



Institutional Change Plan

Step 1: Define the Change & Identify Stakeholders

- What institutional change is occurring (or anticipated)?
- What areas of your institution or teaching practice will this change impact the most?
- What is the scope and timeline?
- Who will be directly affected (faculty, instructional designers, IT, administration, students)?
- Who are your champions or early adopters?

Step 2: Track and Monitor the Change

- What indicators or milestones will help you measure progress?
- How will you collect and analyze data throughout the transition?
- What systems or tools will you use to monitor faculty engagement and outcomes?
- How will progress and insights be communicated to stakeholders?
- How will you know when adjustments are needed?

Step 3: Assess Stakeholder Readiness and Concerns

- What is the current skill or comfort level with the tools/processes being changed?
- How do stakeholders (faculty) typically respond to change at your institution?
- What feedback mechanisms can you use to surface concerns early?

Step 4: Develop a Support & Communication Strategy

- What mix of supports will best meet stakeholder (faculty) needs (training, mentoring, resource hubs, peer networks)?
- How will communication stay consistent, clear, and transparent?
- What methods will you use to gather ongoing feedback and adapt your approach?
- How will you keep faculty informed and engaged throughout the process?

Step 5: Evaluate and Reinforce

- How will you determine long-term success or stabilization of the change?
- What lessons learned will inform the next institutional initiative?
- How will you maintain communication and support once the change is in place?

[Faculty Centered Support during Institutional Change](#). QM Connect 2025
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