

**The Open Forums: Task Force on Sexual Harassment, Bullying and Campus Climate
Design Consideration, version 1, 28 August 2018
(Thank you to Victoria and Jean for planning and input into these approaches)**

When and where will the Open Forums take place?	Forum 1: 11 September, Constitution Room, 3:30-5:00 Forum 2: 12 September, Mid-Campus Con. Room, 3:30-5:00
What is the purpose of conducting the Open Forums?	<ul style="list-style-type: none"> • To receive feedback from students, faculty and staff about the current related practices and processes associated with sexual harassment, bullying and creating an inclusive and safe campus climate • To receive input from the same groups regarding recommendations to current practices and identification of successful or best practices (internally and/or externally to CCSU)
What is the agenda for the Open Forums?	<p>To be determined, however, here is a rough idea:</p> <ol style="list-style-type: none"> 1. Welcome 2. Introduction of Task Force Members 3. Review of Task Force Charges and Timelines 4. Our Information and Data Gathering Process 5. Call for Community Input 6. Meeting Summary and Closure
How will the Open Forums be run/facilitated?	<p>To be determined, here is a set of rough ideas:</p> <ul style="list-style-type: none"> • Theater style seating with “head tables” for Task Force Members; microphone at head table plus name cards for each of the task force members present at the Forums • Two microphones to be used for Community Input • Projector, Screen and Laptop to be used to project slides used by the Task Force • Agenda items 1,2,3,4 and 6 to be direct and one-way communication with the audience • Agenda item 5, Call for Community Input, will allow individuals up to 3 minutes to provide a statement, feedback, input or idea to the Task Force (it is intended that there will not be a response from Task Force Members to this input); individuals wishing to speak can line up and their time will be managed with a stop watch. Or, another option is to register people as they arrive and ask them if they wish to speak and give them a number, and, one at a time, up until our ending time, individuals will have the opportunity to speak for 3 minutes. • Meeting will be recorded (must seek approval) and detailed notes will be taken; recording and notes will be posted on our web site per FOIA requirements
Who is attending the Open Forums from the Task Force?	<p>We will need to finalize this before the Open Forums take place. Richard Spada will be at both and lead the Forums.</p>

What are the FOIA requirements of the Open Forums?	We need to confer with Campus Attorney about this need.
How will the crowd be managed? Security provided?	We should contact Chief Sneed to seek his support for security. And, perhaps, we can involve individuals from Student Government and/or Activities to help us manage the crowd.
What technology do we need for the Open Forums?	A minimum of 3 microphones (2 for participants, 1 for Task Force) Projector, Screen, Laptop to project slide deck
Will the Open Forums be recorded?	We need to confer with Campus Attorney about this need.
How will we publicize the Open Forums?	Here are some ideas. We need to work with Janice Palmer on the approaches: <ul style="list-style-type: none"> • Campus wide email distribution one week in advance to all students, faculty and staff • Article in Student Newspaper • Posters on Campus (Victoria has started to develop poster) • Posting on the Web Site (campus culture)