



BRANDEIS UNIVERSITY

Office of Planning and Institutional Research

TO: Faculty Senate Council
FROM: Judith Jaffe, Mitchell Albury
SUBJECT: Electronic Participation and Voting at Faculty Meetings
DATE: October 23, 2018

In late September the President polled the voting-eligible faculty about allowing electronic participation and voting at faculty meetings. Of the voting-eligible faculty, 51.9% participated in the survey. The response was overwhelming in support of allowing both at faculty meetings (93.4% supported electronic participation and 82.5% supported electronic voting). This memo outlines how the process of electronic participation and voting could be structured to ensure the security of the system and the validity of the votes cast.

Faculty meetings will be streamed live using Zoom and will also be recorded for voting-eligible faculty to view after the meeting. Each semester, the Office of Planning and Institutional Research (OPIR) will provide Media and Technology Services (MTS) a list of voting-eligible faculty. This list will allow MTS to authenticate faculty to view the live stream and advance registration will be required prior to each meeting. Remote viewers who wish to participate will be asked to use the “raise hand” feature in Zoom to be unmuted to speak or post a comment using the chat feature to be read at the meeting. Please note that if the remote participant only joins by phone and is not viewing the webinar they will not be able to speak or post a comment but will only be able to listen to the discussion. After the meeting, a link to the video of the meeting will be archived and available on the Faculty Senate’s and Provost’s websites no later than the next business day following the meeting. To access the recording, voting-eligible faculty will be required to sign in with their UNet account.

Amendments to a motion that occur during the meeting will be voted on during the meeting. The plan is to use clickers by those attending the meeting in-person to vote and a Zoom poll will be created for those attending remotely to vote. This will allow for immediate evidence-based results on the proposed amendment.

Electronic voting on final question(s) will be done via a Qualtrics survey sent to voting-eligible faculty from OPIR on the next business day following the faculty meeting. The voting will remain open for five business days after the meeting. Results will be shared no later than the next business day after voting closes. As the Faculty Senate is interested in combining voting results with other University data (e.g., school/division, tenure status, rank) all votes will be confidential but not anonymous. Only OPIR will have access to the combined data. Any presentation or report of voting results that is combined with University data will only be shared by OPIR in the aggregate to ensure that no individual can be identified.