

Publications & Communications Commission Report
Winter 2025 Washington Council Meeting, May 11-12, 2025

Commission Chair: Paul Seegert pseegert@uw.edu

Commission: Andrea Frangi frangia@seattleu.edu

Higher Ed Book editor: Kay-Lynn Wild wildk@uw.edu

2024-25 Higher Ed Book update/reminders

- Added Transfer pages – 1st year included
- Diversity, Equity, and Inclusion (DEI) section for the CTC and BI (baccalaureate institution) two-pages each institution – 2nd year included

Higher Ed Book PDF is linked on the [Washington Council website homepage](https://www.wa-council.org/) <<https://www.wa-council.org/>> via a link that looks like this:

[Download 2024-25 Handbook Now](https://www.wa-council.org/wp-content/uploads/2021/11/TO-POST-FINAL-WCHSCR-2024-25-Fall-Counselor-Workshop-HE-Book.pdf)

Higher Ed Book PDF direct link: <https://www.wa-council.org/wp-content/uploads/2021/11/TO-POST-FINAL-WCHSCR-2024-25-Fall-Counselor-Workshop-HE-Book.pdf>

WA Council Listserve

Inform Paul Seegert (pseegert@uw.edu) and Kay-Lynn (wildk@uw.edu) if you are not receiving emails from: washingtoncouncilboard@u.washington.edu

2025-26 Higher Ed Book updates

- Kay-Lynn Wild wildk@uw.edu will be the primary editor and primary contact
- In the spring, Kay-Lynn will reach out to institution Higher Ed Handbook contacts with instructions and deadlines for their contributions to the 2025-26 Higher Ed book
- *Let Kay-Lynn know if you or anyone else want to be added as a contact*

Timeline for the 2025 Higher Ed Book

- Instructions will be sent late March/early April
- For COP, ICW, OSPI, WSAC, SBCTC overviews: late March/early April expect via email instructions and PDFs of last year's pages as samples. Their deadline to submit their updates via PDF will be early June 2025
- For CTC and 4 yr college/universities: early April expect via email instructions, 2-page spread template, Fees and Deadlines template, **TR Fees and TR Deadlines template (2nd year)**, and link to last year's pages as samples. Their deadline to submit their updates via PDF will be mid-June 2025
- For Washington Baccalaureates (Public and Private): early April expect via email instructions, 2-page spread template, Fees and Deadlines template, **TR Fees and TR Deadlines template (2nd year)** and link to last year's pages as samples. Their deadline to submit their updates via PDF will be mid-June 2025

- Digital version of 2025-2026 counselor handbook complete early September 2025 in time for the 2025 Fall Councilor Workshop

2025 Process:

- Kay-Lynn Wild <wildk@uw.edu> will be the Higher Ed Book editor again this year.
- Each organization/institution will send to Kay-Lynn their pages as a PDF, making sure their information fits the format requested. Kay-Lynn will use what they submit as is, only adding page numbers to the bottom.
- Each institution will also send to Kay-Lynn their updated Fees and Deadlines information and **their TR Fees and TR Deadlines (2nd year)** information.
- Kay-Lynn will also create the cover page, table of contents, and update the 'About Washington Council' page with updated board members and contact information.

Please ensure that the contact information for your organization or institution is current

- Please email Kay-Lynn Wild (wildk@uw.edu) if updated contact information needed.