

**Joint Committee on Higher Education
Governance, Excellence, and Transparency**

2011: Guidelines for Public Witnesses

Thank you for your interest in offering Oral and/or Written Testimony as a **Public Witness** at the Joint Oversight Committee on Higher Education Governance, Excellence, and Transparency (HEGET) overview hearing on Monday, October 17, 10 a.m., E1.030. To ensure a successful, informative, yet timely hearing, we developed the following guidelines that should facilitate your preparation and presentation.

Generally, **Public Witnesses** are asked to limit Oral Testimony to 5 minutes and may submit Written Testimony before or at the hearing, unless otherwise arranged.

Please review these guidelines and contact the Senate Higher Education Committee staff via 512/463-4788 or ashlee.pena@senate.state.tx.us or the House Higher Education Committee staff via 512/463-0782 or dustin.meador_hc@house.state.tx.us if you have any questions or need assistance.

I. Oral Testimony:

- A. Begin your testimony by stating your name, title, and whom you represent.
- B. Limit Oral Testimony to 5 minutes. Members will be invited to ask questions after your testimony. If they interrupt you, your time will be extended. The Question and Answer exchange is not included in your 5 minutes.
- C. Focus your testimony on the charge for the hearing and your recommendations for new or amended laws, agency roles, or funding priorities. A copy of the charge is available via the committee's webpage.
- D. Please do not read your statement verbatim to the committee. You may submit copies of your Written Testimony, however, so that members can reference it during your Oral Testimony.

- E. If you require arrangements to accommodate a disability or religious conviction, please contact the Senate and House staff as soon as possible, preferably five business days before the hearing. We will do our best to provide reasonable accommodations.

II. **Written Testimony:**

- A. Public Witnesses may submit Written Testimony before or during the hearing, provided it complies with the committee's policies.
- B. Written Testimony should reflect the following format:
 - 1. 8.5x11 portrait (vertical) layout.
 - 2. Times New Roman, 14 pt.
 - 3. Page numbers.
 - 4. Black and white.
- C. Written Testimony should include the following information:
 - 1. Your name, title, institution or organization you represent, address, telephone number, and email address.
 - 2. Date on which materials were submitted to the committee staff.