

Item 17 Section g of the Standing Rules be updated and that the updates contained herein be adopted once passed by the Senate.

Senate Management Resolution

1) Senate Policy Committees:

- : 10-0-0
- : Andreopoulos, Baur, Han, Hart, Herrlin, Higgins, Jochim, Muñoz-Muñoz, Tan, Tian
- : Lee

Regardless of modality, the Senate will continue to require equipment (laptops, projectors, displays, microphones, cameras, etc.), and technologies (reliable Internet

In short, while the labor required to successfully run the Senate's meetings may ebb and flow depending on members' experiences, circumstances, and conditions, it will never be eliminated.

Finally, the electronic survey instrument will need to be developed and updated as appropriate. It will need to be run once per academic year; the resulting ranked choice votes will need to be tabulated.

Examples of successful hybrid meetings at SJSU

Summary (in table format)

<p>Center for Faculty Development (CFD) & eCampus</p>	<p>IRC 202, Student Union, WSQ 205, BBC 32, ENG 285/287, SSC 500, MLK 225 (YUH 124)</p>	<p>Presentations; small & large group discussions; Q&A; cloud document creation; reflection activities</p>	<p>30-65 in the room 20-30 via Zoom</p>	<p>laptops, OWL, microphones, connectors, wifi, cloud-based slides and docs (Google Drive), smart phones, earbuds or headsets</p>	<p>multiple members run the meetings, with additional support by tech teams depending on the room</p>	<p>Inclusivity for faculty who are 100% remote and for faculty (such as lecturers) who have heavy teaching loads and less flexibility with time.</p> <p>Increase opportunities for professional development.</p> <p>Support faculty who are doing caregiving (e.g., elder or childcare).</p> <p>Facilitate recording and transcription of events, captioning and accessibility</p> <p>Can be an effective modality for some learners' needs, speaker's strengths, planned activities, and contextual factors.</p>
<p>Institutional Research and Strategic Analytics</p>	<p>Provost's Conference Room (Clark Hall 412)</p>	<p>Presentations; discussion; Q&A; deliberation; decision making; document drafting; voting</p>	<p>10 to 40 in the room 5 to 30 via Zoom</p>	<p>laptop, projector, 1 pull-down screen, OWL camera</p>	<p>one trained staff person</p>	<p>Facilitates access for those who are off campus.</p> <p>Accommodate people who want to meet in person and those can only join via Zoom.</p> <p>Increase attendance for meetings that traditionally have fewer participants.</p>

						Considering varying teaching and on/off campus schedules, a hybrid modality creates more equitable opportunities for participation and ensures all voices can be heard.
COMM Dept	MLK 225	Presentations, speeches, sharing of still images and recorded music	17 in the room 17 on Zoom	laptop, projector, 1 pull-down screen, podium, microphone	Two student assistants assigned by library; two departmental members facilitating in the room, plus one facilitating on Zoom	Accommodate participants who, given ongoing pandemic concerns, would be reluctant or unable to attend in person.
COMM Graduate Committee	HGH, Marie Carr conference room	Presentations; discussion; Q&A; deliberation; decision making; document drafting; voting	up to 10 in the room no limit via Zoom	laptops, wifi	none	Everyone is already familiar with Zoom. Accessible Enables visibility without having to use additional equipment Provides captions regardless of who is speaking (in-person vs. online).

Student Union AV &

Examples of successful hybrid meetings at SJSU (full answers)

Center for Faculty Development and eCampus

Submitted by

Dr. Deanna Fassett, Assistant Vice Provost for Faculty Development

Location

Various. IRC 202 is not yet fully renovated, and can only accommodate approximately 36 in the room.

For larger meetings such as Jump Start Common Convenings, we've tried a number of spaces on campus, including Student Union, WSQ 205, BBC 32, ENG 285/287, SSC 500, and MLK 225.

Facilitated by

MLK is the best at co-synchronous meetings that we've found. Their IT support sets up two cameras (one aimed at the speaker and the other aimed at the audience) and answers questions about the in-room features. For a meeting like that, I facilitate the interaction in the room.

Type of communication in the meetings

Presentations by speakers both in person and via zoom; small and large group discussions; Q&A; cloud document creation/annotation (e.g., Jamboard, Docs, Slides, Poll Everywhere), individual reflection activities.

Attendance

This varies depending on Jump Start vs, say, LEAD (chairs & directors), but it's usually about half in the room and half in the Zoom.

For our most recent Jump Start convening, we were about 30 in the room and 20 in Zoom.

For the hybrid course prep marathon we ran in WSQ 205 in August, we had 65 or so in the room and another 15-30 in the Zoom. That room is tiered, which is kind of tough for small group conversations, but for a lecture-style seating arrangement, it's set up well and includes a broad array of "turnkey" hyflex features, including lecture capture and additional monitors.

Duration

Varies. Fall Jump Start convenings are 75 minutes; LEAD meetings are 2 hours; the course prep marathon runs from 9 am to 2 pm.

Equipment/technology

I'm less and less impressed with the OWL for large convenings, and I'm instead more interested in two cameras aimed appropriately.

If you're changing rooms a lot as we've done, it's wise to have a slide advancer and a pile of connectors (e.g., USB-C, HDMI).

If someone felt stressed out about looking at all the Zoom boxes (chat, video, participants, whatever), they make nice, lightweight portable monitors that sit next to or attach to your laptop. I haven't needed them, but we do have one in CFD just in case.

I also make sure to carry my phone and a set of noise canceling earphones in case I need to interact directly with Zoomies. The Apple air pods (I don't have the pro--I think they're 2nd gen) do a great job of noise canceling. I'm able to talk with Zoomies in a room full of people working in groups and they can hear me pretty well.

Tech support

We needed more in the beginning while we were figuring out how the different rooms worked and how it looked for roomies and Zoomies. If we're in MLK or BBC, we love the help we've received there.

Generally our analyst arrives early and works with that person to set everything up, and then I join closer to the meeting start time.

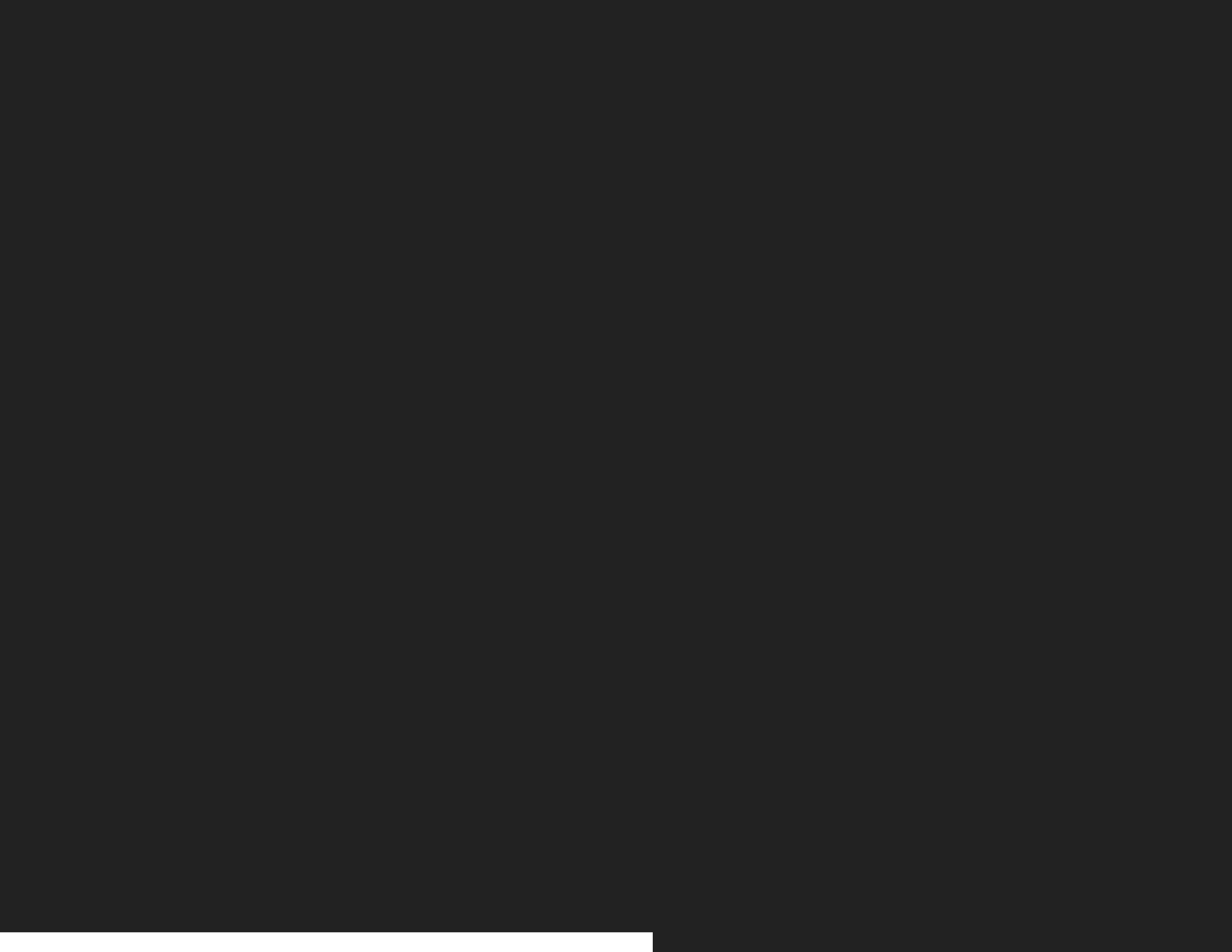
A lot of things are easier if you assemble a kit and use a checklist (e.g., turn on live transcription, check to make sure we're recording, check to make sure everyone's on mute, check audio quality with the Zoomies who arrive early).

Rationale

We have faculty colleagues who are 100% remote, and I don't want to exclude them from professional development opportunities. That's why you still see a lot of CFD + eCampus events in Zoom or on demand. When we do host synchronous online meetings, we're careful to make them low-stakes and very interactive. A few other reasons:

- (1) I want to make it easy for lecturer faculty to join our offerings, and they're spread thin enough as it is. This is a small thing I can do to make sure they're not excluded from opportunities for professional development.
- (2) I don't want people to feel as though they have to choose between taking care of themselves and others (e.g., staying home when they're sick, being able to engage in elder or child care) and learning more about how to do their work well, in ways that support them.
- (3) It facilitates recording and transcription of events, and, as AI captioning improves, I expect accessibility will be easier to manage in the Zoom than in the room.

And (4) personally I think it's important to choose the most effective modality depending on the learners' needs, the speaker's strengths, the planned activities, and a host of contextual factors. I didn't start out with online and hybrid modes as a strength, but I



Facilitated by

Three departmental members, one of whom joined via Zoom and facilitated all Zoom interactions, and two of whom joined in person and facilitated the in-room interactions.

Type of communication in the meeting

Presentations, speeches, and testimonials, both planned and spontaneous; sharing of still images and recorded music.

Attendance

17 in the room; 17 on Zoom

Duration

about one hour

Equipment/technology

Each Zoom participant joined on their own device. In the room there was a projector and pull-down screen, a podium with a microphone, and a laptop which was connected to the projector. The Zoom attendees' images were projected on the screen, and when they spoke their voices were projected into the room via the projector's speaker system. Speakers in the room came to the podium to speak, and could be seen and heard by the Zoom participants via the in-room laptop's built in camera.

Tech support

The library assigned two Student Assistants to help with tech support

Rationale

We organized this memorial service as a hybrid event to accommodate participants who, given ongoing pandemic concerns, would otherwise be reluctant or unable to attend in person.

Department of Communication Studies Graduate Committee

Submitted by

Dr. Marie Haverfield, COMM Graduate Committee Chair

Location

HGH conference room, the Marie Carr Room

Facilitated by

1 person, committee chair who facilitates both the Zoom interactions, and the in-room interactions.

Type of communication in the meetings

Tech support

None.

Rationale

Everyone is already familiar with Zoom, accessible, enables visibility without having to use additional equipment, and provides captions regardless of who is speaking (in-person vs. online).

Student Union AV & Event Services Department

Submitted by

Erick J. Campos, AV Production Manager Student Union, Inc.

Donna L. Teutimez, Event Services Manager, Student Union, Inc.

Duration

From 1hr - 4hrs

Equipment/technology

Depending on the venue and the need determines the equipment. A small meeting room can use an OWL or Logitech conference cam with a conference mic easily.

When trying to build a virtual production with slides and logos a switcher is required with Projector, microphones and adaptors needed.

Ballroom setups will need a higher end camera to catch the distance and would require more labor to setup, operate, and cables to run.

With resources being low, having multiple venues at once needing equipment prevents consistent results.

Tech support

Ballroom setups: Would need audio tech, a lighting tech, a video tech running the switcher, a camera operator, and a zoom tech/runner. Usually will need a setup crew to prep and a tear down crew to reset the room.

Meeting Room size: a set up tech and camera tech. Depending on how much tear down crew to 2i2.004 (in(a .996 (ti)04 (on 8 (yq12 reW*n995996 (