



California State University SAN MARCOS

Diversity, Educational Equity & Inclusion California State University San Marcos 333 S. Twin Oaks Valley Road San Marcos, CA 92096-0001

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Guidelines for the “Conversations That Matter” Proposals

Purpose

The Office of Diversity, Educational Equity, Inclusion and Ombud Services is proud to accept proposals for our 2016-2017 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. The goal of our office is to host at least one Conversation that Matters per month.

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 by-hosting these difficult discussions, that should lead to a call for action, in a mutually respectful atmosphere.

Responsibilities

The Office of Diversity, Educational Equity, & Inclusion and Ombud Services 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
- Provide reimbursement for reasonable travel expenses and a small honorarium (at the discretion of DEE&I Ombud Services)



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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 14 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 occurring in the fall, preference may be given to conversations tied to issues related to the Beyond the Stereotype Campaign (which include but are not limited to stereotypes, cultural misappropriation, discrimination, and micro-aggressions)

Submission of Proposals: May be submitted via email to Ariel Stevenson astevens@csusm.edu. The deadline to submit a proposal for fall 2016 is June 17, 2016. The deadline to submit a proposal for spring 2016 is September 30, 2016. Proposals will be evaluated based on their match with the criteria above and resources available.