

Avoiding a Train Wreck: Ensuring Meetings are Effective and Productive

Dolores Davison, Area B Representative
Craig Rutan, South Representative

2014 ASCCC Leadership Institute

Introductions

- Who are we?
- Who are you?
- What has brought you to this session?

Ineffective Meetings

- As difficult as it is to believe, there are many meetings that do not accomplish their intended goals.
- Each one of these meetings began with good intentions, but something caused them to become ineffective.
- What are some things that make a meeting ineffective?

Relationships

- As a faculty leader, your greatest assets are the relationships that you have built with your colleagues.
- These relationships can help you anticipate challenging conversations, address possible issues prior to a meetings, and to regain control of a meeting if things start to go badly.

How Would You Handle This?

A math course for future teachers is coming to your curriculum committee for review. A faculty member in your teacher education department believes that the math course's prerequisite is unnecessary and has asked to address the committee.

Creating An Agenda

- Who is responsible for creating the agenda?
- How much information do you include for each agenda item?
- Do you give a specific amount of time for discussion on each item?

Accelerated Associate Degree

Your college CIO presents a one year associate degree at your annual convocation, without any faculty consultation. Your senate discusses the issue and directs the senate president to inform administration that the faculty does not support this proposal. After no further discussion about the accelerated degree, a resolution opposing it is brought forward nearly one year after the original discussions. How do you list this item on your agenda?

Managing the Meeting

- Even with all of your previous preparation, a meeting can still be a challenge
- Have a set of adopted rules (like Robert's Rules) that govern how the meeting will run
- How do you ensure that everyone gets to participate in the discussion?

Managing the meeting

- What do you do if the discussion is getting off topic?
- How can you regain control when emotions run high?
- Can the chair/president take a position during the discussion?

When Meetings Go Wrong

- Things can go terribly wrong for both new and experienced leaders.
- Always try to remain calm. Everyone is looking for you to lead them and losing your temper will not help.
- Heated arguments and circular discussions happen to all of us.

Suggestions

- Properly preparing before the meeting can help you manage the tough situations
 - Meet with folks before the meetings. See where they are coming from so you know what to expect.
 - Include some details on your agenda. Some background information will make it clear why you are having these discussions now.
 - Have established rules that allow you to regain control if things start to go south.

Questions??

- Thank you for joining us.
 - Dolores Davison – davisondolores@fhda.edu
 - Craig Rutan – rutan_craig@sccollege.edu