

**UCUE Procedure Regarding
Public Comment**

1. The UCUE agenda will be posted at <http://ucue.msu.edu/> prior to the scheduled meeting.
2. The Office of the Associate Provost for Undergraduate Education and Dean of Undergraduate Studies 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. UCUE members may request that others be invited to speak.
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. Lynne Frechen (353-5380) no later than one day prior to the scheduled UCUE 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 UCUE members and no others. All questions will be directed to and from the committee members. All public comments must be heard before any person may speak again. After all public comments are heard, UCUE committee members reserve the right to direct any questions of clarification to those who provided public comments or to allow opportunity for rebuttal.

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