Vice President Finance and Administration (Ag)

The alternate officer is

- **Dr. Gillian Paul,**
Vice President, Academic Affairs

Both officers can be located at:

**COSTAATT City Campus – Bretton Hall
Level 5
9-11 Melville Lane
Port of Spain
Tel Nos: 625-5823; 623-4295
Fax No: 623-9114**

Section 7 (1) (a) (vii) Committees/Boards/Meetings that are Open to the Public

- Opening of public tenders

Section 7 (1) (a) (viii) Library Reading Room Facilities 1st Floor COSTAATT City Campus Bretton Hall 9-11 Melville Lane Port of Spain

- Reading and reference facilities are subject to availability of space

SECTION 8 STATEMENTS

Section 8 (1) (a) (i)

- Copies of legislation, laws, regulations
- Financial regulations and instructions
- Freedom of Information Act No 26 of 1999
- Some copies of the of the Trinidad and Tobago Gazette

Section 8 (1) (a) (ii)

- Medium Term Planning Framework
- Public Sector Investment Programme

SECTION 9

This section is not applicable at this time.