Undergraduate Student Focused Department Town Hall Information & Agenda
May 6th, 2021

**We are aware that many of this is the same as the previous ones. We would appreciate it if you read it all for a refresher and we will highlight points that have changed with two asterisks.

I. Reporting Disclaimer: Department members attending the Town Hall may have reporting obligations as part of their job descriptions and may be required to report identity-based harassment and discrimination. While we cannot enforce confidentiality, we expect that attendees will be respectful of what they hear and the topics discussed.

**Disclaimer: We will have an observer from the AEC who wishes to offer help and solutions to the department after the town hall meeting. She is here purely to gain context on the state of our department.

II. Ground Rules:
A. The chat will be closed to all attendees.
B. Statements and questions should remain as anonymous as possible.
   1. The language of a statement cannot name the other party(ies) involved besides the speaker, or any information that would reveal the other party(ies) involved to anyone besides the other party(ies).
C. Questions following statements cannot request more information that would remove anonymity from the statement.
D. Statements and questions will be kept to a time limit noted in the outline below.
**E. The moderator will only block questions or comments if they ask for or give revealing information.
   1. The moderator will also use their discretion to keep to the focus and goals of the session and will move conversation off detailed discussion of specific events and problem solving.
F. We recommend that attendees have their cameras on.
G. The session will be called at the end of the prepared outline.

III. Structure:
**A. Undergraduate students are the focus and will be presenting stories.
   ● There will be additional information provided by graduate students who have spent significant time with undergraduate students.
B. Moderator will signal when the floor is open to comments, questions, or follow up statements.
C. Moderator and their assistant will keep time for each topic to make sure we stay on task.
D. Raise both your Zoom hand and physical hand to build on or respond directly to the topic. Raise your Zoom hand only to start a new topic. The moderator and their assistant will keep track of who has hands raised to speak.

Agenda:

I. (15 min) Introduction:
   A. Overview of ground rules and structure.
   B. Our Anecdote

II. (20 min) Topic: Department Community and Culture
    A. Introduction to Topic
    B. Stories from the Undergrads and Grads
    C. Moderated Discussion

III. (20 min) Topic: Curriculum and Class Structure
     A. Introduction to Topic
     B. Stories from the Undergrads and Grads
     C. Moderated Discussion

IV. (5 min) Conclusion
    A. Prepared Statement

*All times are approximate and assume a total allotted time of 1 hr. Time for sections II and III will be apportioned based on number/length of available prepared statements.