Proposed Guiding Principles for Data and Feedback Framework

In preparation for the data planning and feedback portion of Phase II of the Strategic Plan, on December 14, 2023, the Strategic Planning Steering Committee participated in an activity that asked two questions:

- Is there an audience or feedback approach that we need to consider (not already reflected in the Data and Feedback Framework)?
- How do we build trust/respect in this process, so people are engaged and want to give their feedback?

Based on the committee's suggestions, the following summary outlines **guiding principles** that will guide our work in Phase II of the Strategic Plan.

Methods and Ideas:

- **Leveraging Proximity and Ensuring Accessibility:** Engage stakeholders where they naturally convene, whether it's department meetings, classrooms, or other gathering spaces.

- **Multiple Modalities:** Offer multiple engagement options, including in-person or virtual formats, without combining both (avoiding hybrid setups if they are not conducive to the best environment for feedback).

- **Engagement Incentives and Recognition:** Provide incentives for participation, celebrate successes, honor input, and recognize the value of time and expertise. Clearly present actionable steps derived from input, ensuring participants can see the impact of their contributions.

- **Connection to Individual Benefit:** Highlight how the strategic plan directly affects and benefits employees and students, ensuring their connectedness and engagement.

Principles:

- **Clarity and Transparency:** Be explicit about what a strategic plan is, why feedback is being sought, and what specific input is needed, particularly emphasizing clarity for students. Clearly articulate the purpose of collecting data, ensuring stakeholders understand how their input will influence real changes within the institution.

- **Conciseness and Accessibility of Information:** Strive for brief, easily digestible information-gathering methods by avoiding lengthy surveys, overly time-consuming activities, or acronym heavy jargon.

- **Documentation and Follow-up:** Ensure feedback is documented, restated, and responded to, preventing it from being overlooked or disregarded.

- **Communication and Transparency:** Maintain transparent communication about the data and feedback process, its boundaries, and how previous feedback has been utilized or current feedback will be utilized.

- **Inclusivity and Connection:** Acknowledge and honor differences, ensuring everyone understands how the strategic plan directly impacts and benefits them.

- **Visibility of Leadership Engagement:** Emphasize ongoing leadership attention throughout the process, demonstrating active involvement and not just at the conclusion.

Note: These guiding principles are the result of the Steering Committee's Fall Quarter work. They are intended to guide and inform our feedback activities and engagement.