

COASTLINE ACADEMIC SENATE ZOOM MEETING GUIDELINES

ZOOM SENATE PROTOCOLS (for Academic Senate and Curriculum Committee):

- Once the meeting has started, please mute yourself using the microphone button
- Please establish video connection if possible
- Please use the “raise hand” to ask to speak
- Chat will not be used for official Academic Senate business
- Rename screen name to AS for Senator, CC for Curriculum Committee Member or Guest and then your name. The Rename button is located by your name in Participants. Press on the MORE button and RENAME.

RECORDINGS:

All Coastline Academic Senate meetings are subject to audio and/or video recording to maintain a record of the proceedings. Agendas, minutes, and meeting documents will be archived online through the [Academic Senate](#) web page.

CHAT:

Chat will be disabled once the Academic Senate is called to order.

MOTIONS/SECONDS/VOTES:

- Senators/CC Members who wish to speak, such as to make a motion, second a motion, or wish to speak to a motion must first be recognized to speak using the “raise hand” feature in Participants. If the Senator/ CC Member is on a phone, they will need to identify themselves first and ask to speak.
- Participants button is usually on the bottom of the screen on a computer. It is at the top left of an iPad.
- Voting will be by yes/no feature or through polling. Senators must have the AS designation on their screen name. If abstaining, please use raise hand feature to abstain.

PRESENTATIONS:

- Please email the [Academic Senate](#) or the [Academic Senate President](#) to ask for a time to present.
- Material to be presented needs to be ADA compliant and submitted as a pdf file. If the material is not ADA compliant, it cannot be used for the presentation.
- ADA compliant material must be submitted to the Academic Senate office by 9AM the Thursday prior to the Senate meeting.
- To learn more about ADA compliance click [here](#).