



## Faculty Senate Meetings: Zoom Protocol

### Attendance

- It is very important that we collect attendance, especially when an alternate is standing in for another senator. Our GRA, Brooke Killion, will send several messages via Zoom chat prompting all alternates to send her a private message via chat to assure accuracy.
- If you are having difficulties getting into the meeting or other issues during the meeting, email Brooke at [jkillio1@vols.utk.edu](mailto:jkillio1@vols.utk.edu)

### Keep microphone muted throughout the meeting

- You will see the microphone and video icons in the bottom left of your Zoom window. Please select “Mute.” This will allow others to hear the speaker clearly and prevent distractions. When speaking to the group, please re-enable your microphone by selecting “Unmute.”

### Providing Feedback During Meetings

- Please feel free to use the chat function to provide comments and feedback that are germane to the Senate discussion. 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.
- In-meeting chat will be moderated by our GRA, Brooke Killion. However, due to the number of participants in our meetings, time-sensitive comments or questions can be easily missed. Brooke will prioritize monitoring the chat messages but please private message her directly via chat if there is a question or time-sensitive comment that needs to be addressed.

### Questions or Concerns During Meeting Presentations

- 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. Set your Zoom preferences to display your full name, not a nickname, to assist identification.
- 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, state your name so you will be accurately identified in the Minutes, and raise your question or concern.
  - Afterwards, please click the icons again to remove them.
  - If for some reason you cannot use your audio, email or direct message Brooke Killion via chat on Zoom. If possible, she will read aloud the question or concern on your behalf.
- In the event that your question is unable to be addressed due to time limits, please feel free to pose your question via the Faculty Senate listserv.

### Voting

- When an agenda item comes before the Faculty Senate for a vote, a poll will be provided within the Zoom application allowing Voting Members to select a response.