



Decision Support Center Policies

1. Food and beverages are not allowed in the DSC, this includes snacks and coffee/tea.
2. Please reserve your DSC appointment at least 7 days in advance.
3. Every DSC session requires a pre-agenda meeting with the facilitator, **no later than four days before** the scheduled session.
4. Use of GroupSystems™ software (<http://www.groupsystems.com>) is required if you'd like to use the DSC .
5. If you do not require GroupSystems™ for your DSC session, please select another meeting room.
6. Only CSUF faculty, staff and administrators may reserve the DSC. No exceptions.
7. You may contact the DSC Coordinator directly at 714.278.4719 or spollack@fullerton.edu.
8. Please do not load any software the DSC machines. Administrators and staff conducting meetings should speak to the DSC Coordinator if you'd like to load software for any purposes. Software will be immediately removed from the machines after the session ends.
9. DSC meetings should be scheduled for no longer than 2 hours. Please consult with the DSC coordinator if you feel your meeting will take longer than 2 hours.