

COLLEGE OF MICRONESIA-FSM

# ADMINISTRATIVE PROCEDURE No. 2100

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## Communications Policy Procedures

Date Adopted: 22 March 2006

Date Revised: 13 March 2013

Date Reviewed: 13 March 2013

References:

### Implementation and Evaluation

The steps below reflect a substantially new approach for developing and sustaining purposeful dialogue at the College. The president shall assume primary responsibility and accountability for implementing this general policy and to that end shall direct and ensure that the following steps be taken:

Goals for achieving purposeful dialogue shall be explicit in the *COM-FSM Strategic Plan: 2013-2017*.

- By no later than 2016, the College shall ensure that all COM-FSM policies and procedures are accessible, current, clearly presented to all stakeholders to whom they apply.
- By no later than 2016, the College shall establish and maintain a central database of these documents.
- By no later than 2014, the College shall develop an annual calendar for the production and review of its major public documents, including the Catalog and the Web site. The College shall ensure the accuracy, accessibility and timeliness of all public documents and representations.
- By no later than 2014, the College shall develop within all program reviews explicit criteria and protocols for assuring that purposeful dialogue are evidenced within those reviews.
- By no later than 2014, the College shall incorporate within all Terms of Reference documents protocols for strengthening purposeful dialogue. Adherence to the protocols shall be included in all committee self-evaluations.
- By 2014, the College shall develop guiding principles and protocols for implementing the strategy across the institution in terms of both *internal* and *external* communication. The College shall publish these principles and protocols, with advice on their implementation.
- Through its governance bodies and administrative units, the College shall adopt such subsidiary policies as deemed necessary to achieve full implementation of this general policy on communications.

The president shall report annually to the COM-FSM Board of Regents and to all COM-FSM stakeholders the progress in implementing this policy.

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### **Purposeful Dialogue Defined**

The Communications Policy Working Group (CWPG), a subcommittee of the Executive Committee defined purposeful dialogue. This was published in [\*Strengthening Purposeful Dialogue: A Handbook of Guiding Principles, Protocols, and Strategies\*](#) by the working group on 03 February 2014.

- *Purposeful dialogue is a model of institutional communication characterized by the following:*
    - *genuinely participatory,*
    - *multi-directional and ongoing,*
    - *professional in tone,*
    - *centered on use of evidence,*
    - *and focused on achieving published mission and goals.*
- Submitted to the Executive Committee 17 August 2013 and endorsed by electronic vote.

See Board Policy 2100