

Youngstown State University Academic Senate Attendance Policy

Purpose: The purpose of this policy is to establish attendance guidelines for members of the Youngstown State University Academic Senate, ensuring active participation and engagement in Senate activities, meetings, and decision-making processes.

Scope: This policy applies to all members of the Youngstown State University Academic Senate, including faculty, staff, administrators, and student representatives.

Policy:

1. Attendance Expectations:

a. All Academic Senate meetings are scheduled to take place on-site at Youngstown State University. A schedule of the meeting times can be found online on the Youngstown State University Academic Senate webpage ([Academic Senate Webpage](#)). In special circumstances, the venue may be changed to an online format at the discretion of the Senate Chair.

b. Members of the Academic Senate are expected to attend all scheduled meetings and activities, whether conducted in person or online, unless excused by the Senate Chair or Vice Chair.

c. When meetings are scheduled as an in-person format, Senators are expected to be present. On-line options will only be made available for those Senators with special accommodations as defined by Human Resources.

d. When conducted in an online venue, attendance is considered equivalent to in-person attendance for the purpose of meeting participation and decision-making for senators.

e. Members who are unable to attend a scheduled on-site meeting must notify the Senate Secretary and Chair in advance, providing a valid reason for their absence.

2. Online Meeting Platforms:

a. The Academic Senate will utilize official university-approved online meeting platforms to allow online access to scheduled Senate meetings.

b. Members are responsible for ensuring they have the necessary technology and internet access to participate in online meetings.

3. Technical Requirements:

a. Members attending online meetings must have access to a stable internet connection and appropriate hardware (e.g., computer, tablet, or smartphone) with audio and video capabilities.

b. Members are encouraged to familiarize themselves with the online meeting platform's features and functionalities prior to joining the Senate meeting online.

c. Members must ensure that they have the appropriate software installed on their system. Cisco WebEx is the current program utilized for online attendance and recording of Senate meetings.

4. Attendance Recording:

a. Attendance of online meetings will be recorded by the Senate Secretary or designated personnel.

b. Members are required to sign in to the online meeting platform using their official university credentials or as otherwise directed for attendance tracking purposes.

5. Participation and Engagement:

a. Senators attending online meetings are expected to actively participate in discussions, deliberations, and decision-making processes. Individuals online who are not senators will not be allowed to actively participate and ask questions during senate meetings.

b. All members should refrain from engaging in activities unrelated to the meeting agenda or disruptive behavior that may detract from the meeting's purpose. This includes: inappropriate use of the chat, speaking when not recognized by the Senate chair, and inappropriate use of video features.

c. Any inappropriate behavior in section 5(b) that is performed by an online member may result in the removal of said member from the online meeting platform.

6. Quorum Requirements:

a. Quorum for on-site meetings will be determined based on the total number of senators eligible to attend, including those participating online.

b. Decisions and votes taken during onsite and/or online meetings are considered valid if quorum requirements are met.

7. Excused Absences:

a. Members may request excused absences from meetings due to extenuating circumstances such as illness, professional obligations, or personal emergencies.

b. Excused absences must be communicated to the Senate Chair and Secretary in advance or as soon as possible following the missed meeting.

8. Consequences of Non-Compliance:

a. Persistent failure to adhere to the online attendance policy may result in disciplinary action as determined by the Academic Senate Executive Committee.

b. Disciplinary actions may include, removal from committee assignments or other sanctions deemed appropriate by the Executive Committee.

Review and Revision: This attendance policy will be reviewed periodically by the Academic Senate Executive Committee to ensure its effectiveness and relevance. Amendments or revisions may be proposed as necessary to accommodate changes in technology or organizational needs.

Effective Date: This policy shall take effect upon approval by the Youngstown State University Academic Senate.

Approval: Approved by the Academic Senate of Youngstown State University on [Insert Date].

Contact Information: For questions or further information regarding this policy, please contact the Youngstown State University Academic Senate Executive Committee