MEETING ON A CURRICULUM OF MASTER OF BUSINESS ADMINISTRATION PROGRAM GRADUATE SCHOOL, SUAN SUNANDHA RAJABHAT UNIVERSITY.

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ABSTRACT

The objectives of this research were the education guideline for employee of meeting that could operate correctly. Sampling group in this research was president, committee and staff to join the meeting on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. Data collection since May 1, 2017 till July 31, 2018 for 6 people by using questionnaire tool for data collection. Statistical analysis was frequency, percentage and multiple regression analysis

Research result found that the most respondent was male, 41 years old, married, living together, education at doctor's degree, satisfied in attendance, providing the location for the meeting, meeting venue, meeting room selection, atmosphere in meeting room, meeting table arrangement, it was the U shape, agenda management, agenda 4; taking minutes of meeting which is staff recording the minutes of meeting to propose the chairman of board in the pattern of agenda, meeting report form, writing meeting invitation letter and recording the meeting appointment at high level

Keywords: Meeting arrangement / Master Business Administration Program / Graduate School

INTRODUCTION

Due to the submission of Master Business Administration in each subject, the center of graduate school provided the curriculum and had to always attached the minutes of meeting on a curriculum of Master Business Administration Program included admission, selecting instructor, sending grade, improve curriculum, submitting budget, delivering quality assurance book, extension of study time of student for 5 years period so researcher was interested in operation improvement and solving problems in operation plan and management to prepare before hold a meeting caused providing operation plan in various steps; therefore, it might have the operation manual for studying in each process that manual was consisted the main job as 1). Meeting plan and providing a meeting 2). Running a meeting 3). Monitoring and evaluating a meeting result. (Permsak Tumtimtong. 2018). [1] , (Choltida Jayma. 2016). [2] It seem that data collection of meeting probably to enhance the operation for preparing to hold a meeting convenience, fast and correct which were the encouragement a meeting to have a complete with getting good result and achieve the objective caused the development of management quickly step by stem and it was operation manual next Meetings can therefore be considered an important activity of being together as a group and are important in the development of departments to progress. Create unity And participation in departments Every department therefore has to develop and solve problems in their department. In order for that department to achieve its objectives Which is an obligation of the organization that is set up One thing that the management or department leaders use as an important tool in doing so is that meetings do not have any departments without meetings. All

personnel in the department must always be involved in the meeting. Whether in the role of the meeting leader or the attendees And although the meeting is an important tool But running an effective meeting is also very important Because effective meetings will help the department to have consistent communication Have good coordination There is a joint decision. With performance evaluation tracking There is an exchange of opinions. Discuss And encouraging one another But if the meeting process is not effective What is said above cannot occur and may have the same disadvantage.

Nowadays, meetings are an important factor that executives use to brainstorm ideas from a variety of people and people involved. To find one of the most unique abilities According to one study in the United States, senior executives spend 59% on scheduled meetings, 10% on meetings that are not scheduled. And executives spend 1,000 hours per year in meetings (Pitool Nonsungnean,2017) [5] Therefore, when considering the duties and responsibilities of executives Executives are therefore highly involved in the meeting. In addition to executives meeting meetings are an important tool for managing the organization Executives must also bring meetings to use in managing resources in the organization. To study the building of faith Trust in management For coordination Decisions based on performance evaluation results Counseling, thinking, avoiding problems and encouraging morale as well. Which covers almost all the responsibilities of the corporate management Therefore, it may be concluded that The ability and skills in meetings are important and necessary for every organization to successfully manage the organization's objectives. And from the research found that The problems of the meeting are arranged into 16 problems, namely lack of goals or no agenda. Lack of supervision before the meeting The meeting started late Lack of good preparation Lack of academic content Takes a long time to meet Disorderly There was no meeting summary. Lack of leadership Discussion of irrelevant information, waste of time, decision-making inefficiency, monotonous speech, irrational debate There is a debate over the opinions of others. And does not print the meeting result or follow the meeting(Pacoom Potikoon,2017) [6] The arrangement of a good meeting is something that the Dean of the Faculty of Graduate Studies, as a committee and secretary of the meeting. Have demonstrated their leadership abilities Able to be useful in tracking, inspecting, supervising and supervising responsibilities At the same time, meetings may also reflect weaknesses, failures, and inefficiencies.

From the study of the history and significance of the said The committee meeting is therefore a task that all faculties in Suan Sunandha Rajabhat University must carry out. And each faculty has different practices The author has a direct responsibility to conduct the board meetings. Therefore has established a working manual for organizing meetings for the Master of Business Administration Project Suan Sunandha Rajabhat University To be a guideline for conducting the board meeting With operational standards that are correct and tangible steps

OBJECTIVES

1. **Objectives of this research**
   To study for education guideline for meeting organizer could correctly operate

2. **Hypothesis of research**
   The meeting arrangement on a curriculum of Master Business Administration Program, Graduated School, Suan Sunandha Rajabhat University

3. **Expected benefits of research**
   1. The meeting organizer and taking minutes of meeting could learn how to hold a meeting and taking minutes correct, easy to understand and fast

2. To be the guidance for the meeting organizer and taking minutes of meeting in the form of writing the meeting report correctly and same direction

RESEARCH METHODOLOGY

Population and sampling group
Sampling group in this research was chairman, committee and staff who were attendances of Master Business Administration, Graduate School, Suan Sunandha Rajabhat University for 6 people by using the sampling group as systematic random sampling collected questionnaire and sampling group on every Monday in during period 13.00-16.00 using amount of sample around 6 people for one year due to it was the date to take this data in this meeting for next process by collecting data during May 1, 2017 to July 31, 2018

Data collection
Statistics used in data analysis
1. Descriptive statistics
    1.1 Data analysis involved demographic characteristic of respondents such as gender, age, status, education level, occupation and income per month by frequency distribution and finding percentage
    1.2 Data analysis involved satisfaction of attendants by finding Mean, Standard Deviation
2. Analyze by using inferential statistics for hypothesis testing as follow;
Hypothesis of research as the meeting arrangement of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University would test assumption by using regression analysis, and multi regression analysis at significant level .05

Format for writing meeting invitations
Creating a meeting invitation letter By assigning the responsible person to prepare a meeting invitation letter to make a board appointment. And related parties Attend a meeting By meeting schedule, the Board of Directors agreed that There will be a board meeting. Every 4th Monday of the month at 13.30 hrs. In which the responsible person will make a meeting invitation letter And sent in advance to the board And attendees at least 7 days before the meeting For the attendees to prepare or find more information about the issues to be included in the agenda Or if stuck on the mission, please inform in advance before the meeting date

Meeting report format
According to the Regulations of the Prime Minister's Office on Correspondence B.E. 2526, Article 25 provides the meaning of the word "Minutes of the meeting" noted that the comments of the attendees. Attendees And the resolution of the meeting As evidence
1) Minutes To sign the meeting Or a meeting of that faculty such as the report of
Board meeting .....
2) The first time Annual meeting By starting from the number 1 in sequence until the end of the year
Calendar overlapping numbers of the year. When starting a new calendar year, start the new sequence 1 in order, such as No. 1/2017, or to sign the total number of meetings of the faculty. Or that meeting Together with the annual meeting, such as 205-1 / 2017 etc.
3) When posting the date, month, and year of the meeting, date with numbers of the date Full name of month and
Numbers of the Buddhist year, for example on 23 July 2017

4) At the place of signing, use the place of the meeting

5) The attendees shall sign and / or the position of the person appointed as the meeting committee.

In the case of being appointed as a representative of the organization, specify which agency Including the position on the committee in that meeting In the event that the attendee is the representative, sign the attendee instead And with whom to attend the meeting Or what position Or on behalf of representatives from any department

6) Missing attendees To sign and or the position of the person appointed as a committee that does not attend

Meeting by stating which agencies are represented As well as reasons for not being able to attend the meeting If you also know

7) Attendees To sign and or the position of a person who is not appointed to a committee that

Meeting which has attended the meeting And affiliated agencies (if any)

8) Start meeting time Sign in at the beginning of the meeting.

9) Message to the meeting. Normally, to start with the chairman opens the meeting and matters that

The meeting with the resolutions or conclusions of the meeting in each topic consists of the following topics.

    1.1 Subject: Chairman informing the meeting

    1.2 Certification of meeting minutes

    1.3 Proposal to the meeting

    1.4 Proposal for the meeting to consider

    1.5 Other matters (if any)

10) The meeting ended Please leave the meeting time.

11) Minutes keeper The secretary or a person assigned by the Board of Directors shall record the minutes of the meeting by name and print the full name and surname under the signature in the said meeting.

Agenda According to the format of the meeting agenda in the regulations of Suan Sunandha Rajabhat University On the Council of the University Council 2547 B.E., 6, discussed the agenda and the secretary of the Audit Committee before making the agenda book as follows (Kasem Vatanachai,2017) [7]

    Agenda Item 1: Chairman informing the meeting

    Agenda Item 2: Approval of past meeting minutes

    Agenda Item 3: Contribution (if any)

    Agenda item 4 for acknowledgment

    Agenda Item 5: Proposal for consideration

    Agenda Item 6 Other matters (if any)

    Things to be aware of when setting up an agenda

1. Each meeting Should not have too many agendas Because it will make members feel

Tired of debating the results are not fully effective.

2. The effective meeting time should be approximately 3 hours. If a meeting is necessary

For a continuous period of time The organizer has to use various meeting methods to avoid boredom members.

3. Arranging the meeting agenda for the agenda to be considered The secretary of the meeting must see what matters should be brought up.

First-by-first, based on priorities first But generally will propose the first priority And the next important issue

4. The secretary should deliver the meeting agenda. To attendees about 7 days in advance or slowly

Most have to send before the 24 hour meeting.

5. Writing the agenda The text should be written to be short, concise and clear.

RESULT

Research result found that from study of "the meeting on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University" had the following result;

Part I: Demographic characteristic analysis such as gender, age, education level of attendants of holding a meeting on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University

Shown amount and percentage involved personal data in demographic characteristic

From personal data analysis result of respondents such as gender, age, education level of hold a meeting attendance of master business administration program, Graduate School, Suan Sunandha Rajabhat University could be separated as follow;

Gender who was the hold a meeting attendance on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University for 4 people or 66.67 percent then 2 female at 33.33 percent

Age of hold a meeting attendance on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. Mostly in age range was up to 41 years old for 5 people or 83.33 percent then age range during 30 to 40 years old for 1 people or 16.67 percent

Education level of hold a meeting attendance on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. The most of them had doctor's degree at 4 people or 66.67 percent then master's degree at 2 people or 33.33 percent

Part II: Satisfaction data analysis in meeting attendance on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University

Table 2.1. Mean, Standard Deviation (S.D.) and interpreting satisfaction data result in attendance

Satisfaction in attendance	Mean	S.D.	Level
1. Preparation of the meeting location			
1.1 Suitability to meeting venue	3.6265	.76510	High
1.2 Meeting venue	3.6856	.77322	High
Total	**3.6560**	**.76916**	**High**
2. Selection the meeting room			
2.1 Equipment used in meeting room	3.8953	.81024	High
2.2 Atmosphere in the meeting room	3.8990	.82524	High
Total	**3.89715**	**.81774**	**High**

Table 2.1. (continue)

Satisfaction in attendance	Mean	S.D.	Level
3. Meeting table arrangement			
3.1 U Shape arrangement	4.1205	.84021	High
3.2 Type T arrangement	3.5051	.62531	High
Total	**3.8128**	**.73276**	**High**
4. Preparation of the meeting agenda			
4.1 Agenda 1	3.5642	.61234	High
4.2 Agenda 2	3.6542	.65854	High
4.3 Agenda 3	3.5654	.65234	High
4.4 Agenda 4	3.7568	.68952	High
4.5 Agenda 5	3.7234	.69524	High
4.6 Agenda 6	3.6820	.61452	High
Total	**3.6576**	**.65375**	**High**
5. Meeting minutes recording			
5.1 Staff taking minutes of meeting to propose the committee and secretary	3.5628	.68238	High
5.2 Staff taking minutes of meeting to propose the chairman of board	3.6859	.66924	High
Total	**3.6243**	**.67581**	**High**
6. The format of agenda			
6.1 Agenda form	3.7562	.62345	High
6.1 Meeting report pattern	3.7642	.62534	High
Total	**3.7602**	**.62439**	**High**
7. Writing invitation letter			
7.1 Recording the meeting invitation	3.7542	.73262	High
7.2 Recording the meeting appointment	3.8325	.72562	High
Total	**3.7933**	**.72912**	**High**
8. Schedule of the board meeting			
8.1 Meeting appointment calendar	3.8256	.65428	High
8.2 Create the record and send meeting schedule	3.7256	.64256	High
Total	**3.7756**	**.64842**	**High**

Satisfaction in attendance	Mean	S.D.	Level
9. Endorsement of the minutes			
9.1 Summarize the minutes of meeting to propose for approval the meeting before the next meeting	3.8256	.78256	High
9.2 Inform the meeting number and summarize to the committee to approve the previous meeting	3.7265	.75214	High
Total	**3.7760**	**.76735**	**High**

From table 2.1: Satisfaction data analysis in meeting attendance on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University found that

1). Preparation of the meeting location, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. The view was high mean level at 3.656 when considered in each issue found that it had highest mean which was meeting venue had mean at 3.6856 then suitability of meeting venue had mean at 3.6265

2). Selection the meeting room, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the picture at high mean level at 3.8971 when considered in each issue found that it had highest mean which was atmosphere in the meeting room had mean 3.8990 then it was the equipment in the meeting room had mean at 3.8953

3). Meeting table arrangement, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the overall was high mean level at 3.8128 when considered in each issue found that it had highest mean which was U shape arrangement had mean 4.1205 then type T arrangement had mean 3.5051

4). Preparation of the meeting agenda, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the view was high mean level at 3.6576 when considered in each issue found that it had highest mean which was agenda 4 had mean 3.7568 as follow Agenda 5 had mean 3.7234, Agenda 6 had mean 3.6820, Agenda 2 had mean 3.6542, Agenda 3 had mean 3.5654, Agenda 1 had mean at 3.5642 respectively

5) Meeting minutes recording, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the view was high mean level at 3.6243 when considered in each issue found that it had highest level which was staff taking minutes of meeting to propose the chairman of board had mean 3.6869, and staff taking minutes of meeting to propose the committee and secretary had mean 3.5628

6) The format of agenda, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the picture was high mean level at 3.7602 when considered in each issue found that it had highest mean level which was agenda form had mean 3.7562, and meeting report pattern had mean 3.7562

7) Writing invitation letter, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the view was high mean level at 3.7933 when considered in each issue found that it had highest mean

level which was recording meeting invitation had mean 3.8325 and recording meeting appointment had mean 3.7542

8) Schedule of the board meeting, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the view was high mean level at 3.7756 when considered in each issue found that it had highest mean which was meeting appointment calendar had mean 3.8256 and create the record and send meeting schedule had mean 3.7256

9) Endorsement of the minutes, meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. In the view was high mean level at 3.7760 when considered in each issue found that it had highest mean which was summary the minutes of meeting to propose for approval the meeting before the next meeting had mean 3.8256 and inform the meeting number and summarize to the committee to approve the previous meeting had mean 3.7265

SUMMARY AND CONCLUSIONS

From study of "meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University" Part I: Demographic characteristic analysis such as gender, age, education level of attendants of the meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University was different of statistics significant level 0.05 which refer to hypothesis; therefore, demographic characteristic analysis, gender, meeting organizer on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. The most was 4 people in male or 66.67 percent, meeting organizer on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. The most was age up to 41 years old for 5 people or 83.33 percent. Education level, meeting organizer on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University. The most education level of doctor's degree for 4 people or 66.67 to align with research report of the study of video conference form during Academic Development Center with Sukhothai Thmmathirat Open University (Jaraywat Tewarat, 2010, Page 59) [3] that meeting attendance had amount of attendants both of male and female, age up to 31 years old and education level was master's degree and doctor's degree

Part II: Satisfaction data analysis in meeting attendance on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University, mean, standard deviation (S.D.) and interpreting satisfaction data in meeting attendance found that first level was selection the meeting room, in the view was high mean level at 3.8971 when considered in each issue found that it had highest mean which was atmosphere in the meeting room had mean 3.8990, second was meeting table arrangement, in the view was high mean level at 3.8128 when considered in each issue found that it had highest mean which was U shape arrangement had mean 4.1205. Third was writing invitation letter, in the view had high mean level at 3.7933 when considered in each issue had highest mean level which was recording the meeting appointment had mean 3.8325 due to selection the meeting room properly caused smooth meeting and to align with (Jaraywat Tewharat. Page 62 that was the meeting room might be selected suitability meeting room to amount of attendants to smooth meeting but not aligned with the meeting that video conference, the attendants were in difference location so it had to inform to join the meeting in advance because to provide data of the meeting. If it needed meeting efficiency, it should inform attendants before at least 2 days

From study "the meeting arrangement on a curriculum of Master Business Administration Program, Graduate School, Suan Sunandha Rajabhat University" could work convenience and faster in meeting arrangement to be system and process to create more efficiency of quality assurance document (Supab Peutisarikorn and Vimolsri Sansook. 2019). [4]

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