Guidelines of the Cultural Life Program

I. Intent of the Cultural Life Program

The Cultural Life Program (CLP) encourages students to attend a variety of high quality events that provide enriching and challenging cultural experiences. Events carrying CLP credit should engage students across a broad spectrum of issues, ideas, and artistic expressions from various disciplines and cultures. They should foster a sense of community on campus, and expose those who attend to multiple compelling views on a wide range of issues, inspiring a life-long pursuit of intellectual fulfillment and engagement.

A broad range of perspectives is expected. CLP credit does not imply University endorsement of the views expressed by any participant in the event. The faculty sponsors may not necessarily hold the viewpoints expressed in the event.

All events are expected to model civil discourse defined procedurally (see V.5. below).

For more, see History & Purpose of the Cultural Life Program.

II. Major Guidelines for Acceptance

Event planners should read the following notes carefully to understand the duties of those hosting CLP events. The CLP Committee (hereafter “the Committee”) is charged with granting approval prior to an event. The event proposal establishes the nature of the event and becomes a rubric for evaluation. Failure to give assurances of the following points can warrant rejection by the committee:

1. The event should explore significant issues that students may not otherwise encounter.
2. Events should not deal with vocational development, practical skills, or personal health or safety unless placed in a broader intellectual, social, artistic, or scientific context.
3. Events should not focus on specific college campuses or issues specific to college life unless placed in a broader intellectual, social, artistic, or scientific context. Exceptions may be made for traditional events such as University Convocations.
4. Participants in an event must demonstrate a fundamental respect for all persons in accordance with the university’s mission statement and strategic plan.

III. Specific Guidelines Regarding Format and Credentials

Event format and credentials must be carefully explained in the proposal.

1. Theatrical and Musical Performances
   Proposals for performances should give:
   a. The significance of the piece and explain its origin, extent of circulation, and other information important to understanding the piece or production. Inform the Committee as to how this information will be conveyed (e.g., through introductions and concluding statements, program notes, oral or written annotations, etc.).
   b. The qualifications of the director, conductor, and/or performers. This should include their credentials, and might also include a previous performance venue, years performing, and/or critical reviews.
c. A warning regarding any material or language that might be considered offensive or particularly provocative.

2. Films and Documentaries
   Proposals for films and documentaries should give:
   a. The significance of the piece and explain its origin, extent of circulation, and other information important to understanding the film or documentary. Inform the committee as to how this information will be conveyed (e.g., through introductions and concluding statements, program notes, oral or written annotations, etc.).
   b. The name(s) and credentials of a presenter or panel to frame and contextualize the film. Speaker credentials must be compelling. If the speaker is associated with Furman University, he or she will typically have a terminal degree (often a Ph.D.) in the field of focus. [The Committee recommends that the presentation and/or panel discussion should last ten to fifteen minutes, with an additional audience question-and-answer time.
   c. A warning regarding any material or language that might be considered offensive or particularly provocative.
   d. Proof that the presenter has secured the appropriate public performance license to show the film. Films owned by Furman’s James B. Duke Library are already licensed for public performance. If there are questions regarding public performance licenses for films, please contact staff members in the Trone Student Center (university.center@furman.edu), or refer to the official Film & Video Public Performance Guidelines.

3. Panels, Lectures, and Debates
   Events that offer the presentation of ideas by experts and notable individuals should give:
   a. The significance of the event by placing it in its intellectual, social, artistic, or scientific context. The committee encourages relevant Furman faculty participation. It also encourages sponsors of events featuring speakers with a particularly narrow or provocative message to include in the event a panel of individuals qualified to respond to the speaker.
   b. The name(s) and credentials of the speaker(s) (as related to the topic). Speaker credentials must be compelling and must align closely with the event topic. If the speaker(s) is associated with Furman University, he or she will typically have a terminal degree (often a Ph.D.) in an appropriate field. If the presenter(s) is not from Furman, his or her previous speaking experience, extraordinary life experiences, and notable accomplishments may sometimes substitute for formal credentials. It is the sponsor’s duty to make a compelling case for this exception.
   c. Ways in which the audience will participate in the discussion (e.g., question-and-answer period).
   d. A warning regarding any material or language that might be considered offensive or particularly provocative.

If an event does not fit any of the above categories, the faculty or staff sponsor should contact the chair of the CLP Committee to discuss the proposal.

The Committee will not consider proposals featuring presentations of student organization work, student coursework, workshops, charity and awareness campaigns, self-help, or “how-to” topics.

The recommended time for events is one hour.
IV. CLP Accessibility and Credit Guidelines

Events should be accessible to the entire student body.

Price: Sponsors of CLP events should attempt to keep admission costs for students to a minimum. If an event’s price for Furman students exceeds $10, sponsors should explain in their proposal the reason for the added cost. Events primarily focused on fundraising will not be approved for CLP credit.

Awarding Performer/Production Credit: Students enrolled in courses noted on the academic transcript, which regularly involve performance or production of CLP events as a requirement for the successful completion of the course, will receive one CLP credit for each semester for which they are enrolled. These courses include but are not limited to forensics, music ensembles and theater productions.

Intellectually Accessible: A general audience should readily understand the subject matter and cultural significance of the CLP event. One should not have to be an expert in a subject to understand a CLP event.

Physically Accessible: The event should take place at a time and in a location that does not preclude attendance, considering student disabilities. Proposals should take into account the capacity of the hall or room for which an event is scheduled. No one will be permitted to enter an event once room capacity has been reached. Off-campus events may be held only if sponsored by a Furman University Sponsored Organization and meet the other CLP guidelines. Organizations will provide their own staff for CLP card distribution and collection, as no CLP workers will be asked to staff off-campus events.

Timing: Generally, events should not be held during typical class hours (8AM - 3PM). Events typically last 1-2 hours in order to facilitate students’ schedules. Regarding the academic calendar, only events occurring during academic sessions may be proposed for CLP credit. CLP events will not be held during study days or examination periods. Exception: One CLP event may be held each year during Orientation week, which will serve as a sample program to introduce new students to the CLP requirement.

V. Responsibilities of the Faculty or Staff Sponsor

Although any staff member, student, or student group may help host a CLP event, an official “faculty or staff sponsor” must submit the event proposal. Appropriate sponsors include all educators at Furman University, defined for the purpose of CLP submission as all members of the teaching faculty, and all event-coordinating educators who serve under the Vice President for Academic Affairs or Vice President for Student Life, as identified specifically by these university officials. A sponsor may not necessarily hold the viewpoints expressed in the event. He or she, however, is expected to hold the credentials necessary to judge the academic value of an event.

1. The sponsor must submit the proposal, oversee arrangements and logistics, and have a clear understanding of the nature of the event. The CLP Committee chair will use the sponsor as the primary contact for all inquiries regarding the event.
2. The official sponsor must attend an event he or she proposes or designate another sponsor to attend in his or her absence. The official sponsor is required to moderate any panel discussion or question-and-answer period. Sponsors who do not feel qualified or comfortable fulfilling this responsibility may appoint another qualified individual (who meets the requirements of a CLP sponsor—see above) or may ask the CLP Committee to appoint a moderator from the Moderator Pool.

3. The official sponsor ensures consistency between the proposal, marketing, and implementation of the event. Event advertising should include the exact title proposed to the committee, the name of all participating university programs, and a “For More Information” line with a regularly monitored email address. Advertising materials must be reviewed by the official sponsor and conform to the standards of civil discourse at Furman University.

4. The official sponsor should see that electoral candidate promotion and merchandise sales are not a central feature of the event.

5. Official sponsors ensure that the conduct of the speaker(s) and audience at the event is appropriate. It is the duty of a sponsor to end an event if it deviates substantially from the guidelines of the Cultural Life Program. The sponsor can later decide, in conversation with the CLP Committee Chair and the Associate Dean and University Registrar, if credit should still be allocated for the event.

6. The official sponsor—indeed, any member of the faculty, staff, and administration—has the duty and authority to withdraw CLP credit from students whose behavior is inappropriate (e.g., using electronic devices, studying, or heckling the speaker). Credit can be expunged in conversation with CLP staff or the appropriate administrative office.

7. The sponsor shall promptly notify the appropriate administrative office if an event is canceled or if its time and/or location are changed. Failure to do so will result in revocation of the event’s credit.

VI. Submission Regulations:

1. Quality: Proposals should be written in non-technical language and avoid sloppy or propagandistic writing. The language of the proposal should match the “Intent of the Cultural Life Program” above. It is the official sponsor’s duty to ensure that the committee receives all applicable information regarding content, format, and credentials. Proposals must be submitted electronically using the approved form.

The submitter will not obfuscate or mislead the CLP Committee in any way. The title and content of the event cannot change for event advertising or orchestration. The date and time for an outstanding proposal cannot be changed unless the event would be moved to a later date in the term, and only if the appropriate administrative office is given two weeks notice in order to staff the event. The CLP Committee chair and appropriate administrative personnel must approve any changes.

2. Process: Sponsors should submit events as early as possible. The Committee recommends beginning the submission process at least five weeks before the event. This process includes preliminary conversations with the Committee chair if necessary, obtaining confirmation of a
campus room reservation, and electronic submission. The Committee will consider submitted (or resubmitted) proposals at its weekly meetings during fall and spring terms (excluding breaks and university holidays). It will only consider proposals for events scheduled two weeks or more from the day of submission (or resubmission). Summer proposals will be reviewed as necessary.

3. Overbooked Dates: Ordinarily no more than three CLP events may be scheduled on the same day. When events are submitted, program administrators will notify the sponsor and Committee chair if three events are already planned for the proposed date of the event (thus disqualifying the new proposal from consideration). Any exceptions to the “three event rule” will have to be approved by the Committee.

4. Notification: Once the Committee has reviewed a proposal, the Committee chair will notify the faculty or staff sponsor of the Committee’s decision via email. Three decisions are possible. The Committee may choose to accept the proposal as written. The Committee may choose to deny the proposal. In the event that a proposal is rejected, the Committee will provide the sponsor with an explanation for the proposal’s rejection. Finally, the Committee may choose a revise and resubmit option and detail the specific changes that would bring the event into compliance with the guidelines. A revise and resubmit decision allows the sponsor to submit a revised proposal for Committee review. Sponsors revising proposals must remain aware of timing requirements (see 2). The Committee will consider a revised proposal at its next scheduled meeting.

VII. Accountability

The Committee will ensure the quality of the program in the following ways:

1. Official sponsors are responsible for guaranteeing that CLP events in their actual execution are consistent with the proposal that has been approved. Violations may include deviation from the proposal in marketing or event orchestration; insufficient communication with the CLP Committee chair or administrator regarding change of location, time, or event cancellation; or events of such a low quality or ill-will as to cast doubt on their academic merit.

2. If any member of the university community submits a formal, written complaint to the Committee chair or University Registrar regarding an event or marketing, either before or after the event, the Committee will decide if a formal hearing is necessary. If a hearing is called for, the Committee will invite appropriate parties to present evidence before the Committee during a regularly scheduled meeting. The Committee will render its decision within 7 days (excluding breaks and holidays). Decisions by the Committee are final.
   a. If the complaint is related to a scheduled event, the Committee may decide to leave the event unchanged, to require alteration of the event in collaboration with the official sponsor, or in rare cases to cancel the CLP status of the scheduled event.
   b. If the complaint is related to an event that has already been held, the Committee will investigate whether the event in its execution deviated from its proposal in a substantial way. If the Committee determines that a violation has occurred, it will work with the official sponsor to identify the causes of the violation to ensure that the same mistakes are not made again, and to facilitate an appropriate apology and, if necessary, restitution.
   c. If the Committee determines that the event in question did not in fact satisfy the CLP program requirements in its execution, it may decide to disqualify the official sponsor from sponsoring further CLP events for a period of time up to one academic year. In extreme cases, the Committee may invoke other penalties.
DISCLAIMER: The CLP Committee does not make decisions regarding the validity of the viewpoint expressed in any particular event.