

Gibbs College of Architecture Zoom Delegation Policy:

Zoom provides all OU faculty, staff, and students with the ability to provide delegation to another OU licensed user.

Deans and Directors will provide their assistants with delegation permissions of their Zoom account, to allow assistants to be able to schedule meetings on their behalf. This will allow delegates to be able to create concurrent meetings and not have meeting limitations through a single account.

Primary delegation will be the assistant supporting their respective Deans and Directors.

Instructions on how to add delegation can be found [here](#). Faculty training on how to use Zoom can be found [here](#) and IT can provide individuals with one-on-one training if requested.

Delegation Role:

- Dean and Associate Dean – Camille Germany
- Architecture Director – Leslie Spielman
- CNS, ID, RCPL, LA – Brandy McDonald

-Additional delegates may be necessary when there is additional help needed to schedule college-wide events.

-If a faculty member needs assistance setting up a Zoom meeting, it is advised that they provide delegation access to their graduate assistant.