

Group Agreements and Zoom Guidelines for Students and Faculty

A group functions more effectively if members are clear about what kinds of behavior they can expect of one another as members of the group/team. A method of developing clear understandings of group members expected behaviors is called “establishing group agreements”. These agreements are behaviors that all group members agree should be exhibited by members of the group. They also provide the framework for discussing concerns about how the group is working.

Our academy, RLA, is a loosely coupled organization. Each of our members, whether faculty or student, have responsibilities to one another. Faculty are responsible for preparing quality lessons for courses and being prepared to support student learning. Students are responsible to studying the information, data and concepts presented to the best of their ability, completing assignments and providing feedback about what is and what isn't working for their learning. **Together we support one another's teaching and learning.**

Having well-established group agreements will enable all of us to benefit from our interactions and experiences. These agreements can be useful for both Zoom meeting and our regular face to face meetings/gatherings.

Examples of group agreements are:

- Being on time for meetings.
- Meetings should begin and end on time.
- There should be an agenda and objectives for each meeting.
- Work to listen and hear another person.
- Avoid interrupting others. Let them finish your explanation.
- Participate. Share your ideas and opinions.
- Respect the ideas and opinions of others.
- Be “open” to new ideas and ways of thinking different than your own.
- If you have a question, please ask it.
- If you are unclear about what the group is doing, ask so you can understand.
- If you want to know what someone is thinking, ask them.
- Be patient with yourself and others.
- Focus on issues not personalities.
- If helpful, record the meeting. Be sure key discussions and any decisions are recorded.
- And.....

Examples of guidelines for participating in Zoom meetings

1. Use best internet connection you can.
2. Mute your microphone when not speaking.
3. Stop/start your video. Stop it when you don't need it. Have it on when you are talking.
4. Configure and check your audio and video settings.
5. Communicate with instructor or meeting facilitator if you have Zoom issues.
6. Invite more people to join by email. (for host). Share link or meeting ID and password.
7. View a list of participants.
8. Close **unnneeded** desktop applications or select a specific application to share (e.g., Microsoft PowerPoint or Excel)
9. Send a message via chat when needed.
10. Record the meeting (task for host)
11. Leave or end the video meeting.