

Scheduling of Open Forums Steering Committee Guidelines

Steering recommends the following guidelines for scheduling open forums in order to gather testimony on issues in the College governance system. While every issue requires the gathering of testimony, not every issue requires that the relevant Standing Committee (CAP, CFA, CSCC, or CSPP) sponsor an open forum. However, when an open forum is deemed the best way to gather testimony, committees should follow these procedures.

Recommended Procedures: Committees should schedule at least two forums. At least one of the forums should be held at a time when it is likely that all relevant stakeholders can attend. At least one forum should be scheduled for a time that is *not* during an IDA/Colloquia time slot.

Recommended Times (choose two):

- a) any Wednesday at 11:00 or 11:30 a.m.
- AND
- b) first Wednesday of the month at 4:00 p.m.
- OR
- c) any Tuesday at 3:30 p.m.

Approved March 5, 2014