Section 9: Sample Day-of-Event Materials
Campus Conversations:

Academic Rights and Responsibilities at Carnegie Mellon: The Student Bill of Rights

Tuesday April 11, 2006

Agenda

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<th>Time</th>
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<td>5:00-5:30</td>
<td>Registration</td>
<td>Outside Porter 100</td>
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<tr>
<td>5:30-5:45</td>
<td>Welcome</td>
<td>Porter 100</td>
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<td>5:45-7:00</td>
<td>Small Group Discussion 1</td>
<td>Porter and Baker Classrooms</td>
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<td>7:00-8:00</td>
<td>Expert panel Session</td>
<td>Porter 100</td>
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<td>8:00-8:30</td>
<td>Small Group Discussion 2</td>
<td>Porter and Baker Classrooms</td>
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<td>8:30-9:00</td>
<td>Reception</td>
<td>Outside Porter 100</td>
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AGENDA FOR “CAMPUS CONVERSATIONS”
APRIL 11TH, 2006

4:30: **Staff Arrives** (Small Group Assistants/Gen. Help and Moderators)
(All meet outside Porter 100)
Tasks:
- Rooms are checked to make sure they are unlocked
  (If not call campus police X8-2323)
- Registration Tables set up outside Porter 100
- Surveys, General Consent, and Visual Consent forms Laid Out
- Rooms set up (chalk boards cleaned, desks set in circle where
  necessary)

Sodas, water, ice, napkins, cups set on table outside of Porter 100 for participants to pick
up as they leave.

5:00 – 5:30: **Participants Arrive/Registration**
Tasks:
- Consent Forms Signed *Note: Only Liz Style and Randy Weinsten
  are legally allowed to answer questions about the consent
  form
- Pre-poll survey administered and returned to table. Participants
  will fill out the survey in the general vicinity. (*Pens need
  to be supplied)
- Names are checked off both for participation and survey
  completion
- Nametags are distributed to participants
- Poll materials distributed to participants

Pizza will be delivered – two pies: one cheese, one veggie – delivered to each small
group room. Two bowls of snacks to each room as well.

5:30 - 5:45: **Welcome** (Porter 100)
*Welcome address – Robert Cavalier
*Operation Explanation - Randy Weinsten
Tasks:
- Small Group Assistants prepare to lead groups to the classrooms.
- Question Forms are given to Small Group Assistants

5:45 – 6:55: **Small Group Discussion** (1)
Tasks:
- SGA’s facilitate discussion by tracking questions on the board

6:50 - 6:55: Questions are generated and written down on the Question Form
- SGA’s bring the questions to the staging area for review by staff
- Expert Panelists Arrive and are briefed on their role Robert
  Cavalier?
7:00 – 8:00: **Expert Panel Session**
Expert panel Moderator: Erika Linke – introduced by Randy Weinsten
Expert Panelists – introduced by Erika Linke:
   - Jennifer Church
   - Michael Bueti
   - Michael Chemers
   - William Brown

Tasks:
   - All Staff listen to expert panel discussion
   - Surveys for post-discussion distributed to SGA’s

8:00 - 8:30: **Small Group Discussion (2)**
Wrap-up discussion, no questions generated
Talk specifically about expert panel
Tasks
   - Pass out surveys and collect them once completed
   - Surveys returned to main staging area and names are checked for completion.
   - Direct students to reception area once finished with survey

8:30: **Reception (Porter 100)**
Tasks
   - Have our cake and eat it, too.
   - Make sure that only people with nametags get pizza

9:00 - 9:30: General Clean up of reception area and rooms.
<table>
<thead>
<tr>
<th>Moderator</th>
<th>SGA</th>
<th>Observer</th>
<th>Group #</th>
<th>Room Number</th>
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<tbody>
<tr>
<td>Herb Wright</td>
<td>Allen Yeh</td>
<td>Andy Jih</td>
<td>1</td>
<td>Porter Hall 100</td>
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<tr>
<td>Sue Broughton</td>
<td>John McGraw</td>
<td>Brian Knudsen</td>
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<td>Porter Hall A18B</td>
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<td>Megan Voorhis</td>
<td>Julie Beckenstein</td>
<td>Mike Bueti</td>
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<td>Porter Hall A19C</td>
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<td>Nell Guzy</td>
<td>Joanne Kilgour</td>
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<td>Porter Hall A19D</td>
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<td>Martha Patty</td>
<td>Chris Jordan</td>
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<td>Porter Hall A20A</td>
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</table>

**Stipend Distribution**

Baker Hall 154T

**Observers**

- **Group 1**: Bill Brown, Brian Knudson, Susan Lawrence
- **Group 2**: Mike Chermers, James Vroom
- **Group 3**: Erika Linke, Susan Anderson
- **Group 4**: Corrine

**Roles**

- Bill Brown: Expert
- Brian Knudson: PhD Student
- Susan Lawrence: Faculty
- Mike Chermers: Expert
- James Vroom: Library
- Erika Linke: Expert
- Susan Anderson: Staff
- Corrine: Staff

**Faculties**

- Faculty
- Faculty
- Faculty
- Administrator
Citizen Deliberation

Question Submittal Form

Subject: 

Question: 

Participant Name: 

Moderator Name: ______________ Group #: __________

Citizen Deliberation

Question Submittal Form

Subject: 

Question: 

Participant Name: 

Moderator Name: ______________ Group #: __________
Stipend Acknowledgement


Name:

Social Security Number:

Signature:

Staff Initial:
Southwestern Pennsylvania Program for Deliberative Democracy

Campus Conversations:
Student Bill of Rights
April 11, 2006
Carnegie Mellon University

Citizens Forums
Campus Conversations
Alumni Assemblies
PICOLA

Learn, Listen, Speak, Act

improving regional decision-making through informed citizen deliberations
http://caae.phil.cmu.edu/caae/dp
All Packets

**Participants - 100**
Agenda
Welcome Letter
Participant Norms
Expert Panel document
Resource guide
pad
pen

**Expert Panel - 6**
Agenda
Welcome Letter
Expert Panel document
Press release
Resource guide
pad
pen

**Invited Guests - 10**
Agenda
Welcome Letter
Expert Panel document
Press release
Resource guide
pad
pen

**Observers – 10**
Observer Norms
Agenda
Welcome Letter
Expert Panel document
Press release
Resource guide
pad
pen

**Ad Hoc – 10**
Agenda
Welcome Letter
Participant Norms
Expert Panel document
Resource guide
pad
pen

Moderators – 13
Agenda
annotated agenda
Welcome Letter
Participant Norms
Expert Panel document
Resource guide
pad
pen

Group Assts – 13
Agenda
annotated agenda
Welcome Letter
Participant Norms
Expert Panel document
Resource guide
pad
pen

Data entry – 5
Data entry Instructions

<table>
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<tr>
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<tbody>
<tr>
<td>press</td>
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<tr>
<td>participants</td>
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Ground Rules for Participants

❖ Treat each other with respect.

❖ Listen to other people's views, don't interrupt.

❖ Explain your own perspective.

❖ Focus on reasoned arguments, challenging experiences and relevant facts.
Ground Rules for Observers

- Sit apart from participants.
- Introduce yourself to the group when the Moderator indicates to you to do so.
- Watch quietly.
- Plan to stay for the full session.
- Please do not offer opinions or information under any circumstance.
- Leave the room if asked to do so by a Moderator.