

**College Council
Communication Plan
June 2015**

1. Principles for College Council communication:
 - Share information and solicit feedback regarding Council issues
 - Focus on the desired outcomes for any communication
 - Use multiple communication methods; send multiple inquiries and announcements.
 - Be specific when making information requests:
 - i. Include precise nature or format of information requested
 - ii. Identify which members of the college community should provide information
 - iii. Give reason Council is seeking information
 - iv. Explain what Council will do with requested information
 - v. Provide a timeline for information request and use
 - vi. Close the loop on information received (i.e. report back on its use)
 - Be specific when pushing out information to the college community:
 - i. Provide specific information
 - ii. Provide sufficient context for information
 - iii. Direct information to specific members of the college community as necessary
 - iv. Give reason Council is providing the information
 - v. Explain what people should do in response to the information
 - vi. Provide people with means of obtaining additional information

2. Soliciting information for and providing information from College Council:
 - Members of College Council will regularly solicit information and/or feedback on items under discussion at Council from their constituencies via a number of standing meetings and communication methods (see below)
 - Members of College Council will develop intentional and effective communication methods for providing information to the college community on a regular basis via a number of standing meetings and communication methods (see below)
 - College Council will develop a regular information update such as a printed on-pager that will be made available to the campus community at least quarterly.

3. Standing meetings and communication methods that may be used by College Council members for soliciting and providing information:
 - College Council web page on the intranet
 - Computer message boards
 - DAAG
 - Dean Team

- Deans to their divisions
- Division and department meetings
- ELT
- Email lists and listservs
- Faculty Federation
- Faculty Senate Council
- Student Government
- Operations Committee
- Printed signs and flyers
- Washington Federation of State Employees

Adopted by consensus at College Council meeting of June 2, 2015