



Guidance for Shared Governance Meetings

For the 2022-2023 academic year, Shared Governance Committees have the choice to meet in-person or virtually. The following is a list of Shared Governance Committees in the [Shared Governance Booklet](#):

- Academic Excellence
- Access to Completion and Equity
- Accreditation
- College Committee on Art in Public Spaces
- College Coordinating Committee
- Curriculum
- Department Chairs
- Digital Learning
- Diversity and Equal Employment
- Opportunity Advisory Committee
- Employee Development
- Enrollment Management
- Facilities Planning
- Faculty Hiring Prioritization
- Faculty Professional Development
- Hiring Standards
- Information Technology Standards
- Instructional Program Review
- Outstanding Classified Employee Selection
- Planning and Budget
- Professional Relations
- Sabbatical Leave
- Safety
- Student Learning Outcomes
- Student Life
- Web Standards

ZOOM MEETING ETIQUETTE GUIDELINES

Shared Governance Committees that choose to meet virtually are requested to follow these guidelines to ensure that the meetings continue to be productive for all participants.

COME PREPARED

Make time in your day to be ready for the meeting. Review the agenda and do any pre-reading so that a fruitful discussion can occur.

ELIMINATE DISTRACTIONS TO STAY FOCUSED DURING MEETING

If you share space with others, let them know you are joining a virtual meeting or place a sign on your office door. Avoid multi-tasking. Silence your cell phone.

LOG IN ON TIME

Do not wait until the last minute to log in. You will start off distracted, and you may forget to log in on time. Logging in early ensures that your Zoom is working correctly which results in the meeting participants not having to wait if there are technical difficulties. If you are going to be late, send a message to the meeting organizer so they know if they should wait for you.

TURN ON CAMERA/MUTE MIC

ALL participants shall have their camera on to foster engagement in the meeting (unless pre-approved by committee chair). Eliminate background noise and ensure your mic is muted.

REMEMBER YOU ARE ALWAYS ON CAMERA

Prioritize a work-appropriate background. The college offers a variety of virtual backgrounds which have been added to your Zoom account by the Information Technology Department. Backgrounds may be accessed through your Zoom app under settings then background and effects **or** may be changed while in a Zoom meeting.

LOOK AT THE CAMERA WHEN SPEAKING

Look at the camera when speaking just like you would people in the eye during a face-to-face meeting.