



Missouri State University
DIVISION FOR DIVERSITY AND INCLUSION

~DIVERSITY COORDINATION TASK FORCE~

Diversity Programming Event Guidelines

The following information is intended to guide program groups and individuals in selection of programs and content for culturally-based programs at MSU. This template can be used for all diversity programs, events and activities within academic, administrative and student units and organizations. The template is strictly a guide and does not constitute any other purpose or support. Questions about use of this instrument can be directed to the Chair of the DCTF.

Overview of Planning Activity:

Considerations for program selection and prioritization:

- It is often important to consider ideas from the previous year that could not be implemented, unless outdated or infeasible, and give these ideas first consideration for current-year programs. If considered, we suggest that these programs already have a confirmed sponsor, commitment from main speakers/entertainers, and space determination before going forward with planning.

- After reviewing previous ideas and ensuring that funding sources exist for implementation, new programs should be considered in a prioritized fashion. It is suggested that new programs contain core criteria for cultural experiences (see below) and spotlight one of the following components:
 - Cuisine
 - Cultural Celebration
 - Current Issues
 - Disability Issues
 - Geography
 - Government
 - History
 - Language
 - Music
 - Religion
 - Women's Issues

Core Criteria for Cultural Experiences:

If it is about....

Does it....

| | Educate | Entertain | Challenge Stereotypes | Draw Other Cultures | Promote Interactivity | Cost Effective | Promote Collaboration |
|-----------------------------|---------|-----------|-----------------------|---------------------|-----------------------|----------------|-----------------------|
| Cuisine | | * | | | * | * | |
| Cultural Celebration | * | | * | | | * | |
| Current Issues | * | | * | | | | |
| Disability Issues | * | | * | | | | |
| Geography | * | | | | * | | |
| Government | * | | | * | | | |
| History | * | | | | * | | |
| Language | * | | | | * | | |
| Music | | * | | | | | * |
| Religion | * | | * | * | | | |
| Women's Issues | * | | * | * | | | |

*** Denotes criteria deemed most important for gaining favorable program results**

General criteria for consideration while planning any diversity program or event: Does the program...

- Reach out to the community
- Provide a service to students
- Promote diversity
- Provide educational content
- Provide a cost effective presentation