



Faculty Senate Meetings Zoom Housekeeping Reminders

- **Senators:** Voting members of the Faculty Senate should add an asterisk (*) before their names in the participants list upon entry to the meeting (ex. *Tracy Dawn Hamilton).
- **Video Off/Muted:** Keep yourself **muted** and have your **video off** unless speaking. The only people with video on should be the Chair, person addressing the Senate, and the ASL Interpreters.
- **Hide non-video participants:** You can choose to “Hide non-video participants” to help you focus on the speaker. *(Instructions: When you are in Gallery View, right-click on any participant that either has their video off, or you can click on the 3 dots at the upper right of their participant box. Choose “Hide non-video participants” to hide all users with their video off.)*
- **Speakers List:** If you want to be added to the speakers list, use the “raise hand” function in the participants list *(The “raise hand” function is located at the bottom of the participants list)*. Comments in the chat will not be an official part of the meeting.
- **Voting:** When asked to vote the “yes”, “no”, and “go slower” functions in the participants list will be used. A vote of “go slower” will be used to record an abstention vote.
- **Technical Issues:** If you’re having technical issues, please use the chat function.