

**Citrus College Planning Sheet
Fall 2007**

Institutional Goals:

- Teach the value of, promote, and reward the respectful exchange of honest, clear, and accurate data, information, concerns, and ideas.
- Increase and improve data and information collection and distribution throughout College decision-making processes, especially those that affect significant portions of the campus population.

Definition: Communication is the open exchange of data, information, concerns, and ideas within and between all internal segments of the institution (including students, employees, and the Board of Trustees) as allowed by law and College Policies and Procedures.

Promote a culture that encourages enlightening and empowering communication:

College-level Strategies	Responsible Parties	Implementation Timeline	Resources Needed
<ul style="list-style-type: none"> •Evaluate Mission Statement and define specifically the role of communication in goal achievement. •Clarify roles and encourage responsible parties to share information up and down the “chain.” 	Steering Committee Pres. Office, Mgmt. Team, Supervisors, Faculty Senate, CSEA	Spring 08	

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Educate and remind constituents about the mechanisms, types, and nuances of communication:

College-level Strategies	Responsible Parties	Implementation Timeline	Resources Needed
Define and publicize existing channels and mechanisms for information distribution.	TecS, External Relations, & Pres. Office	Spring 08 and ongoing	Time and commitment
Develop campus Policy for appropriate use of communications mechanisms.	New task force	Spring 08	
Provide ongoing opportunities for training in the awareness of and use of communication mechanisms, types, and cultural influences.	Staff Development	Ongoing	
Train constituents (especially campus leaders) to help them develop awareness of personal communication traits.	Staff Development	Ongoing	

Reward honest, clear, timely, and concerned efforts to communicate:

College-level Strategies	Responsible Parties	Implementation Timeline	Resources Needed
Acknowledge input received quickly and appropriately. Say thank you, publicly, and often. Encourage ongoing dialogue when appropriate.	Everyone	Ongoing	Commitment

