

ASU–Newport Communication Framework

Procedure

Update: May 2026

Purpose

The ASU–Newport Communication Framework establishes a transparent, consistent, and inclusive structure for internal institutional communication. The framework clarifies how information is shared, how ideas and proposals are reviewed, and how employees can engage in institutional dialogue.

This framework supports effective decision-making while ensuring opportunities for input from faculty, staff, and leadership. It allows communication to flow across the institution in a top-down, bottom-up, and lateral manner.

Scope

This framework applies to all ASU–Newport employees and outlines the institutional process for communicating ideas, proposals, policy updates, and operational decisions.

Framework Structure

The communication framework consists of two complementary components:

1. IDEA Pathway (Inclusive Decision-making for Effective Action)
2. Cabinet-Led Town Halls

The IDEA Pathway provides the formal structure for reviewing ideas, proposals, and procedural changes. Town halls provide open forums for discussion, clarification, and institutional listening.

Cabinet

representing executive leadership

ALC

representing administrative staff and capturing student voices

Faculty Association

representing all faculty

Staff Council

representing non-administrative staff

Part I: IDEA Pathway

The IDEA Pathway establishes a structured process for the review and communication of institutional ideas, initiatives, and procedural changes. The pathway utilizes existing institutional committees to ensure representation from faculty, staff, and administrative leadership.

Primary committees within the IDEA Pathway include:

- Executive Cabinet
- ASUN Leadership Council (ALC)
- Faculty Association
- Staff Council

Committee chairs and designated cabinet representatives serve as communication liaisons responsible for facilitating information flow between committees and their respective constituencies.

Faculty Association Responsibilities

The Faculty Association represents the interests and perspectives of all ASU–Newport faculty as described by the [association by-laws](#).

The Faculty Association President serves as a standing member of the ASUN Leadership Council and is responsible for:

- Communicating information between faculty and institutional leadership
- Facilitating faculty feedback on initiatives and procedural changes
- Oversight and distribution of meeting minutes
- Providing input on initiatives or SOPs that affect faculty

Staff Council Responsibilities

The Staff Council represents all non-administrative staff members as denoted by the [councils by-laws](#).

The Staff Council Chair serves as a standing member of the ASUN Leadership Council and is responsible for:

- Representing staff perspectives in institutional discussions
- Communicating relevant updates to staff constituencies
- Oversight and distribution of meeting minutes
- Facilitating staff input on institutional initiatives and procedures

ASUN Leadership Council Responsibilities

The ASUN Leadership Council (ALC) serves as the central coordinating body within the IDEA Pathway. The council includes representatives from faculty, staff, and administrative leadership as denoted by the [councils by-laws](#).

Primary responsibilities of the ALC include:

- Reviewing institutional ideas, proposals, and suggested procedural changes
- Determining whether additional input from committees is necessary
- Facilitating cross-committee collaboration
- Forwarding proposals to the Executive Cabinet when appropriate
- Collecting student feedback from all three campuses to incorporate student voice

Cabinet Communication Responsibilities

The Executive Cabinet is responsible for communicating institutional decisions and updates to the ASUN Leadership Council. The cabinet is responsible for the following:

- Holding timely cabinet meetings for executive decision making
- Meeting periodically with student leadership groups to incorporate student voice
- Documenting decision making for dissemination to the ALC

To support consistent communication:

- Cabinet updates will be shared prior to monthly scheduled ALC meetings.
- The ALC Chair will disseminate information to Faculty Association and Staff Council leadership.
- Committee chairs will communicate relevant updates to their respective constituencies.

This structure supports consistent institutional awareness and transparency.

Standard Operating Procedure (SOP) Review Process

Any employee may recommend changes to a Standard Operating Procedure (SOP).

The review process follows these steps:

1. The proposal is submitted through the appropriate committee chair.
2. The originating committee reviews and discusses the proposal.
3. If supported, the proposal moves to the ASUN Leadership Council.
4. The ALC determines whether additional committee feedback is needed.
5. The proposal is forwarded to Executive Cabinet for final review through the established institutional approval process.

This process ensures institutional input while maintaining clear decision-making authority.

Part II: Cabinet Town Halls

Cabinet-led town halls provide opportunities for employees to engage directly with institutional leadership.

Town halls serve to:

- Provide updates on institutional initiatives and decisions
- Clarify policies or procedures
- Address employee questions
- Surface emerging institutional concerns

Town Hall Schedule

Town halls will occur:

- Twice per semester during fall and spring

Fall and spring sessions will include:

1. A session during institutional convocation.
2. A mid-semester session held on each campus.

Cabinet members will visit each campus for mid-semester sessions. These meetings will be recorded to ensure access across campuses.

Question Submission Process

Employees may submit questions anonymously through an online form available on the OneStop Portal after logging in with their ASUN username and password. You may find the form link here: [ASUN Town Hall Questions – Fill out form](#)

Submitted questions will be organized by theme and addressed during the next scheduled town hall whenever possible.

Because submissions are anonymous, additional clarification may not always be possible. However, Cabinet will make reasonable efforts to address all questions and provide clear responses.

Attendees may ask questions during the town hall even if they were not submitted beforehand. When an answer is not immediately available, the Cabinet may defer the question to ensure accuracy and transparency. All deferred questions will be tracked and responded to in a timely manner.

Continuous Improvement

This framework is intended to function as a living institutional process. Periodic review may occur to ensure the framework continues to support effective communication, transparency, and inclusive participation in institutional decision-making.