

Guiding Principles for Stakeholder Engagement* for the EAC Distance Learning Task Force

- ***Inclusiveness*** –All stakeholders should be provided with an opportunity to provide input on decisions that may affect them. This means conducting processes that listen to and address the issues of those who have historically participated in stakeholder engagement activities, as well as those who have not.
 - ***The Task Force includes 30 members of the PCC community including full- and part-time faculty, DL staff, instructional management and operational management.***
 - ***A web site for the task force includes the background of the task force, membership, updates and other key information and is located at: <http://www.pcc.edu/resources/academic/eac/distance-learning/index.html>.***
 - ***A link to the task force web site is included in the monthly agenda and minutes of the EAC.***
 - ***A task force update was sent to the College community on April 2, 2010.***
- ***Opportunity to influence decisions*** –Stakeholder engagement is part of the process of arriving at an optimum solution and not just a layer of communication. This means stakeholder engagement should be conducted throughout the decision-making process, with opportunities for input at each key milestone in the process.
 - ***The Mission, Values and Goals of Distance Learning were created by the task force and shared with the EAC.***
 - ***An interim report was shared with the task force, President Pulliams, and the President's Cabinet.***
 - ***Task Force Research Teams will present their progress reports to the Task Force on May 21, 2010 and then to the EAC during its May and June 2010 meetings providing opportunities for feedback.***

- ***Transparency of information and process*** – Stakeholders should be provided with full information about the purpose, choices and potential impacts and benefits of a decision that may affect them. Also, the decision making process should be made clear – who will make the decision; what are the roles of the stakeholders, the steps in the process, and the parameters such as legal and regulatory constraints to the potential outcomes; when and how stakeholders can provide input; and how that input will be considered.
 - ***A Gap Analysis outlined key issues within Distance Learning that needed to be researched. As a result, the EAC approved a task force.***
 - ***This task force was established to develop a statement of mission, values and goals for distance learning that will help guide distance learning standards and practices. In addition, the task force was charged with preparing recommendations for next steps based upon the issues named in the Gap Analysis.***
 - ***The creation and purpose of the task force was shared with the SAC chairs at their Fall 2009 in-service.***
 - ***During Fall 2009, the task force developed the Mission, Values and Goals of Distance Learning and shared them with the EAC in January 2010.***
 - ***Beginning in February 2010, the task force formed five Research Teams tasked with researching internal and external practices related to specific topics named in the gap analysis.***
 - ***Each Research Team will present their progress reports to the Task Force on May 21, 2010 and then to the EAC during its May and June 2010 meetings providing opportunities for feedback.***
 - ***The EAC leaders have given support for the task force to continue its research and discussions next Fall 2010. Pending EAC support, regular reports would be given to the EAC providing additional opportunities for input next fall.***
 - ***Alternative strategies, outlining their advantages and disadvantages, will be recommended to the EAC by the end of the Fall 2010 quarter.***
 - ***Recommendations approved by the EAC will be presented to President Pulliams.***
 - ***If any recommendations impact the Faculty and Academic Professional Agreement, those will be forwarded to the PCC Faculty Federation.***

- ***Integrity of process*** – PCC’s stakeholder engagement processes should be genuine, honest and responsive. PCC will follow through with the opportunities for input that are promised and these opportunities will be meaningful. Decision makers should listen and be genuinely open to the input. PCC should communicate how stakeholder input has impacted decisions.
 - ***As outlined above, each task force team facilitator will present their progress reports to the Task Force on May 21, 2010 and then to the EAC during its May and June 2010 meetings providing opportunities for feedback.***
 - ***The task force will continue its research and discussions next Fall 2010 and incorporate the feedback received.***
 - ***Alternative strategies, outlining their advantages and disadvantages, will be recommended to the EAC by the end of the Fall 2010 quarter.***
 - ***Recommendations approved by the EAC will be presented to President Pulliams.***
 - ***If any recommendation impacts the Faculty and Academic Professional Agreement, those will be forwarded to the PCC Faculty Federation.***

- ***Stewardship*** –PCC respects the public’s trust in the college and is committed to making good use of the public’s dollars – both in the outcomes of a decision-making process and in the process itself. Stakeholder engagement processes should be outcome-oriented and should seek effective, efficient, proactive and creative opportunities that maximize resources (human and financial).
 - ***This principle is captured in the mission, values and goals of Distance Learning.***

*The principles expressed in this document were taken from the “PCC Guiding Principles for Stakeholder Engagement” supported by the PCC Cabinet for implementation of the Bond Program.