



U N F e  
l c e a d E e c e  
Mee

CAROLYN HOLCROFT

ACADEMIC SENATE MEETING SEPTEMBER 28, 2020





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How can we  
ourselves to  
reach the  
outcom

invited to  
participate in  
discussion


sufficient for committee  
members to have fully  
informed discussions

discussions  
not  
dominated  
by the same  
voices



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- ! "Standards of behavior"
  - ! Ground rules for how team collaborates
  - ! Aligns participants' expectations, guides actions during meeting
  - ! Gets everyone on the same page
  - ! Every member understands how to interact with others




Recommend spending some time at first meeting of the year to help committee members set norms for the year/term







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- ! Use the mute when not speaking
  - ! Video?
    - ! Sense of community
    - ! Body language is important for communication
    - ! Life!
  - ! Chat?
    - ! Can foster community
    - ! The equivalent of side conversation(s) – consistent with active listening?



May be standard for all meetings regardless of topic

! Process norms

! Preparation norms

! Communication norms

! Raise ideas/issues in the room rather than waiting until later

! All opinions are valid. All u



May be standard for all meetings regardless of topic

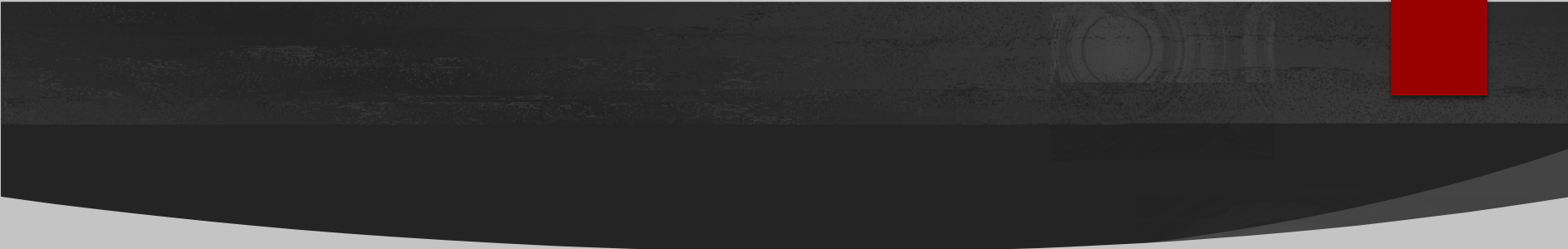
! Everyone helps group stay on topic. Speak up if we're getting off track 🚫🚫

! Process norms

! Preparation norms

! Communication norms



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- ! How can you intervene in a productive way to keep discussion moving when someone is long-winded, off-topic?
  - ! Ensuring all voices are heard –
    - ! What do you do when one person is dominating the discussion?
    - ! What do you do when one person appears disengaged?
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