

REMOTE MEETING TIPS FOR CAMPUS EMPLOYEES

CREATED BY THE DIVISION OF STUDENT AFFAIRS AND SUCCESS

INITIAL MEETING PLANNING: SCHEDULING

- Depends on current existing systems (Do you have regularly scheduled appointment hours? Do you do drop-ins? Are you only appointment-based?)
- Some students have their calendars public on google calendar
- During this pandemic, it's best to be flexible. If possible, weekend or night hours can be useful for students with other responsibilities required at home

INITIAL MEETING PLANNING: LOGISTICS

- Zoom or phone meeting - Ask student's preference if both options are possible. Zoom can be better if you want to screen share. Calling on the phone can be more flexible and more appropriate for something like a 5 minute check in
- Notify the student whether or not having video on is an expectation
- Notify the student whether or not they should seek to have the call in a private area, especially for meetings where confidential or sensitive information is going to be discussed

PRIOR TO THE MEETING

- Prepare easy access to many resources that the student may need
- Have websites/programs that are used during meetings open
- Try to open the zoom meeting (if using zoom) 5 minutes before the meeting starts
- Enable a waiting room in case you are currently meeting with another student. This assures that both students have a confidential and safe space. You can send messages specifically to those in the waiting room to notify them if you need a few more minutes

DURING THE MEETING

- Try to conduct the meeting in a distraction-free environment. This might not be possible, if so, let the student know that there might be background noise.
- Utilize the Remote meeting checklist (after your department adapts it to their needs).
- Try to be flexible with the student, especially with zoom, if there are internet issues, it may be best to have all cameras turned off and any unnecessary programs or tabs closed. If you're experiencing microphone issues, you can also use your phone as a microphone if you have zoom installed on your phone. If your environment is noisy, it may be best to only unmute yourself when you're talking.