

IMPROVEMENT OF MANAGEMENT MEETINGS AND ORGANIZATION: A CASE OF HIGHER EDUCATION.

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ABSTRACT

Improvement of management meetings and organizations is now a vital situation for all of higher education institutions in Thailand. The management meeting in the past had less productivity and cost too much money and time. The improvement of management meetings and any other organizations is necessary to calculate the factors of timing, low cost, hit the point of agenda, and effective decision within the meeting. The ideas of effective meetings have been worldwide accepted in any modern organizations. It is imperative to comprehend that there are factors that contribute to the success of meetings. The purposes of this study were to identify what factors were true and most important from the perspective of who were at the meetings at the higher education policy and management level and why? In order to search for the answers for this research, a qualitative research techniques was utilized. A total of 30 samples was interviewed by using in-depth questionnaire and informants was selected from a variety of higher education organizations. The findings revealed that there were at least five important factors: time, speed, quality, attention, and understanding. The most important contribution from success meetings was the decision made with informed knowledge and information.

Keywords: Meetings, Organizations, Factors of Success

INTRODUCTION

An effective meetings of campus must serve a useful purposes of the university and can be defied as an important and necessary collaboration work process designed for important persons who have a right and power to do the discussion, offer opinions, and make decisions for the university to resolve the problems, boost productivity, increase the performance, and to make most of the decisions of the university as determined by the rules and regulations. It is essential for each meeting to achieve design outcome and objectives. An effective meeting must offer a clear process and what to be accomplished at the end of the meeting. There are many important meets and vital agenda to be discuss and to making significant decisions in the main campus of Suan Sunandha Rajabhat University every day.

Improvement of campus management meetings and organizational meetings are so important to make any important decisions in the campus. The majority of decision makings nowadays are group decision which required all inputs of experiences from all committees. It is now a vital format for all of higher education institutions in Thailand. The management meeting in the past often had less productivity and waste too much money, time, and other precious resources. The idea and concept of improvement of management meetings and any other organizations are significant for modern university and each department. It is necessary to calculate the factors of timing, low cost, hit the point of agenda, and effective decision within each campus meeting. In fact, the ideas of effective meetings have been worldwide phenomena in any modern organizations. It is imperative to comprehend that there are essential factors that contribute to the success of campus meetings.

METHODOLOGY

In order to obtain the results, the study utilized five important steps: first, it is important understand problems and current situations of the problems. Second, it is essential to set up research objectives and expected results. Third, it is useful to focus the method of study by utilizing the qualitative method. Forth, it is vital to obtain finding and to have a useful discussion. Finally, it is proper to offer suggestions gathered from respondents. In order to obtain the findings and answers to this research objectives, a qualitative research study and focus group was chosen to suit with purposes.

There were two major purposes of this study which included to identify what factors were true and most important from the perspective of who were at the meetings at the higher education policy and management level and why? In order to search for the answers for this research, a qualitative research techniques and in-depth interview method was designed and developed. A total of 30 samples was selected from pools of university staff and interviewed by using in-depth questionnaire and informants was selected from a variety of higher education organizations and informants were staff with some experiences dealing with campus meetings and its problems. Ten of them were managers, whereas, the other ten were from academics or faculty members and the last ten were staff who involved with regular meetings. The sample group were asked to provide information on campus meetings and the actions they did that causes the problem as well as how to improve the quality of meetings. Contextual analysis and both primary data and secondary data from focus group and findings others researches in the same topics were also complying for data analysis and to reach the findings and discussion.



FINDINGS

The findings revealed that there were at least five important factors: time, speed, quality, attention, and understanding. The most important contribution from success meetings was the decision made with informed knowledge and information. First, timing of campus meetings must be scheduled with regular time table such as first money of the month. This is to allow the executives or management level who are committees can fix your time and be able to attend the meeting. Second, speed of campus meetings must be maintain as planned. Chairman must utilize every minutes effectively. Important agenda can be deliberate first if necessary and know that it might take a long time. Third, quality of campus meetings depends heavily on the quality of decision making of the committee. Therefore, committees must have time to read and do some data and information searching prior to the meeting and deliberation. Fourth, attention is significant to the effectiveness of the success of campus meetings. All distractions must be kept a minimum level and personal habits of small talks in the meetings, playing with social media on the cell phone must be refrained. Finally, it is vital

for all committee to have a full understanding of the agenda before making any decision. To be informed with number, facts, and statistics, is essential to the deliberate the agenda and making final decision that would benefits the university.

SUGGESTIONS

There are some important suggestions from this study. It is essential to run these meetings effectively with low cost of resources and cost of time as well as get the most of each meeting. In general, to ensure an effective meeting, all participants and committees are encouraged to undertake any necessary preparation and reading agenda in details prior to the meeting. The report of agenda normally would be submitted to the committee one week earlier. It is important for the committee to arrive on time and keep an open mind. Moreover, to be more effective of using time, committee should avoid a few things such as avoiding dominating the proceeding by speaking and expressing opinions too long, avoiding any unnecessary conflict situations, avoiding being biases in all situation, and avoiding side conversation or small talk in the meeting which distract other committee and it is an un-polite manner. Most importantly, all members must pay high respect to the chairman and respect the rules and traditional culture of the university. The working environment of the meeting is also important to the success of the meeting. It must be quite without noises and distractions, more importantly, allow the committees to have a chance to listening, paying full attention, understanding the agenda and background.

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