**Guidelines for the “Conversations That Matter” Proposals**

**Purpose**

The Office of Inclusive Excellence is proud to accept proposals for our 2019-2020 Conversations that Matter (CTM) series.  The series focuses attention on topical issues relating to diversity, educational equity, and social justice. The series is designed to challenge assumptions, to encourage the campus community to have conversations about difficult topics, and to mobilize students, staff & faculty to take action by moving those conversations forward.

**Objectives**

Objective 1: To encourage the participation of the campus community to engage in difficult dialogues around diversity, educational equity, and/or social justice.

Objective 2: To allow faculty and staff the opportunity to propose topical issues around diversity, educational equity and social justice.

Objective 3:To help enrich CSUSM student’s educational experience and faculty and staff professional development byhosting these difficult discussions, that should lead to a call for action, in a mutually respective atmosphere.

**Responsibilities**

The Office of Inclusive Excellence is responsible for the following for each CTM event:

* Reserve and pay for the location
* Provide light refreshments up to $250.00
* Advertise and promote the event
* Arrange for audio and visual recording of the event

Individuals whose proposals are approved are responsible for identifying the topic or theme, providing the facilitator, speaker or panel for the event, assisting with the recruitment and invitation of attendees, and responsible for creating a flyer announcing the event.

**Selection Criteria** Proposals to cosponsor CTM events must address the following criteria.

**A).** The conversation or topic must be a difficult dialogue that involves diversity, educational equity, and/or social justice. A brief description of the subject matter to be covered must be included. The proposal must also address the following:

* The proposal must identify the target audience and list intended learning objectives.
* The proposer must be able to ensure that at least 20 persons will be in attendance.
* The proposal must identify who the speakers, facilitators and/or moderators will be.
* State a preference for what month the event should occur in and the preferred location.
* Identify the preferred location to hold the event (Be creative as space is filled 18 months in advance).
* Identify anticipated costs for honorariums, special IT costs, travel, and hotel accommodations.
* The proposal should not be longer than two pages long.

**B.)** Preference will be given to proposals that include the following:

1. CTM events that have a call to action. This could include specific identifiable future activities that attendees can participate in, or providing examples of things participants can do to address the issue(s) raised in the Conversation that Matters event.  The call for action can include prescheduled future discussions that allow participants to delve deeper into the topic.
2. CTM events that collaborate with or include an external community group or organization.
3. CTM events directly tied to matters being discussed in the classroom or co-curricular projects
4. For CTM events tied to or related to the [Diversity & Inclusion Strategic Plan Action Steps](https://www.csusm.edu/equity/strategicplan/action-items.html)  preference may be given.

**Submission of Proposals**: May be submitted via email to Ariel Stevenson [astevens@csusm.edu](mailto:astevens@csusm.edu). Proposals will be evaluated based on their match with the priorities of the office.