



Foothill College Academic Senate  
2020-21 Academic Senate 1<sup>st</sup> Draft Meeting Norms  
DRAFT – to be discussed at the October 12<sup>th</sup>, 2020 Academic Senate meeting

As members of the Executive Committee of the Academic Senate, we will strive to:

- be prepared and willing to participate in discussions
- be aware of power dynamics
- balance our participation by inviting everyone to speak once before anyone speaks for a second time
- be active listeners, giving our full attention to the speaker
- always assume good intentions
- ask clarifying questions and reflect back to the speaker ("what I think I'm hearing you say is...") to help us avoid miscommunicating

Additionally, while meeting on Zoom, we commit to:

- keeping our "mute" button on, unless we're talking
- turning our camera on when possible and when we feel comfortable because it helps foster community, AND, avoiding making judgements or assumptions about those who don't have theirs on
- minimizing the use of chat except to share quick acknowledgements, clarifications, or resources such as links and files, as we understand that what goes into chat cannot easily be monitored by everyone, nor can it be recorded in the minutes unless someone shares it verbally, and long exchanges can undermine active listening.