



Communication Plan for the Self-Study Process

Goals

1. To keep the college community informed about Middle States progress
2. To solicit feedback to the process
3. To facilitate the collection of documentation from stakeholders
4. To foster a sense of transparency and inclusivity
5. To encourage the college community to see relationships between the re-accreditation process and strategic planning, and maintain ongoing conversation about these dual processes moving forward.

Communication Plan

Town Halls: Updates will either be included in regularly scheduled town halls or special town halls will be scheduled for this purpose.

General Meetings: Updates will be provided in the fall and spring semesters.

Senior Leadership Team: Executive Director of Institutional Effectiveness & Planning will provide periodic updates on the self-study to the Senior Leadership Team at least once per semester.

Unit Meetings: Updates will be provided to faculty units, administrative units, and staff via their respective members of the Senior Leadership Team.

Student Meetings: Updates will be provided by the member of the Senior Leadership Team responsible for liaising with Student Life.

Board of Trustees Meetings: Updates will be provided to Board members during the regularly scheduled meetings.

Panel Discussion/Roundtable: Arrange for periodic meetings of the Strategic Planning Steering Committee at which the discussion is focused on linkages and connections and setting agendas for moving forward.

Digital: Major announcements will be distributed through the email list to all faculty, students, staff and administrators.