

# Zoom Meeting Protocol

## Faculty Senate Meeting 4/6/20

### 1. Keep video and microphone disabled throughout the meeting

- You will see the microphone and video icons in the bottom left of your Zoom window. Please select “Mute” and “No Video” for your options. This will reduce bandwidth usage and prevent distractions. When speaking to the group, please re-enable your video and microphone.
- Instead of video display, please add a profile picture to your Zoom account. Here is how:
  - Go to <https://zoom.us/profile>
  - Once you log in, the site will take you to your profile
  - Towards the top left of the profile page, you will see either a blank profile photo or the first letter of your first name.
  - Select “change” to add a profile picture
  - Select “upload” to upload the photo file from your computer

### 2. Providing Feedback During Meetings

- Please feel free to use the chat function to provide comments and feedback. Remember if you have any comments or questions that need to be **addressed by the speaker**, you must indicate using the nonverbal feedback process explained below. The chat will be saved for future reference.
- In-meeting chat will not be moderated. Due to the number of participants in this session, time-sensitive comments or questions can be easily missed by a moderator.

### 3. Questions or Concerns During Meeting Presentations

- For this meeting, we will be using the Nonverbal Feedback feature of Zoom to indicate questions or relevant concerns. This is the equivalent of raising your hand and waiting to be recognized by the chair; it provides clarity of process.
- Raise questions or concerns using the Nonverbal feedback feature on Zoom.
  - -[How to Provide Nonverbal Feedback on Zoom](#)
  - -For Windows and Mac users: Join meeting → select “participants” at the bottom of the screen → select the “raise hand” icon to indicate a question or comment
  - -iOS or Android users: Join meeting → select “more” at the bottom of screen → select the “raise hand” icon to indicate a question or comment
- Throughout and after individual presentations, senators will be asked if there are any questions or concerns.
  - If you have a question or concern, select the “raise hand” icon as above.
  - After you are called on, please unmute yourself and add video and raise your question or concern. (If your wi-fi connection is weak, you might opt not to include video.)
  - Afterwards, please click the icons again to remove them.
  - If for some reason you cannot use your audio, email or direct message Brooke Killion on Zoom. If possible, she will read aloud the question or concern on your behalf.