

Systemwide Time, Place and Manner Policy
University’s Educational Programming Plan

Due: September 16, 2024, to evcasa-assists@calstate.edu

The CSU Systemwide Time, Place and Manner policy requires each university to foster healthy discourse and exchange of ideas in a safe and peaceful manner and to provide educational programs and activities that support the balance among free speech activities, the educational mission and campus safety. Each campus will receive a one-time funding allocation to advance and strengthen these activities. Funds should be utilized with a focus on campus-wide learning and professional development opportunities that address campus climate, enhancing a culture of care, and other areas that support student development, co-curricular engagement or teaching and learning within the context of Time, Place and Manner.

Section I: Campus Information

Campus: CSU San Bernardino

Campus Contact First and Last Name: Samuel Sudhakar

Campus Contact Title: VP & CFO, Division of Finance, Technology, & Operations

Campus Contact Email: ssudhakar@csusb.edu

Section II: Proposal Overview

Describe what types of programs or activities the campus will create or enhance to meet these objectives. Where possible, specific information related to training opportunities, programs, activities, speakers, vendors, etc. should be provided in the overview.

Educational Curriculum Development

- Members of the University Response Team will work together to develop CSUSB TPM Policy educational curriculum.
 - Workgroup members will include leaders from the following units: OSLE, SCED, IEC, UPD, FAD.¹
- Curriculum will include, but is not limited to:
 - Guidance around TPM Policy on posted materials and use of campus bulletin boards.
 - Processes for TPM Policy Scheduling and Registration Procedures.
 - The intersection between free speech and the Nondiscrimination Policy.
 - Communication of TPM guidance for ensuring campus safety during speech activities.

Student-Focused:

¹ Office of Student Leadership & Engagement, Student Conduct and Ethical Development, Institutional Equity and Compliance, University Police Department and Faculty Affairs and Development.

- On August 20, 2024, all CSUSB students were sent an [email](#) communication with the subject line “Exercising Your Rights to Freedom of Expression” to inform students about the CSU Time, Place and Manner Policy and the [CSUSB TPM Addendum](#). This message also included information about the university’s commitment to upholding freedom of expression. This communication also included the Student Conduct Process Policy and CSU Nondiscrimination Policy to ensure that students understand their rights and responsibilities in exercising free speech, as well as the university’s obligation to maintain the safety and well-being of the broader campus community.
- Leadership from the Office of Student Leadership & Engagement (OSLE) and Student Conduct & Ethical Development (SCED) will provide training on the CSU and CSUSB TPM Policy to student leaders across campus, including:
 - Associated Students, Inc. (ASI) Board of Directors
 - Santos Manuel Student Union (SMSU) Board of Directors
 - Student Club/Organization Officer Onboarding
 - Currently, students are receiving email communication from the OSLE to inform them of the CSU and CSUSB TPM Policies.
 - In the future, education on the CSU and CSUSB TPM Policies will be incorporated into the student orientation during the club/organization chartering process.
 - In the future, educational workshops on the CSU and CSUSB TPM Policies will be offered to all members of student clubs/organizations.
- OSLE, SCED & the Division of Student Affairs will also partner with the ASI BOD, the SMSU BOD, clubs/organizations, and campus affinity centers to share TPM Policy information and discuss practical application of these policies to campus life at CSUSB.
- Beginning with CSUSB’s incoming class of 2025, TPM Policy information will be incorporated into all New Student Orientation programs. These sessions will include real-world examples and scenarios relevant to campus life.
- Print materials, social media infographics, and educational videos will be made available to all students. These materials will be available in student-facing offices across campus, through student program webpages, and via social media channels. Materials and graphics will include FAQs, policy info, as well as contact information for OSLE & SCED staff who can answer questions and/or provide educational workshops by request to educate students inside and outside of the classroom.
- Educational posters and other visible signage will be posted in campus gathering spaces and free speech areas to provide key information about where, when, and how free speech activities can take place on campus.

- Campus marquee and other digital screens across campus will be used to share relevant TPM Policy information, updates & announcements.

Faculty and Staff-Focused:

- On August 20, 2024, all CSUSB faculty received an [email](#) communication from Robin Phillips, VP of HR and Co-CDO with the subject line “Campus Climate Notification for Colleagues” which included language noting the university’s commitment to freedom of expression and a link to the CSU Time, Place and Manner Policy.
- On August 28, 2024, all CSUSB faculty & staff received an [email](#) communication with the subject line “Chancellor’s Directive on Prohibited Activities” to make the CSU’s commitment to free expression, free speech, and free assembly clear, as well as informing staff and faculty of the kinds of activities that are strictly prohibited on university property.
- Will provide enhanced training for club/organization advisors on the TPM Policy as part of their orientation during the club/org chartering process.

Faculty-Specific:

- Offer TPM Policy educational workshops for faculty through the Faculty Center for Excellence.
- Incorporate TPM Policy information into New Faculty Orientation.
- Develop and deliver TPM Policy training for Department Chairs and Deans & offer opportunities to deliver training to all department or college faculty.
- Collaborate with the California Faculty Association (CFA) and Faculty Senate to develop a joint statement supporting the CSU TPM Policy & campus addendum.

Staff-Specific:

- Offer TPM Policy educational workshops for staff through the Staff Development Center.
- Incorporate TPM Policy information into New Employee Orientation.
- Deliver TPM Policy training to staff in key student-facing departments, including Division of Student Affairs units, Human Resources, academic advising, peer mentoring, etc.
- Work with bargaining units on joint statement in support of CSU TPM Policy & campus addendum.

All Campus:

- CSUSB developed a Time, Place and Manner Policy webpage accessible through the university website to make the CSU TPM Policy and our Campus Addendum easily accessible to all members of the public and campus community.
 - Update webpage regularly and include referral to TPM webpage in all staff, faculty, and student education and training.
- Add a “Request Training” tab on the CSUSB TPM Policy website, allowing campus community members to easily request educational workshops for groups of staff, faculty, and students.
- Development and dissemination of CSUSB Free Speech Guide (see attached) widely by email, social media, and add link to pamphlet to TPM Policy webpage.
- Hire Graduate Assistant to support coordination of campus TPM Policy education plan.

Section III: Recap

Campuses will be asked to provide a summary response of all activities and detailed use of funds at the end of the 2024/2025 fiscal year. More information will be distributed to the Designated University Official.