

UCAP Procedure Regarding Public Comment

1. The UCAP agenda will be posted at <http://ucap.msu.edu/> at least one week prior to the scheduled meeting.
2. The Office of the Associate Provost for Undergraduate Education and Dean of Undergraduate Studies (APUE) will contact Deans and/or Undergraduate Assoc. Deans in colleges with programs slated for consideration to determine the unit representative who will discuss the recommended changes and respond to committee member questions of clarification. Others may be contacted and invited to speak by the APUE at the request of UCAP members.
3. Beyond the unit representative(s) invited, a maximum of fifteen (15) minutes will be allotted to public comment on any one agenda item. Others who wish to speak to the agenda item should notify Ms. Sandra Walther (353-5380) no later than one day prior to the scheduled UCAP meeting. No more than five individuals will be granted a maximum of three (3) minutes to address the committee. Public comments will be scheduled on a first-come, first-served basis.

Public comments are to be addressed to the UCAP members and no others. All questions will be directed to and from the committee members. Guests will speak in the order in which their requests were received. UCAP committee members reserve the right to direct any questions of clarification to those who provided public comments.

4. Those wishing to submit comments in writing should send them to swalther@msu.edu at least two days prior to the scheduled meeting so the comments can be distributed to committee members.