

# Community Agreement for College Hybrid and Virtual Meetings

## Overview:

As we continue to navigate the realities of the post-pandemic world and fully leverage the flexibility of remote work and virtual participation, maximizing the engagement and involvement of our dedicated faculty, staff, and students in College life is exceedingly important. This community agreement provides guidelines that align with College policies and procedures, including our Flexible Work Arrangements procedure.



## Goals:

1. Maximize the flexibility of remote work and virtual participation in College life while promoting engagement and participation.
2. Increase engagement and productivity of virtual and hybrid meetings.
3. Increase on-ground participation of students, faculty, and staff in hybrid meetings.

## Community Guidelines:

1. For meetings in a hybrid modality, please attend in person if you are on the campus where the meeting is taking place.

2. For virtual participants in hybrid and virtual meetings, please:



a. **Keep cameras on** during the meeting.



b. Ensure that information discussed can be kept private from others not participating in the meeting. For example, **use a headset** or earbuds.



c. Use the **"raise your hand"** feature to let the meeting facilitator know you want to speak.

d. Keep yourself muted until it is your turn to speak.

e. Use the "Chat" feature to share resources, but not as primary communication during the meeting.

f. Use the reaction feature to clap, celebrate, and encourage rather than unmuting your microphone.

g. Send a private message to the meeting host if you are experiencing any technical difficulties.

h. Announcing your arrival or departure from a meeting is unnecessary, as we understand scheduling conflicts are inevitable.