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PERCEPTION OF SECTION TOWARDS THE GUIDELINE OF PRESENTING AGENDA FOR THE MEETING.

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ABSTRACT

This research was aimed to study a perception of section towards the guideline of presenting agenda for the meeting and to improve the manual of preparing for the section meeting. The population and sample group of this study were the head of 27 sections at Suan Sunandha Rajabhat University, the data was gathered by using the questionnaire with 10 items and the data was analyzed by using percentage, brainstorming and content analysis.

The findings revealed that;

1. The sections in the university had a perception of the guideline of presenting agenda for the university council meeting, academic council meeting and university administrative board meeting in the high level (71.50%), when it was considered in each item, it revealed that; 1) Perceiving the schedule of the university council meeting, academic council meeting and university administrative board meeting, 2) Perceiving the publication of the university council meeting, academic council meeting and university administrative board meeting, 3) Perceiving the persons in charge of administration level and staff of each council to send the agenda for the meeting and 4) Perceiving the communication channels of department of university council affairs were 80.00%, Perceiving the publication of the department of university council affairs was 75.00% and Perceiving the date of the meeting for agenda consideration was 45.00% consecutively.

2. The researcher applied the brainstorming technique for discussion revealed that the sections in the university had a good perception of the guideline of presenting agenda for the university council meeting, academic council meeting and university administrative board meeting as referred by data statistics in the past 5 months which indicated that the other agendas were decreased. Nevertheless, there were other factors which could not be controlled and affected to the delay such as No perceiving on the meeting date which affected to the inconsistency of their board meeting and the university meeting.

3. The meeting manual was improved by adding the guideline of presenting agenda for the university council meeting, academic council meeting and university administrative board meeting for guiding the sections in the university consisting; Part 1 – Introduction, Part 2 – Process of meeting preparation and Part 3 – Guideline of presenting agenda for the meeting.

Keywords : Perception of Section, Guideline, Meeting Agenda

INTRODUCTION

Due to the Department of University Council Affairs is responsible for arranging the meeting of the University Council, Academic Council, Council of Lecturer and Government Officer, Board of University Council Affairs, Board of University Monitoring and Assessment, and Board of University Administration. The first step of the meeting administration is the meeting agenda arrangement which the previous issue is the delay in sending the agenda from the section, then it affects to the number of other agenda in every month (referred by the meeting agenda of each council). The other agenda is the issue which is not incorporated in the meeting agenda and it might be considered by the chairperson who will present to the meeting, or the secretary or another board member by firstly asking the chairperson and the meeting for permission.

Consequently, the researcher expects to create the perception of section towards the guideline of presenting agenda for the meeting in order to improve the efficiency of the meeting agenda arrangement by decreasing the other agenda which is consistent with the research of Duangjai Jandasaeng, Viroj Jadesadalug, **Perceived Organizational Support Affecting Job Performance through Employee Job Satisfaction Supplements Bangkok.**

OBJECTIVE

1. To analyze the perception of section towards the guideline of presenting agenda for the meeting.
2. To improve the manual of meeting arrangement.

METHODOLOGY

Population and sample groups

1. Sample group: the head of 27 sections.
2. Method:
 - 2.1 Data gathering
 - 2.2 Data analysis
 - 2.3 Research methodology
 - 2.4 Survey on the satisfaction after implementing the new process
3. Location: Suan Sunandha Rajabhat University
4. Duration: October 2017 – July 2018

The research tools

Tools for data gathering and data analysis;

The questionnaire, a tool for surveying the perception of section towards the guideline of presenting agenda for the meeting of Academic Council and Board of University Administration for Fiscal Year 2018 which it was proofed by the professor and applied with the relevant staff who presented agenda for the meeting.

Brainstorming technique, a tool for brainstorming on the perception of section towards the guideline of presenting agenda for the meeting.

RESULTS

Method	Results
1. Data gathering	<p><u>The findings:</u> from the meeting of the Board of University Administration, Academic Council and University Council which the section had to present the agenda for the meeting by gathering data during October – December 2017 (3 months), it revealed that there were 6 delayed other agendas as follows;</p> <p><u>Board of University Administration</u></p> <ul style="list-style-type: none"> - October: 7 other agendas - November: No other agendas - December: 7 other agendas <p><u>Academic Council</u></p> <ul style="list-style-type: none"> - October: 5 other agendas - November: 3 other agendas - December: 5 other agendas <p><u>University Council</u></p> <ul style="list-style-type: none"> - October: 7 other agendas - November: No other agendas - December: No other agendas
2. Data analysis	<p><u>The findings:</u> from the data gathering, it revealed that there were many other agendas at the meeting of the Board of University Administration and Academic Council which the factors were as follows;</p> <ol style="list-style-type: none"> 1. A lack of perceiving the meeting schedule and the date of presenting the meeting agenda. 2. There was many staff at the section who responsible for presenting the meeting agenda and a lack of intercommunication. 3. There were some of the meeting agendas to be firstly considered by the Board of Director or the Board of Faculty before presenting to the meeting of the Board of University Administration, Academic Council and University Council. <p>For the purpose that, the chairman of the University Council specified the policy of avoiding the other agendas due to the board members could not fully screen their contents. Nevertheless, if it was the urgent agenda which might actually dishonor the university, it could be accompanied in the other agenda. Consequently, it could decrease the number of the other agenda.</p>

Method	Results
3. Research methodology	<p><u>The findings:</u> from the data analysis by the data gathering, the researchers applied the brainstorming technique (meeting) for 6 staff of Department of University Council Affairs, the meeting discussed and assumed the resolution to <u>create the pamphlet of the guideline of presenting agenda for the meeting of the Board of University Administration, Academic Council and University Council, then clarified to the head of 27 sections on this guideline.</u></p>
4. Survey on the satisfaction after implementing the new process	<p><u>The findings:</u> after clarifying the pamphlet and the guideline, the researchers surveyed the perception of section towards the guideline of presenting agenda for the meeting of the University Council, Academic Council and Board of University Administration for Fiscal Year 2018, then analyzed the perception of section towards the guideline which it revealed that the perception of section towards the guideline of presenting agenda for the meeting of the University Council, Academic Council and Board of University Administration was 71.5% and when it was considered in each topic, it revealed as follows;</p> <ul style="list-style-type: none"> - The perception of the meeting schedule of the University Council, Academic Council and Board of University Administration, The perception of the meeting date of the University Council, Academic Council and Board of University Administration, The perception of the undertaker of each council in order to send the meeting agenda, and The perception of the communication channel of the Department of University Council Affairs were 80%. - The perception of the public relations from the Department of University Council Affairs was 75%. - The perception of the deadline of sending the agenda for the meeting of the University Council, Academic Council and Board of University Administration, The perception of the process of sending the agenda for the meeting of the University Council, Academic Council and Board of University Administration, and The perception of the form of sending the agenda for the meeting of the University Council were 70%. - The perception of the form of presenting the curriculum for the meeting agenda was 65%. - and The perception of the meeting date of screening the agenda for the University Council was 45% consecutively.

CONCLUSION AND FUTURE WORK

The findings for the objective 1: To analyze the perception of section towards the guideline of presenting agenda for the meeting, it revealed that the perception of section towards the guideline of presenting agenda for the meeting of Academic Council and Board of University was 71.5%, and when it was considered in each topic, it revealed as follows;

- The perception of the meeting schedule of the University Council, Academic Council and Board of University Administration, The perception of the meeting date of the University Council, Academic Council and Board of University Administration, The perception of the undertaker of each council in order to send the meeting agenda, and The perception of the communication channel of the Department of University Council Affairs were 80%.

- The perception of the public relations from the Department of University Council Affairs was 75%.

- The perception of the deadline date of sending the agenda for the meeting of the University Council, Academic Council and Board of University Administration, The perception of the process of sending the agenda for the meeting of the University Council, Academic Council and Board of University Administration, and The perception of the form of sending the agenda for the meeting of the University Council were 70%.

- The perception of the form of presenting the curriculum for the meeting agenda was 65%.

- and The perception of the meeting date of screening the agenda for the University Council was 45% consecutively.

Results from the meeting performance of the Board of University Administration, Academic Council and University Council which the section had to present the agenda for the meeting by gathering data during October – December 2017 (3 months), it revealed that there were 6 delayed other agendas as follows;

Board of University Administration referred by the meeting agenda last 5 months;

- January: 1 other agenda
- February: 10 other agendas
- March: 4 other agendas
- April: 2 other agendas
- May: 6 other agendas

Academic Council

- January: 9 other agendas
- February: 9 other agendas
- March: 4 other agendas
- April: 11 other agendas
- May: 8 other agendas

University Council

- January: 1 other agenda
- February: 3 other agendas
- March - May: No other agendas

It indicated that there was the good perception of section towards the guideline of presenting agenda for the meeting of the Board of University Administration, Academic Council and University Council, but there was the uncontrolled factor such as a lack of

perception on the meeting schedule which affected to the inconsistency of the meeting of Board of Director and the meeting of the university.

The findings for the objective 2: To improve the manual of meeting arrangement, the Department of University Council Affairs applied the perception survey for improving the manual of meeting arrangement by creating the guideline of presenting agenda for the meeting of the Board of University Administration, Academic Council and University Council for all sections.

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REFERENCE

- [1] Duangjai Jandasaeng, Viroj Jadesadalug. (2018). **Perceived Organizational Support Affecting Job Performance through Employee Job Satisfaction Supplements Bangkok**. Humanity and Social Science Journal, Year: 24, Edition: 1, Page: 32-49, Year: 2018