

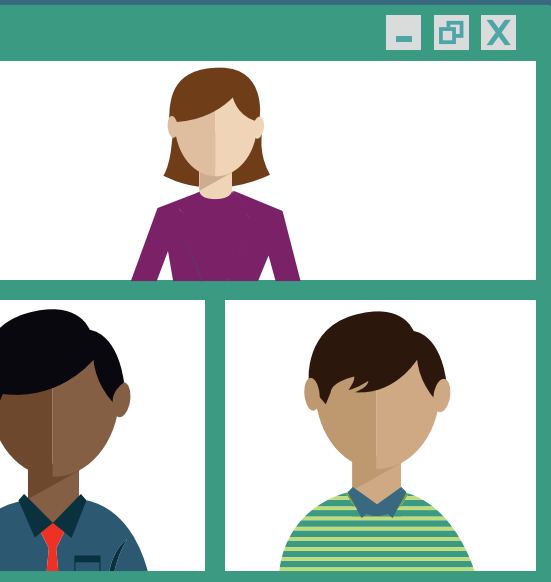
# Universally designing your faculty meetings and PLCs in the virtual world

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## PRE-MEETING

- » Before you have your first meeting, provide an option for a “test meeting” where participants can get support with technology or provide optional PD on the platform you are using (i.e, Zoom 101: Making the Most Out of Your Zoom Meeting).
- » Send an email to all participants to survey them about accessibility needs to ensure that all participants have internet and a device that supports streaming video. Troubleshoot when necessary.
- » Designate roles so the meeting is intentional and well facilitated (see below).
- » Send an invite with multiple tools. For example, include a shared agenda, link to the video conference and a description of the meeting.
- » Set a goal and outcomes for the meeting. UDL is all about firm goals, flexible means. Virtual conferences are no different! By the end of the session, what should participants know? What task should they be able to complete?
- » Share pre-reading or tasks days ahead and provide clear guidelines - what do they need to do? How will they be expected to interact with each other? Consider providing multiple means of representation for tasks to build background knowledge (choice of articles, podcasts, videos, etc..).



## ROLES

- » **Facilitator:** (Meeting host) Designs and facilitates meeting, creates calendar invite and agenda, attaches docs, assigns breakout rooms, is respectful of privacy.
- » **Note-taker:** Takes real time notes, adds recording into document when available, shares notes with teams at conclusion of meeting.
- » **Moderator:** Assists facilitator, monitors chat, asks for clarification, refers back to norms when needed, alerts speaker when they cannot be heard.
- » **Technical Support:** Helps participants with technical issues (set up an offline call if needed).
- » **Timekeeper:** Keeps time.

## MEETING

- » Consider beginning the meeting with a community exercise. Facilitate a deep breathing exercise, ask everyone to rename themselves as their favorite vacation spot in the world, or ask everyone to take 30 seconds to share two words that best describe how they are feeling.
- » Review norms (Here is activity to [establish norms](#) and here are [sample norms](#)).
- » Add additional norms regarding virtual meetings if necessary.
- » Introduce the agenda and goals of the meeting.
- » Facilitate online interaction using the chat feature, polls, breakout rooms, etc..
- » Allow for connection & exposure to different perspectives.
- » Engage every voice.
- » Forum for participants to participate in academic conversation.





## END OF MEETING

- » Set agenda for next meeting.
- » Ask for feedback using a poll, Google Form, etc... to determine what worked in the meeting and how it could be improved in the future. Consider providing a sentence starter in the chat like, "It would be great if, next time, we could..." Provide the option for participants to email the facilitator if they are more comfortable sharing feedback that way.

## POST-MEETING

- » Download and share copy of the webinar chat with participants, if necessary (or post into shared agenda).
- » Note-taker shares notes with all participants.
- » Facilitator reflects on feedback and shares how future meetings will be adapted as a result of the feedback.

