

Remote University Conduct Board Procedures Conduct Board Member

Pre-Hearing Instructions:

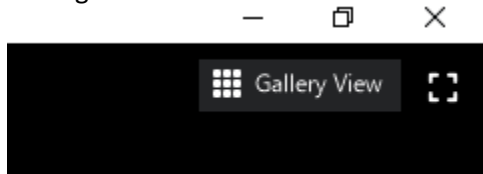
- Please ensure you will be in a private space free from interruptions in order to maintain confidentiality in this process. *If you have concerns about your ability to do this in your work from home environment, please contact Jean as soon as possible.*
- You will need a computer with internet access, a headset or ear buds with a microphone, and a webcam. If your device has built in camera/speaker/microphones, these items will suffice.
 - If you do not have a computer available to you, a smart phone or tablet will also work, using the Zoom app.
 - Be sure your device is fully charged and have a charger at the ready (if using a laptop, smart phone, or tablet).
 - It is a good idea to have a back-up device in case your main device encounters an issue during the hearing.
- Please review the “expectations and guidelines for remote hearings” document provided to students.

Hearing Instructions:

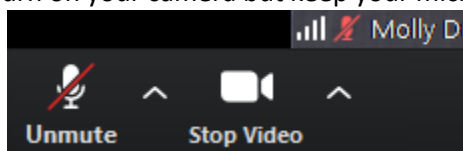
- You will receive a secure Zoom link and password for the hearing in advance via email.

When you join, you will be placed in a waiting room and will be admitted to the hearing as soon as possible. The waiting room process allows us to ensure that only those individuals authorized to participate may have access to the meeting room. *Please note: when you are admitted from the waiting room, it may take a second and may look like you’ve been kicked off Zoom but you will be placed into the meeting shortly.*

- We suggest using **Gallery View** in Zoom in order to see all parties, advisors, board members, and witnesses. To enable Gallery View, toggle to the top right corner until you see a button that says either “speaker view” or “gallery view.” It will say “gallery view” if you are NOT using that setting. Click the button and it will turn-on the setting.



- *Parties are encouraged to use “speaker view” and we will be spotlighting the video of the UCB chair – this is the best way for them to focus their view on the board vs. the other party. When we turn on the spotlight feature, it will automatically place you in “speaker view” so you’ll want to return to “gallery view.”*
- Turn on your camera but keep your microphone muted when you are not talking.



- The hearing will proceed as it would in person. *The hearing will be recorded via Zoom.*
- When the hearing begins, we will ask the reporting and responding parties to show us their space, and will ask that they do so after each break. This is so that we can best ensure only those who are party to the hearing as outlined in section 3.6.2 of the student handbook are present. *You may be asked to do so as well, should the need arise. We appreciate your assistance with this.*
- What to do when...
 - You have a question for Molly and Jean: please use the chat feature to chat with Molly and Jean – be sure to include BOTH of us so that we make sure your question is answered.
 - You need a break: either ask via chat or just ask. During breaks, we suggest muting your microphone and turning off your camera. You can also leave the meeting if you prefer and re-join at the end of the break.
 - Something happens to your connection/video/mic/etc.: Text or call Molly ASAP so that we may troubleshoot.

Post Hearing Instructions:

- Once the hearing concludes, the UCB will meet in a separate Zoom meeting to ensure nobody else has access to this meeting. The Zoom link will be provided at the conclusion of the hearing via email.
- The UCB will deliberate as we would in person – Molly and Jean will be available to troubleshoot and answer questions.