**SGA Townhall/Community Conversation Planning Meeting Agenda**

**Purpose of the Townhall:** The Student Government Association (SGA) is organizing a town hall event to:

1. Educate the student body about the SGA’s role and its advocacy efforts for students.
2. Provide a space for students to express their experiences, concerns, and ideas about campus climate.
3. Empower SGA leaders to focus on actionable solutions to enhance the student experience on campus.

The primary goal of the town hall is to adopt a solution-focused approach, concentrating on present and future improvements rather than past challenges. Specifically, the focus will be on what SGA can do in their capacity, and to help build better connections between the general student population and governing student populations.

**What This Session Intends to Do:**

* Provide an open forum for students to share their concerns and experiences.
* Help SGA leaders identify key student issues and actionable solutions.
* Foster trust and communication between students and the SGA.
* Ensure all voices are heard, whether through speaking, writing, or virtual engagement.

**What This Session Is Not Intended to Do:**

* Serve as a complaint session without movement toward solutions.
* Guarantee immediate solutions to all concerns raised.
* Create an adversarial space between students and the SGA and/or campus administration.

**Managing Audience Engagement:**

* Set clear expectations for respectful and constructive dialogue. Determine how SGA will respond to behavior disruptive to the program’s aim/mission.
* Encourage diverse perspectives while maintaining focus on solutions.
* Utilize structured facilitation techniques to keep the discussion productive.
* Provide alternative ways for students to engage (e.g., written feedback, online submissions).

**Goals of the Event:**

* Enhance student understanding of the SGA’s purpose and advocacy efforts.
* Strengthen the relationship between SGA and the student body by partnering to address campus climate concerns.
* Empower students to see SGA as a resource and ally in improving campus life.

**Event Details:**

* **Duration:** 60-75 minutes
* **Format:** Hybrid (in-person and online options available)
* **Facilitation:** An external moderator will lead the discussion.

**Facilitation Plan Traditional Town Hall:**

1. **Introduction by SGA President (10 minutes):**
	1. Welcome and purpose of the event.
	2. Overview of SGA’s advocacy role and opportunities for student engagement.
	3. Introduction of attending SGA members and the guest moderator.
2. **Moderated Discussion (50-60 minutes):**
	1. Encourage open dialogue and contributions from students in-person and online.
	2. Ensure equitable participation through multiple avenues for feedback.
	3. Maintain a solutions-oriented focus.
3. **Closing and Next Action Items (5 minutes):**
	1. Summarize key points and highlight next steps.
	2. Direct students to SGA’s website and social media for updates and future engagement opportunities.

**Facilitation Plan for Community Conversation Program:**

**Alternative Program Delivery Option:** Rather than a traditional forum, another option is a **collaborative group convening**, where students and facilitators work together in smaller groups to:

* Highlight key themes from student feedback.
* Develop meaningful solutions through structured discussions.
* Create action plans that SGA can champion in future initiatives.
* Encourage more interactive engagement rather than passive listening.

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2. **Moderated Discussion (10 minutes):**
	1. Encourage open dialogue and contributions from students in-person and online.
	2. Ensure equitable participation through multiple avenues for feedback.
	3. Maintain a solutions-oriented focus.
3. **Small Group Collaboration (30-45 minutes):**
	1. Participants break into smaller groups to discuss specific topics.
	2. Facilitators guide discussions to focus on solutions and actionable ideas.
4. **Group Share-Out (15 minutes):**
	1. Each group presents key takeaways and proposed solutions.
5. **Closing and Next Action Items (5 minutes):**
	1. Summarize key points and highlight next steps.
	2. Direct students to SGA’s website and social media for updates and future engagement opportunities.

**Post Event Follow-Up and Action Plan:**

* SGA will review all feedback collected during the town hall, including comments that may not be addressed during the session due to time constraints.
* Future SGA meetings will be used to discuss the feedback and develop an actionable response plan.
* Updates and progress reports will be communicated through the SGA website and social media channels.
* Students are encouraged to attend future SGA meetings or contact SGA members via email to ensure their concerns are continuously addressed.

**Next Steps:**

1. Finalize event logistics and ensure seamless integration of the hybrid format.
2. Prepare materials for in-person attendees to write their thoughts if needed.
3. Promote the event through social media, email, and campus announcements to ensure maximum student participation.
4. Create a feedback system to collect and organize comments for post-event review.
5. Discuss with facilitators how they plan to manage the space and engage with attendees effectively.

**Event Promotion and Engagement:**

* Use social media, email, and campus flyers to promote the event.
* Highlight the hybrid format to ensure accessibility for all students.
* Emphasize the importance of student participation in shaping campus improvements.