

DePaul University

Guiding Principles on Speech & Expression Plan for Education and Communication

Plan for Ongoing Actions

Situation Analysis

The Speech & Expression Task Force convened in 2016 to re-examine DePaul's Guiding Principles for Speech and Expression at DePaul University. The group revised the Guiding Principles and also suggested the creation of a Speech & Expression Advisory Committee (SEAC) to lend consistency to how the Guiding Principles are applied and provide consultation regarding how the Guiding Principles could be further integrated into university activities, policies, and procedures. A communication and education plan was needed to introduce the guidelines and SEAC and to create ongoing awareness about both.

Objectives

- To familiarize the DePaul community with the revised Guiding Principles on Speech and Expression and with SEAC, and to provide a roadmap for SEAC to begin its outreach work.

Strategies

- Be interactive as well as passive (e.g., emails, memos and placement on DePaul website).
- Seek to maximize awareness and understanding of the guiding principles.
- Provide a means for on-going communication/education that continuously reaches new members of our community and engages current members of our community.
- Provide a means of communication with external audiences (as needed).

Audiences

- Students
- Faculty
- Staff

Channels

- Email
- Newslines
- Presentations at orientations, governance body meetings, student organization meetings, workshops, etc.
- DePaul websites
- Orgsync

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Educating Students

1. Incorporate the Guiding Principles into Premiere DePaul and Transition DePaul (new student orientation)
 - Work with New Student and Family Programs to introduce the GPSE to incoming students and families during orientation.
 - Possibly connect GPSE introduction to academic citizenship sessions and/or college presentations connecting to the classroom experience
2. Incorporate the Guiding Principles into Chicago Quarter Common Hour
 - Require GPSE review and exploration for all Chicago Quarter courses
 - The Chicago Quarter allows for a connection to orientation.
 - Develop common curriculum/script for all teaching teams
3. Incorporate the Guiding Principles into student organization training and workshops (including training and workshop for advisors to student organizations).
 - Include GPSE training as part of the annual organization transition conference
 - Provide faculty advisors with GPSE fact sheet and talking points
4. Encourage SGA to create opportunities and venues for students to discuss issues of speech and expression in a University community.
 - Encourage quarterly opportunities for GPSE dialogue
 - Invite SEAC to be included/inform

Communicating with Students

1. Ask SGA to devote time at a meeting early in the fall quarter for a roll-out/introduction of the Guiding Principles.
 - Meeting with SGA leadership prior to a roll-out could possibly inform the formal meeting roll-out
2. Ask Student Involvement, Center for Identity, Inclusion and Social Change as well as University Ministry to work with specific student organizations that might assist with the roll-out/introduction of the Guiding Principles (leverage OrgSync).
 - Allow student organizations that have been directly impacted by GPSE to assist in the development and implementation of a student-focused marketing plan
 - Allow departments working directly with student organizations to inform student org and divisional staff marketing efforts
 - Invite SEAC to inform the process
3. Reach out to student media for coverage (Radio DePaul, DePaulia and Good Morning DePaul).
4. Develop a key points and Q&A document to share
 - This would help us activate other message ambassadors and give people a framework for having discussions about the guidelines or sharing information about them.
 - Make document accessible to all faculty and staff
 - Encourage GPSE introduction in area and divisional meetings.

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Educating Staff

1. Incorporate the Guiding Principles into New Employee Orientation
 - Work with HR to explore how best to present this.
 - Possible solution is to develop a 1-page handout that shares info about this issue. This could be included in a handout folder containing information about other pressing topics, such as sexual violence prevention efforts or campus climate/diversity.
2. Incorporate the Guiding Principles into annual training
 - Work with Institutional Compliance to determine if Management Standards Training is the best venue.
 - Annual training offered through OIDE (maybe BUILD?) may be a more relevant venue.
 - Units that will use the principles regularly should receive one-on-one training.
3. Incorporate Guiding Principles into Staff Manual and Management Standards Manual
 - Use this as one of several tactics for reaching staff.
4. Charge Staff Council with developing opportunities and venues for discussing the guidelines
 - It could provide a good opportunity for Staff Council to take the lead on sharing information/ education about an important university topic.

Communicating with Staff

1. Ask Staff Council to devote time at a monthly meeting for roll-out.
 - Make sure the staff task force members or SEAC members are part of the presentation, or lead the presentation, so it's a peer-to-peer conversation.
2. Introduce at Joint Council and ask VPs to introduce the Guiding Principles to their staff.
 - This is where the key points and Q&A document (mentioned earlier) will be useful. It could help guide their conversations with staff.

Educating and Communicating with Faculty

1. Introduce the guiding principles at faculty orientations.
 - Work with Academic Affairs to incorporate a speech and expression module into the orientation for new faculty.
 - Work with the deans of the colleges to incorporate a module into college-level orientations.
2. Incorporate the Guiding Principles into the Faculty Handbook.
 - Work with Faculty Council to incorporate the guiding principles into the faculty handbook.
3. Incorporate the Guiding Principles into compliance training.
 - Work with the Compliance and Risk Management to incorporate information about the guiding principles into the University's general compliance training. Incorporate the Guiding Principles into college-level faculty governance bodies

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4. Include a link to the Guiding Principles on the Faculty Resources web page
 - <https://www.depaul.edu/Pages/faculty.aspx>
5. Include a link to the Guiding Principles on the Teaching Commons web page
 - Work with TLA to include the guiding principles and other materials related to speech and expression on the Teaching Commons (teachingcommons.depaul.edu)
6. Include the Guiding Principles on the Faculty Sharepoint site
7. Work with faculty governance structures for ongoing engagement with the guiding principles.
 - Charge University Faculty Council, as well as shared governance bodies at the college level, with creating opportunities and venues for faculty to continue the discussion of free speech and expression in the University community. This could include: faculty brown bag meetings, featuring faculty and other experts from the University community engaged with issues of free speech and expression; guest speakers external to the University community; seminars; workshops; and trainings