



Texas Learning Consortium Communications Plan¹

Purpose of this plan

This draft describes **Who** in the TLC needs to know **What**, **When**, and **How** (via what communication media).

Per the TLC Project Plan the purpose of this draft Communication Plan serves to satisfy two specific requirements:

- 1) Establish project communication protocols. [Who needs to know what, when, and via what communications medium?]
- 2) Use communication protocols and resources, and the project teams, to demonstrate and reinforce to all participants where project programs and resources intersect and how and where participants fit in the TLC program. (E.g., how the registrars fit with administrative technologies across disparate campuses; how technologists' expertise intersects with faculty disciplinary strengths).

Who needs TLC information and updates

Several individuals and groups representing various roles need routine updates regarding the status of the Texas Learning Consortium. In addition to receiving updates, some individuals and groups are responsible for submitting information to others for review. These groups include:

- TLC Liaisons
- Faculty (tenured and adjunct)
- Students (current and prospective students)
- TLC Teams (Curriculum Development, Technology, Pedagogy, Assessment, and Library)
- Registrars
- Technologists and Media Services
- Chief Academic Officers
- Deans/Chairs
- College Presidents

¹ Created October 2016.

The nature and timing of required communications for each group will be identified and published in this plan. (see below)

Who needs what information in TLC updates

In order to help “demonstrate and reinforce to all participants where project programs and resources intersect and how and where participants fit in the TLC program” it is necessary document (and update as necessary) the nature of required information that each needs to receive and/or submit. The type of information and news needed by groups and individuals is listed below by group:

- TLC Liaisons/Deans
 - **Budget report (quarterly)**
 - New courses proposals (submitted by faculty to campus liaison)
 - Course cancellations (submitted by registrars to liaisons)
 - Schedule changes
 - Campus technology status updates
 - Faculty development status (workshops and conferences)
 - Assessment data reports
 - Project reports (submitted by TLC Coordinator)
- Faculty (tenured and adjunct)
 - Current course offerings
 - Cancelled course offerings
 - Schedule changes
 - Enrollment data including student contact info
 - Campus technology status updates
 - Faculty development opportunities (workshops and conferences)
 - Syllabi current and proposed (submitted by faculty to liaisons)
- Students (current and prospective students)
 - Courses schedules
 - Course locations
 - Course requirements - textbooks, etc.
 - Faculty contact info
- TLC Teams (Curriculum Development, Technology, Pedagogy, Assessment, and Library)
 - Course schedules (all)
 - Course start date and time - first day of class (all, submitted by registrars)
 - Course enrollment data (all)
 - Faculty contact information (all)

- Technology implementation status reports and help desk issues across TLC campus (all)
 - Faculty development opportunities (workshops and conferences)
 - Curricular materials used for each course (librarians)
- Registrars
 - Course schedules (submitted by campus liaisons)
 - Enrollment information (submitted by campus liaisons)
- Technologists Academic Technologists, and Media Services
 - Course schedules
 - Course start date and time - first day of class (submitted by registrars)
 - Course enrollment data
 - Faculty contact information
 - Student credential information from Registrars (name, phone, email, DOB, etc.)
 - Technology implementation status updates across TLC campus Class cancellation notifications
 - Special handling of exams or assignments by remote locations
- Chief Academic Officers:
 - Current curricular offerings
 - Changes in consortial partnerships
 - Budget reports (quarterly)
 - External consultants - retention and rationale
 - Assessment data reports
 - Quarterly project reports (submitted by TLC Coordinator)
- College Presidents
 - Annual report
- ALL: collaborative tools (instructions), class schedules, support staff information

Who needs to know what when:

- TLC Liaisons/Deans
 - Current course offerings (each semester)
 - New courses proposals (scheduled before the start of each semester)
 - Course cancellations (each semester)
 - Schedule changes (each semester)
 - Campus technology status updates (quarterly)
 - Faculty development status - workshops and conferences (quarterly)
 - Assessment data reports (quarterly)

- Project reports (monthly)
- Budget report (quarterly)
- Faculty (tenured and adjunct)
 - Current course offerings (each semester)
 - Cancelled course offerings (each semester)
 - Schedule changes (each semester)
 - Enrollment data including student contact info (each semester)
 - Campus technology status updates (quarterly)
 - Faculty development status - workshops and conferences (quarterly)
 - Syllabi current and proposed (each semester)
- Students (current and prospective students)
 - Courses schedules (each semester)
 - Course locations (each semester)
 - Course requirements - textbooks, etc. (each semester)
 - Faculty contact info (each semester)
- TLC Teams (Curriculum Development, Technology, Pedagogy, Assessment, and Library)
 - Course schedules (each semester)
 - Course start date and time - first day of class (each semester)
 - Course enrollment data (each semester)
 - Faculty contact information (each semester)
 - Campus technology status updates (quarterly)
 - Technology implementation status reports and help desk issues across TLC campus (monthly)
 - Faculty development status - workshops and conferences (quarterly)
 - Curricular materials used for each course (each semester)
- Registrars
 - Course schedules (each semester, one semester in advance)
 - Enrollment information (each semester)
- Technologists Academic Technologists, and Media Services
 - Course schedules (each semester)
 - Course start date and time - first day of class (each semester)
 - Course enrollment data (each semester)
 - Faculty contact information (each semester)
 - Technology implementation status reports and help desk issues across TLC campus (monthly)
 - Class cancellations - prior to actual date
 - Special handling of assignments - prior to assigned date

- Chief Academic Officers:
 - Current curricular offerings (each semester)
 - Changes in consortial partnerships (quarterly, as necessary)
 - External consultants - retention and rationale (quarterly, as necessary)
 - Assessment data reports
 - Quarterly project reports (submitted by TLC Coordinator)
 - Assessment data reports (quarterly)
 - Project reports (monthly)
 - Budget report (quarterly)

Who needs to know and how (via what communications medium)

- TLC Liaisons/Deans
 - Current course offerings (**Semester Bulletin** via email and regular meetings)
 - New courses proposals (**Semester Report** via email and regular meetings)
 - Course cancellations (Semester Bulletin via email and regular meetings)
 - Schedule changes (Semester Bulletin via email and regular meetings)
 - Campus technology status updates (**Quarterly Bulletin** via email and regular meetings)
 - Faculty development status - workshops and conferences (Quarterly Bulletin via email)
 - Assessment data reports (Quarterly Report via email)
 - Project reports (Monthly report via email and regular meetings)
 - Budget report (Quarterly Report via email)
- Faculty (tenured and adjunct)
 - Current course offerings (Semester Bulletin via email)
 - Cancelled course offerings (Semester Bulletin via email)
 - Schedule changes (Semester Bulletin via email)
 - Enrollment data including student contact info (Semester Bulletin via email)
 - Campus technology status updates (Quarterly Bulletin via email)
 - Faculty development status - workshops and conferences (Quarterly Bulletin via email)
 - Syllabi current and proposed (via email each semester)
- Students (current and prospective students)
 - Courses schedules (Semester Bulletin via email)
 - Course locations (Semester Bulletin via email)
 - Course requirements - textbooks, etc. (Semester Bulletin via email)
 - Faculty contact info (Semester Bulletin via email)

- TLC Teams (Curriculum Development, Technology, Pedagogy, Assessment, and Library)
 - Course schedules (Semester Bulletin via email and regular meetings)
 - Course start date and time - first day of class (Semester Bulletin via email and regular meetings)
 - Course enrollment data (via email each semester)
 - Faculty contact information (Semester Bulletin via email and regular meetings)
 - Campus technology status updates (Quarterly Bulletin via email and regular meetings)
 - Technology implementation status reports and help desk issues across TLC campus (monthly report via email and regular meetings)
 - Faculty development status - workshops and conferences (Quarterly Bulletin via email)
 - Curricular materials used for each course (Semester Bulletin via email and regular meetings)

- Registrars
 - Course schedules (Semester Bulletin via email and regular meetings)
 - Enrollment information (via email each semester)

- Technologists Academic Technologists, and Media Services
 - Course schedules (Semester Bulletin via email and regular meetings)
 - Course start date and time - first day of class (Semester Bulletin via email and regular meetings)
 - Course enrollment data (via email each semester)
 - Faculty contact information (Semester Bulletin via email and regular meetings)
 - Technology implementation status reports and help desk issues across TLC campus (monthly report via email)
 - Class Cancellation Notices - email and official distribution list
 - Special Handling of assignments - email via official distribution list (in case primary technologist is not available)

- Chief Academic Officers:
 - Current curricular offerings (Semester Bulletin via email and regular meetings)
 - Changes in consortial partnerships (via email and regular meetings, quarterly, as necessary)
 - External consultants - retention and rationale (via email and regular meetings, quarterly, as necessary)
 - Assessment data reports (Quarterly Report via email)
 - Project reports (Quarterly Report via email)
 - Assessment data reports (Quarterly Report via email)
 - Project reports (monthly report via email and regular meetings)

- Budget report (quarterly)
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Communications Calendar

July

Retreat Survey and Memo
Annual report published to all
Send out upcoming AY calendar information

August

Exchanging Fall enrollment info among institutions
Project Team meetings
Set up dates of regular meetings throughout the academic year
First day of TLC classes
Gather course proposals for Spring

September

Finalize Spring course offerings, by curriculum development team, and get approved by CAOs.
Project Team first meetings
Publish meeting schedules and workshops
Updated enrollment (after add/drop)
Reminders of 4 week grade and midterm grade due dates

October

Project Team meetings
Midterm grades due
Workshops

November

Project Team meetings
Workshops
Confirm dates and times of Final exams with all institutions

December

Final exams, Final grades due.
Project Team meetings

January

Finalize and announce Summer Retreat dates
Gather course proposals for Fall
Classes start

Updated enrollment information
Project Team meetings

February

Updated enrollment information
Reminders of 4 week grade and midterm grade due dates
Project Team meetings
Finalize Spring course offerings, by curriculum development team, and get approved by CAOs.
Workshops

March

Midterm grades due
Project Team meetings
Workshops

April

Confirm dates and times of Final exams with all institutions
Project Team meetings
Workshops

May

Final exams, Final grades due.
Project Team meetings

June

Annual Retreat

Reporting Schedule

1. Monthly report from the Coordinator to Dr. William Woods.
2. Quarterly report from the Coordinator to CAOs, Liaisons, and Team Leaders. (Sept, December, March, June)
 - Status report (Course changes, enrollment data, etc)
 - Budget
3. Annual report from the Coordinator to CAOs/Presidents (July)
 - Use the Teagle report structure
4. Semester Bulletin - published to TLC Blog and sent to TLC email list.
 - What happened last semester?

- What's to be expected next semester
- Student feedback videos

5. Liaisons need to be responsible for communicating information with their own campuses with the report.

6. Reporting from the Teams

Before each meeting, the agenda with meeting invitation should be sent out from the team leads. After each team meeting (Assessment, Technology, Pedagogy, Curriculum Development), team leads (or a designated team member) should send their meeting notes to the coordinator, within one week s from the day that the meeting was held.