Governance, Communications and Recruitment (GoCore)

Committee Meeting of Faculty Senate

October 5, 2020

3:00 PM-5:00PM

Attendees: Maria Collins (Co-Chair), Burak Erdim, Chad Jordan, Meagan Kittle Autry, Barbara Kirby (Co-Chair), Andrey Kuznetsov, Joan Nicholas-Walker, Troy Pinkins,

Absent: None

Action Items

- The Communications subgroup will work with the committee chairs to complete a proposal about increasing accessibility to the Faculty Senate meeting to the general faculty.

- The proposal should be submitted by the committee chairs to the Executive Committee by 10/15.

- The Communications Subgroup will follow up with Emily about expectations and workflows related to the Provost's Newsletter.

- The Governance group should continue to flesh out a proposal about the lead senator role to be submitted to the Executive Committee by October 29th.

- Barbara will follow up with Joni about possible items to include in a recruitment calendar for the lead senators. The Recruitment subgroup will work on fleshing this out further.

Discussion:

Minutes from the 9/22 meeting were approved for posting.

Christenna Hutchins, the Communications Chair for the staff Senate, participated in the first half of the meeting to review the Staff Senates' process for making meetings available to staff.   She addressed the following questions:

1. Does the Staff Senate provide links for people to participate in the meetings virtually (live)?
   - The Staff Senate used to send out links to the senate meetings via social media, but they quickly stopped this practice due to security problems and Zoom

bombing. Staff interested in attending the meeting need to request the link before the meeting.

- Senators are sent a calendar invite to the meeting, and the links to the meeting are posted in their Google calendars.

2. If so, do you know if these meetings are recorded? If so, what happens to the recordings? Are audio or video recordings posted to the Staff Senate web site?

- The meetings are recorded and video recordings are posted to the Staff Senate web site. The Staff Senate is currently working on a project to get recordings of older meetings posted to the web site.

3. Do you post a notification letting folks know they are being recorded?

- There is no additional notification to attendees that the meeting is being recorded.

4. What are you all using for the live links or recordings? Zoom?

- The Senate uses the basic version of Zoom for their meetings.

5. If you have live links for participation, are you using the default Zoom format where everyone is a participant, or do you ever use the webinar functionality where senators are the participants/panelists, and guests are attendees with limited functionality?

- Basic Zoom is used for the meetings so there are no additional costs. Guests are added to the meeting by invitation only, and they are introduced at the beginning of the meeting. They have full functionality similar to other Senators.
- Guests can unmute and participate fully in the meeting as appropriate.
- Staff mostly engage with the Staff Senate by sending questions through the senator representing them.

6. Do you all enable chat during your meetings and who monitors the chat?

- Chat is enabled during the meeting and the Secretary monitors chat.

7. Do you happen to know the cost for your Zoom functionality? Or who pays for the set up? (another college, Staff Senate budget)?

- The version of Zoom being used is the basic version, so there is no additional cost.

8. Do you have any paid for support by Delta?

- When in Senate room at Talley, the Staff Senate does contract out with Rave to run the meetings.   The Staff Senate does pay hosting fees for their web site. Rave handles the recordings when the meeting is onsite.

9. Additional notes

- Typically, 85-90 people participate in the Staff Senate meetings.
- Meetings now require a passcode as an extra layer of security.
- The Staff Senate budget is provided by Human Resources.
- There are several OIT members on the Communications committee that help out as needed.
- Christenna schedules the Zoom meetings for the Staff Senate in her role as chair of the Communications committee.

- Meeting minutes provide highlights of the meeting and are sent out to all Staff Senators by email. They are also posted to the web site.
- Staff Senators send out these emails to the constituents in their district. OIT provides each Staff Senator with an email list for people in their district.
- The Staff Senate also sends out a monthly newsletter with updates from the Senate.
- Districts are working on setting up drop-in meetings so people have an opportunity to talk and share with their Staff Senator.
- There is a link the Staff Senate website for people to share events that might be of interest to staff.
- These kinds of things can be shared on the Staff Senate social media feed.

The Committee spend the remainder of the meeting discussing what to include in the proposal for the Executive Committee about how to increase accessibility of Faculty Senate meetings.

- The Communications subgroup was asked to begin work on the proposal with the aim of getting feedback and sending along to the Executive Committee on 10/15.
- The aim is to get a process approved and implemented by the first meeting of the Spring session if not soon.
- See below the submitted proposal.

<u>**Making Faculty Senate meetings accessible to the General Faculty**</u>

<u>**Context**</u>
With the transition of the university to remote learning and the consequent shift to online meetings for the Faculty Senate, the general faculty no longer have the ability to attend faculty senate meetings in person. As the Faculty Senate meetings are considered open meetings, the Senate has an obligation to make their meetings accessible to interested parties, to provide agendas for the meeting within a reasonable time, and to provide information about the business of the meeting. Below are recommendations we would like the Faculty Senate Executive Committee to consider to comply with our obligation to provide an open meeting as well as to align with GoCore's goal to increase Faculty Senate visibility and engagement.

<u>**Recommendations**</u>
Regular Faculty Senate Meetings
- Software –
  - Option 1 –
    - The Faculty Senate can use the existing university license for the basic version of Zoom to conduct senate meetings.
    - Cost - no additional costs to the Faculty Senate
    - Allows up to 300 participants all with the same level of access.
    - This option assumes that links to the meeting will not be shared broadly and will be made available to NC State attendees with password protection and/or by request only through the Faculty Senate Office.
    - Note: Senators would be attendees with all other participants.
  - Option 2 –
    - The Faculty Senate could purchase a license to use Zoom's webinar feature to conduct senate meetings
    - Cost - Webinar for 500 participants - $290 * (annual cost discounted as part of NC State license)
    - Allows for a total number of 500 participants, with varied levels of access. Faculty Senators would be assigned as panelists and guests would have view/chat rights unless they request additional access as a panelist.

- Note: If links are not posted broadly and access to the meetings is granted by request only, the webinar version may not be needed.
- Participating guests for webinar meetings -
  - Speakers would need to be added as a panelist.
  - Additional guests wanting more than view access to the meeting can learn about the meeting from the Senate web site and calendar and request access to attend from Joni.
- Link sharing/Promotion:
  - Option 1 - Link to be shared by Joni with faculty who request ability to attend.
  - Option 2 - Link could be sent to the general faculty via email the Friday before each meeting and/or posted to the agenda and calendar.
- Moderating Chat - For both the basic Zoom and webinar Zoom feature, Chat will need to be moderated.
- Recordings/Minutes - We do NOT recommend recording and posting recordings of the meetings to the website. Faculty interested in meeting events will be directed to the minutes and presentations posted on the Senate website.
- Records retention requirements for transient recordings - Any recordings made of the session will be used for summarizing the meeting in the minutes. Once these minutes are posted, these transient recordings will not be retained.
- Informed Consent - A notice should be posted on the agenda and calendar entry that meetings are recorded for note-taking purposes only and will not be retained.

General Faculty Senate Meetings - (2 times a years)
- Software: Continue to use Zoom Webinar for General Faculty Meetings: Use for all faculty meetings held twice per year per a borrowed license from Delta. All NC State faculty members receive an invitation to attend.
- Links sharing/Promotion - Links are sent out via email to the general faculty. Posted anywhere?
- The General Faculty meetings are a joint effort between University Administration and Faculty Senate. Coordination of the technology and funding for the webinar are not part of GoCore's purview.

Faculty Senate meeting process map

tjpinkin | October 6, 2020

Act

- Software (https://blog.zoom.us/when-to-use-meetings-vs-webinars/)
  - *Definition Zoom Meeting*
  - *Definition Zoom Webinar*
- Features https://sciences.ncsu.edu/intranet/zoom-video-conferencing/
- *Privacy Notices*
  - *Definition Transient Recording (Sarah Lannom, Brenton McConkey)*

Plan

- *Faculty Seante executive commitee should plan out the Faculty Senate meeting agendas one month in advance (at the least)*
- *GoCore committee will work with Joni to create a reoccuring Zoom meeting link*
- *GoCore committee will work with Joni to create a Google calendar invite for reoccuring meetings to send to faculty senators with the Zoom link embedded*
- *Send the Zoom link to* **Thyrie Bland,** Writer and Editor, Editorial Services, UniversityCommunications and Marketing <tbland@ncsu.edu> *, to be posted on the university calendar*

Check

- *Post minutes and PPT from meeting to Faculty Senate website*
- *Lead senator should send the meeting minutes to their college via email*
- *Lead senators should schedule drop-in's with their college twice per year and work with college administration to coordinate.*

Do

- Write up ground rules for virtual meeting participation to be sent with agenda
- Create a slide to be displayed at the beginning of each meeting
- Idenfity who from Exec committee will moderate chat