

Senate Community Norms

The Academic Senate values:

- Welcoming all faculty and associate to the Senate
- Everyone's opinions being included
- Everyone feels "safe" and respected
- Everyone feels empowered to represent their constituents
- Respects everyone's time and the agenda

Therefore, the Academic Senate has adopted the following actions and processes for all to support our values:

For Everyone:

- Audio checks for folks both in the room and on Zoom for clear audible communication.
- Avoid crosstalk.
- Honor an orderly speaking queue.
- Zoom chat is available with Rachel for technical issues. These are a part of the public record.
- Everyone thinks about the amount of time they are speaking on a topic, so everyone has a chance to be heard.
- We remain aware of our nonverbal communication (eye-rolling, heavy sighing, etc).
- We do not disparage or assume the ill intent of others in the meeting or the larger college community.
- We give everyone the benefit of the doubt and some level of grace. We are all human and will make mistakes.
- We are as transparent as possible in communication.

For Senators:

- Name cards for members for all meetings, so everyone can be acknowledged by name.
- Questions and concerns with a member will be communicated directly to the person or member in question through real-time communication (in-person, Zoom, or telephone). A heads-up via email about discussing something is appreciated.
- We give positive feedback when someone does speak on behalf of their constituents, especially with having associate faculty and so many new faculty.
- It is okay to vote no. If the discussion appears to be headed in a direction that will lead a member to vote no, they are encouraged to voice their reasons for objections before it comes to a vote.

- We communicate with the constituents we represent, bringing up items on the agenda in advance so we can represent them accurately. This can be done by emailing your personal summary or sharing this at a meeting.
- Ad Hoc meetings are task based.
- Every member can point out that we are drifting off the agenda. Our President needs our help.
- Every member can point out when we are rehashing or there appears to be a lot of agreement.
- When you agree with someone nonverbals such as a thumbs up in the room or in Zoom are appreciated.
- We clarify acronyms and accept an interruption for clarification of an acronym from anyone.

Senate President (Chair):

- The meeting begins by stating that different ideas and opinions are welcomed into our discussions. This makes for a better decision-making process.
- Summarizes the opinion of the Senate when relating feedback to outside bodies, allowing Senators to correct/amend the record.
- Restates what we are voting on and then pauses for reflection prior to a vote.
- When looking to end a discussion and there appears to be a lot of agreement, say something like, "There appears to be a lot of agreement. Is there anything else we should consider?"
- Has time allotted for items on the agenda to help everyone be able to keep the meeting on track.