


Appendix C: ASUMH PROPOSAL FORM

1. Submitted to the SGOC from Faculty Senate Committee on this date: 1/13/21 Estimated time needed to present proposal: ten minutes
2. Please provide a detailed description of the proposed activity, policy, or practice. Faculty senate is submitting its endorsement of the attached Zoom etiquette statement.
3. Does this proposal amend or abolish a current activity, policy, or practice? If so, please list current activity, policy, or practice. No.
4. Will this proposal require budgetary expenditures? If so, please provide an estimated amount. No.
5. Will this proposal require the formation of a work group to study and recommend regarding the proposal? If so, please attach a Work Group Committee Recommendation Form. No
6. Submitted to the SGOC by committee on this date: 2/12/21
7. Faculty and Staff Senate and SGA amendments: Approved by Academic Affairs Committee on 2/5/21 Staff Senate had some questions regarding the Zoom Etiquette document and a suggestion for a possible amendment. See attached document. 2/12/21 Faculty Senate Amendment: After considering the Staff Senates questions and suggested amendment, the Faculty Senate would like to change the title of the statement to reflect that expected classroom standards are always at the discretion of the instructor, including the Zoom etiquette statement, and that the statement a set of guidelines, instead of requirements. 3/12/21
8. Faculty and Staff Senates, SGA, and Committee review completed on this date: 3/12/21
9. Submitted to Chancellor by SGOC on this date: 3/12/21
10. Chancellor's approval, assignment, and comments:  3-15-21
11. Proposed activity completed on this date:

Best Practices for Zoom Etiquette for ASUMH

The Zoom experience is a modified classroom or meeting environment and should be treated as a traditional face-to-face classroom or meeting setting.

1. Participants should be sitting or standing at a work station with stabilized camera equipment. Lying on a bed, couch, or floor is to be avoided. Walking around with or holding a cellphone in one's hand or Zooming while travelling in a car is also to be avoided.
2. Participants should be aware of their background, removing anything from camera sight that would be inappropriate in a classroom or meeting.
3. Participants should be aware that any background movement is distracting. This includes background apps that have constant or repetitive motion.
4. Participants should prevent interruptions by housemates, children, and pets.
5. Participants should dress as if attending a class or a meeting in person.
6. Participants should avoid eating, smoking, drinking, and any other activities that may distract other participants.
7. Participants should enter the class or meeting before or at its announced beginning time and should stay until dismissed.
8. Participants should have their cameras on and maintain eye contact with the screen. While microphones may be muted to avoid background noise, participants should be prepared to unmute to join discussion or answer questions. Turning cameras off and on without being excused is to be avoided.
9. Participants should use chat boxes only when advised and only to discuss pertinent class or meeting information.
10. Participants should be aware of the technological needs of the class or meeting. Some activities may require apps and programs that are not available on cell phones and other hand-held devices. Laptops or PC's may be required.