

Academic Senate Virtual Meeting Instructions

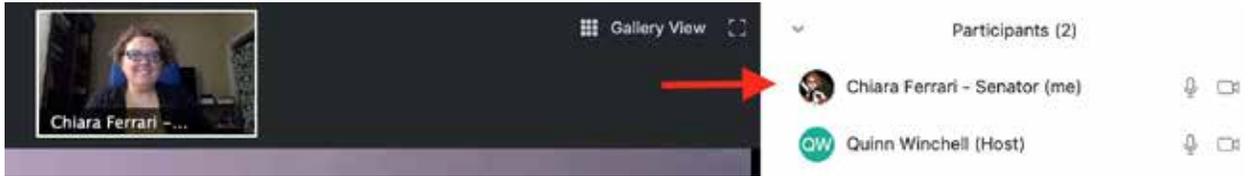
Meeting Schedule and Zoom

- We are planning to hold to our Tuesday Senate meetings at 2 p.m. The virtual meeting room will open at 1:30 p.m. every Tuesday to give everyone a chance to test technology. More information about Zoom Meetings is included below.
- Please remember that we need a quorum to hold the meetings, so try to arrange your schedule in a way that allows you to attend. We will try to keep the meetings as short and as efficient as possible.
- Proxies: proxies will function as in the face-to-face meetings. If you cannot attend, make sure you select someone that can hold your proxy and share your voting preferences with them. Notify the Speaker and Senate Office of who your proxy is before the scheduled meeting.
- As usual we will use the link to the Academic Senate SharePoint to view the agenda packet so make sure you have whatever devices(s) you need to use Zoom and view the agenda packet at the same time.
- ~~● We will take regular breaks to prevent burn out.~~
- The Senate meeting will be open to the entire campus community, but there will be a specific protocol to follow for attendance and participation, addressed below.

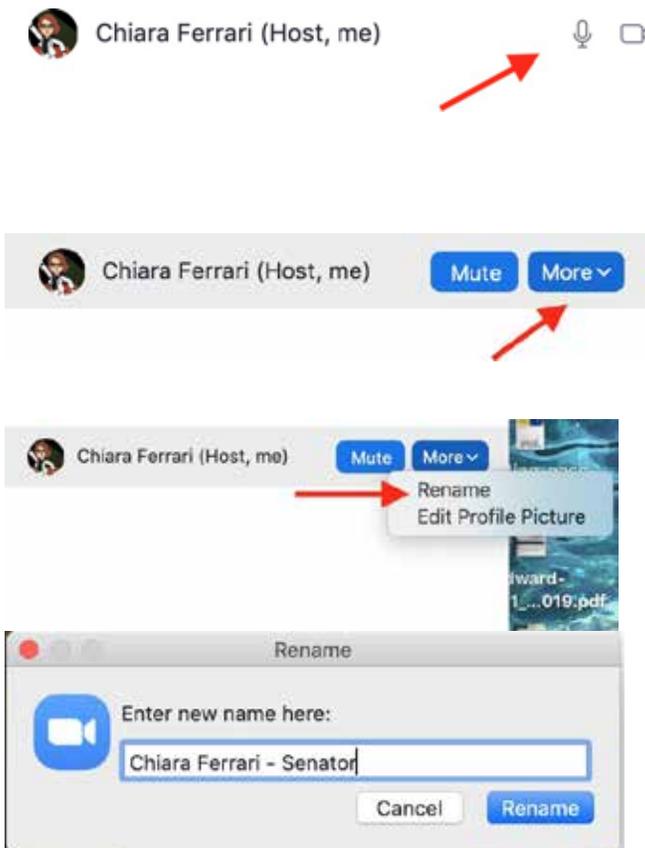
Sign In and Naming

- We strongly recommend that you sign in with a computer or tablet for the most robust experience with Zoom, and circumstances permitting, join from a location with the most stable internet connection possible.
- If you use a phone or tablet, download the Zoom app so you have access to all the features we will be using (mute, change name, raise hand, chat room). If you don't use the app you won't be able to use these functions. The tool bar is in the upper right hand corner of the screen.
- All participants (senators and guests) must change their participant name to their full name, if it isn't already showing.
Senators must add the word "senator" next to their names. Guests must add the word "Guest" next to their names

Since we will need a quorum for holding the meetings and we need to vote on various items, we need to make sure we know who is present and who is voting.



To change your name, scroll the mouse over the microphone and camera icons and two buttons will appear that say "mute" and "more." Click on "more" and select "rename." A window will open and you will be able to edit your name (see process below).



Audio

- Your microphone will be set on mute when you arrive. Be sure that sound and video (if appropriate) are enabled on your device(s). Roll will be called to make sure everyone can hear each other.



Running Meeting Roles

Speaker

Like in the in-person meetings, the Speaker will run the virtual meeting (move through the agenda, ask for votes, give speakers the ability to speak when it’s their turn, etc.). The Speaker will follow the speakers list.

Speaker-Elect

The Speaker-Elect will share and manage the editing of the documents in real time.

Clerk

Like in the in-person meetings, the Senate Clerk and Executive Assistant will take notes.

‘Chat’ and ‘Participants’ Windows

- We recommend that you open the ‘chat’ and “participants” windows, icons located at the bottom of the Zoom screen (see below). On tablets/phones using the app, the ‘participants’ link is in the toolbar. For the ‘chat’ feature, use ‘More’ then ‘Chat.’ The ‘chat’ feature lets you communicate with other participants collectively or privately. The ‘participants’ window shows you who is in the meeting.



- On a computer you can customize your screen settings by using the icon in the upper right corner. On tablets/phones using the app, click on More and then Meeting Settings.
- Chat sessions will be saved and attached to the official Senate meeting minutes when those minutes are approved and posted.

Speakers List Protocol

- To get on the speakers list, senators should type a question mark (?) into the Chat and wait to be called on by the Speaker.

- To help manage the meetings as efficiently as possible, guests in attendance are only allowed in the speakers list via a senator that will ask the question on their behalf. Guests should share their questions in the chat (either privately or to everyone), so senators can ask those questions.

Make a Motion, Ask a Question

- *For senators:* to ask a question or make a motion/propose an amendment, type a question mark into the 'chat' to get on the speakers list.
- If the motion/amendment is more than a few words please type it into the 'chat' window after you are recognized to speak. It's important to wait until you are recognized to speak so that we can track the motion in real time.
- We will ask everyone to share amendments in advance, as much as possible, to save time during the live meetings. Please try to limit the number and length of amendments, especially if they are primarily editorial. Committees are asked to double check the documents very closely and to polish their language as much as possible before they are on the Senate agenda to minimize the amount of time we spend editing during the meeting.

Voting

We will use the poll feature to vote. The Speaker will create a poll (a single question with yes/no/abstain as possible answers) which will be displayed in a box on your screen. After you vote (you can only indicate one answer) hit Submit to send in your response. The results will be displayed in percentages on your screen shortly after everyone votes. The Speaker will record the numerical vote tally in the 'chat' box.

The screenshot shows a poll window titled "Polls" with a green header "resolution approval". Below the header, the question is "1. Approve XX/20/AS/SEC". There are three radio button options: "Yes" (which is selected), "No", and "Abstain". A red arrow points to the "Yes" radio button. At the bottom of the window, there is a red "Submit" button, also indicated by a red arrow.

