GEORGE MASON UNIVERSITY
MINUTES OF THE FACULTY SENATE EXECUTIVE COMMITTEE MEETING
THURSDAY, AUGUST 6, 2020 - ELECTRONIC MEETING* – 4:00 – 5:30 pm

Present: Lisa Billingham, Melissa Broeckelman-Post, Shannon Davis (chair), Timothy Leslie, Bethany Letiecq, Kumar Mehta, Suzanne Slayden.

Visitors: Cherie Galantis, Manager, Enterprise Collaboration, Information Technology Services
Matt Berlejung, Videoconference Engineer, Enterprise Collaboration, Information Technology Services.

Congratulations to Matt on his recent election as Staff Senator.

Chair Shannon Davis reiterated that Faculty Senate will be conducting its meetings in Fall on Zoom. She stressed the significance of getting it right at the first faculty senate meeting -- particularly: 1) legitimacy of the elections conducted for all committees, and 2) procedures adopted for Zoom environment conform to the by-laws that were written for face-to-face environment.

Chair Davis thanked Cherie and Matt for joining the meeting to answer the questions, and for sharing with the Executive Committee the various options and features available when using Zoom.

There was discussion on: a) phasing out of various WebEx products (WebEx meetings, teams, and events), b) use of alternatives such as Collaborate in Blackboard, and c) circumstances that lead to purchasing of Zoom license.

Polling: Allowing only eligible members to vote
- Suggestion was to use breakout rooms in Zoom and limit it to only senators.
- Question regarding availability of polling feature in breakout rooms - unknown.
- Using Qualtrics to conduct polling:
  - Email only to senators present in the zoom meeting: The challenge in constantly monitoring who is present / not present.
  - Requesting NetID to validate -- would not allow anonymous polling
  - Sharing Qualtrics survey link only in the breakout rooms to poll only the senators present.
- Recommended using pre-designated breakout room for senators.

Handling nominations from the floor:
- Creating a single slate of nominations
- Editing Qualtrics to add/remove nominees to handle nominations from the floor
- In case of runoff -- having survey ready to go

It was decided that voting would be conducted in the breakout room with only the senators present. This would be equivalent of Faculty Senate going into executive session.
Electing Chairs for Standing Committees:
- Create breakout rooms for each of the committees
- Members will go into committee breakout rooms and elect their chairs.

Managing meeting functions/abilities covered:
- default mute participantshosts when they join
- expel individuals (in case of zoom bombing)
- record meetings
- use of waiting rooms
- using multiple co-hosts to manage meetings

Various options were considered for managing the main room while senators were voting. There was discussion on ways to engaging the non-senator participants, and creative ways to use the opportunity.

Discussion on multiple host logins by the same user. Something WebEx allowed, but Zoom does not.

Discussion on IT support for the meeting:
- Cherie suggested that the virtual meeting information be sent to ITU support. That way, if anyone needs assistance -- they can reach out to ITU support center.

Chair Davis thanked Cheri and Matt for taking time to attend the meeting and helping identify options that can enable us to run the meeting smoothly.

The meeting was adjourned at 5:30 pm

Respectfully submitted,
Kumar Mehta
Secretary
APPENDIX A – Email from Matt Berlejung with list of tips, tricks (in Zoom) for next meeting

Enterprise Collaboration
Thu 8/6/2020 5:21 PM
To: Melissa Broeckelman-Post; Shannon N Davis; Bethany Letiecq; Suzanne Slayden; Margaret E Caniano; Faculty Senate; Lisa A Billingham; Rebecca E Sutter
Cc: Cherie Galantis

Good evening,

Great speaking with you all today. As an FYI for Dr Slayden, I was able to join our meeting twice, from two separate computers while we talked.

As promised, this is a (non-comprehensive) list of links/info that should assist you, including the contact information for the ITS Support Center. Some of these are unnecessary for your meeting but you may keep in your toolbox for later use:

Suggested scheduling actions for University sponsored virtual events:
https://events.gmu.edu/virtualevents/

For the hosts and co-hosts (and presenters), be sure to practice, practice, practice (in the actual scheduled Zoom). For the audience, here is a practice (test) Zoom meeting they can do on their own time:
https://zoom.us/test

Zoom training materials and videos (via links) covering: Schedule a Meeting, Host a Meeting, Join a Meeting, Manage Audio & Video, Share Content & Present, etc. (Links are on the ITS website, but point to Zoom resources under “Key Features”):
https://its.gmu.edu/service/zoom/

Scheduling Privileges (delegate Zoom scheduling):
https://support.zoom.us/hc/en-us/articles/201362803-Scheduling-privilege

Managing breakout rooms:
https://support.zoom.us/hc/en-us/articles/206476313

Getting help with Qualtrics:

Consider making the internet a little more accessible by utilizing the services of Assistive Technologies Initiative (ATI) at Mason. ATI intakes captioning and translation requests for the Mason population.
https://ati.gmu.edu and ati@gmu.edu

If you are considering using the ITS Support Center for live support of yourself or your attendees/clients, contact ITS Support Center Manager, Teresa Gibbons for more information:
tgibbons@gmu.edu (or support@gmu.edu)
Teresa will ask:
* Who is the audience? For example, new students, existing students, parents or a combination
* How many attendees are expected?
* How many sessions? For example, one big event or multiple break out rooms
* What tool will you be using? Zoom, Collaborate, MS Teams, or a combination
* Can you provide us a list of the meeting IDs and passwords?

Framing of webcams is important. Lighting and angle of webcams make or break credibility. Work with your practicing presenters and hosts that (if enabled) video is optimally framed with minimal distractions. Do you really want virtual backgrounds? Determining framing and virtual backgrounds is key during practice sessions prior to the event. https://photography.tutsplus.com/tutorials/how-to-frame-your-webcam-video-like-a-pro--cms-27228

Two “welcome slides” are linked below. You can use them any way you would like. For example, one person shares them before the presenter starts their slide deck, or you can ask to include this as the first slide of the presenter’s deck. The slide is yours to edit, so feel free to make changes or translate it to another language or discard it all together. Two templates exist, one is aimed at Zoom Meetings, the other, for Zoom Webinar. Similar messages, different topics.
Zoom Meetings: https://gmuedu.sharepoint.com/:p/s/EnterpriseCollaboration/EXVuustQ8bVBuOQX3u6lDLABp3SjzkKiEtgKQZI2kGUvig?e=AgTGFs
Zoom Webinar: https://gmuedu.sharepoint.com/:p/s/EnterpriseCollaboration/EZqk_4_fnDVNmT3_UdW8e-oB8eFYL--Hz0iQoQHFcyMCA?e=g81vV9

Security: Familiarize yourself with in-meeting techniques to mute, expel, lock meetings, enable waiting rooms, and disable sharing, etc. Conference “bombers” have been known to spread chaos through their microphones, webcams, screen sharing, file sharing and chat features of web conferences. A starting place to protect your event may be found here: https://its.gmu.edu/knowledge-base/how-do-i-secure-my-online-meeting/

Please let us know how we may be of assistance to you.

Thank you,

Matthew

Matthew Berlejung
George Mason University
Enterprise Collaboration, Videoconference Engineer
Information Technology Services (ITS)
Main Line: 703.993.5580
ecinfo@gmu.edu
its.gmu.edu/videoconference