Guidelines and Instructions for Submitting Public Comments

on a SARA Policy Proposal

Please use the guidelines and technical instructions below to post a public comment related to any of the proposed SARA Policy modifications. Following these guidelines will help ensure that your comment(s) move forward for consideration as expeditiously as possible.

After submitting a public comment on a SARA Policy proposal, you will receive an automated email with a record of your submitted comment. Additionally, your name, your organization's name (if applicable), and your comment(s) will be shared publicly on the NC-SARA website after an initial review. Your email address will NOT be shared publicly; however, it will be shared with the original proposal submitter.

> **IMPORTANT NOTE:** The *Technical Instructions* section below includes steps you may take if you wish to submit a public comment(s) without explicitly identifying the state, institution, or other organization with which you are affiliated.

GUIDELINES FOR SUBMITTING PUBLIC COMMENTS:

We request that comments be constructive. In drafting your comment(s), please consider the guidelines below to ensure your comment(s) helps support the SARA Policy Modification Process.

- Craft your comment(s) to be responsive to the specific SARA Policy proposal itself, and/or
- Share ideas and information about potential benefits or consequences of the proposed modification (e.g., impact on students; impact on institutions) if the proposal were to be approved, and/or
- Share opportunities to improve the proposed language, or provide an alternative framework for satisfying the objectives of the proposal, and/or
- Share specific recommendations related to the implementation timeline and resources needed, and/or
- Share specific concerns about the proposal, including details about why you have concerns, and/or
- Pose questions about the proposal that you would like the proposer to consider addressing during the SARA Policy Public Forum or during the second amendment period.

TECHNICAL INSTRUCTIONS FOR POSTING PUBLIC COMMENTS:

Step 1:

From the Participate in SARA Policy Modifications webpage, select "**SARA POLICY PORTAL**".

Step 2:

Select the SARA Policy proposal you wish to comment on from the list of proposals that have been submitted.

Step 3:

In the upper right corner, select "**Submit Public Comment**".

Step 4:

On this screen, you will be asked for the following information:

- First Name
- Last Name
- Email Address – *We will send confirmation that your public comment(s) has been received to this email address.*
  Note: *Because your email address will be shared with the proposal submitter, we encourage you to provide a personal email address in this field if you do not want the state, institution, or organization with which you are affiliated to be easily tied to your comment(s).*
- Organization
    - College and University Staff
    - Individual
    - NC-SARA Staff
    - Other Organization
    - Regional Compact / Steering Committee
    - State Portal Entity Staff
    - NC-SARA Board

    A text box will appear for you to enter the name of your organization unless you select *Individual, NC-SARA Staff, or NC-SARA Board*.

    Note: *Because the name of your organization will be shared with the proposal submitter, we encourage you to select "Individual" in this field if you do not want to explicitly identify the state, institution, or organization with which you are affiliated.*

After you have entered the required information, select "**Next**" on the bottom right of the screen to continue.

Step 5:

Enter your comment(s) about the SARA Policy proposal on this screen.

- If you are submitting a comment on behalf of a group or organization, we recommend you state that in the first line of the comment itself (e.g. "I am submitting this comment on behalf of NC-SARA.")
- If you are submitting a comment as an individual and do not want to explicitly identify the state, institution, or organization with which you are affiliated, we encourage you to include in your comment(s) a statement that indicates the type of organization you are affiliated with, as that may be helpful to the proposal submitter. Examples:
    - *"I work at a private not-for-profit 4-year institution, and I believe…"*
    - *"I work at a state agency in a state with fewer than ten million residents and from my experience I feel this proposal would…"*

After you have entered your comment(s), select "**Next**" on the bottom right of the screen to continue, then select "**Finish**".

For further assistance with, or questions about, this process, please email <u>info@nc-sara.org.</u>