# Could've Been an Email...

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**Academic Strategic Initiatives** 

Office of Executive Vice Chancellor, Resource Administration

# **AGENDA**

20 minutes Learn & Kahoot

20 minutes Group exercise

10 minutes Q&A



# LEARNING OUTCOMES

#1

Define and describe the characteristics of decision sets that necessitate a meeting. #2

Demonstrate that you can set clear expectations for meetings. #3

Construct actionable goals for meetings.

# 11 Million Meetings per day in U.S. on average

220 Million
Meetings per month

# Over 1 Billion Meetings per year



# \$37 Billion

Cost of wasteful meetings per year (50% of meetings = wasteful)



# CALCULATE THE WASTE

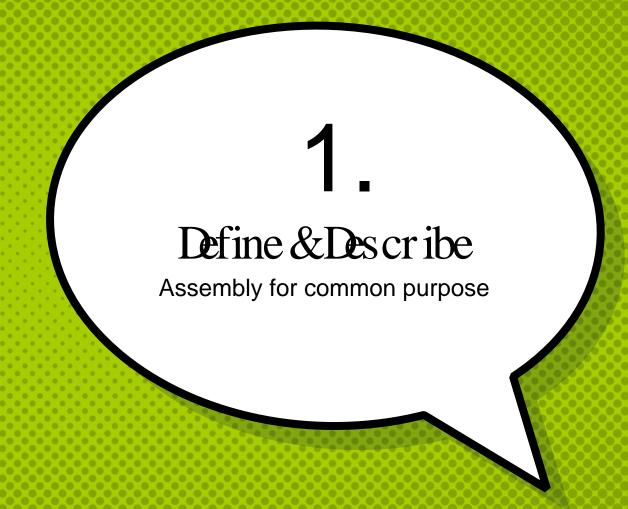
|               | Pay rate | Length of meeting | Cost |
|---------------|----------|-------------------|------|
| President     | \$200K   | 60                | ?    |
| Dean          | \$120K   | 60                | ?    |
| Business Mgr. | \$80K    | 60                | ?    |

# TOTAL COST...

- **×** \$280
  - $\times$  280 x 50 weeks/year = \$14,000
    - × Harvard Business Review
      - × Meeting Cost Calculator



# IS IT A MEETING? Set goals Set levels Define purpose



# REASONS TO MEET

Decision-making

Problem-solving

Innovation

Team-building

Information

Status Update

# MEETING FORMATS

#### In-person

- Committees
- Workgroups
- Projects/Initiatives

#### Videoconference

- Committees
- Workgroups
- Projects/Initiatives

#### 1:1

- Several talking points

#### Casual Gathering

- 2-3 people for topical discussion

#### Coffee

- One discussion point

#### Walk

- One issue

# DEFINE & DESCRIBE:

- ★ Need to make a decision?
- ★ Need to prioritize?
- ★ Need to solve a problem?





# WHY AM I HERE?

- ★ Clearly define role of each participant
- ★ Lay out project/initiative goal
- ★ Communicate goal of meeting
- **★** Communicate next steps

# ROLE OF PARTICIPANTS

- ★ Define the Role
- ★ Expectations & Contributions
  - Meeting attendance
  - Homework
  - Communication expectations

# PROJECT OR INITIATIVE

#### Clearly articulate:

- ★ Description of project
- **★** Timeline
- **★** Scope
- **★** Sponsor
- ★ Identified stakeholders and beneficiaries

See: UCSD's Collaboration Policy:

https://evcra.ucsd.edu/collaboration/index.html

# **NEXT STEPS**

- ★ Clearly articulate what happens next...
  - Meetings
  - Homework
  - Communication



# YOU GET AN ACTION ITEM!

- Everyone:
  - gets homework
  - understands next steps
  - understands context of progress in relation to larger goal







Work through meeting scenarios with your group.



★ You are in a group of academic advisors from all departments across the institution who meet monthly. It makes sense for the group to regularly meet, but lately the monthly meetings have become more of a venting session on lack of resources. You have to plan the next meeting.

★ The Dean of Biology has declared that she wants the department to more sustainable. She put together a workgroup comprised of many throughout the department of Biology. She gave the workgroup only that directive of the desire for Biology to be more sustainable. You have to plan the first meeting.

★ The committee for inclusion and diversity has been meeting for the past year. The Dean who brought the group together has since left the institution and the group is unclear about its directive. You have to plan the next meeting.

★ The advisory workgroup for academic success has been meeting regularly for the past two years in order to assist in the development of some new software. The software has now launched but the group has continued to meet. You have to plan the next meeting.

★ The policy on voting on academic files needs to be rewritten. The workgroup has many staff and faculty. One faculty political science member happens to research voting. Every meeting for the past two months has devolved into a debate about the theory of voting and the policy hasn't been touched. You have to plan the next meeting.



Any questions?

You can find me at acrickard@ucsd.edu

#### **CREDITS**

Special thanks to all the people who made and released these awesome resources for free:

- × Presentation template by <u>SlidesCarnival</u>
- × Photographs by <u>Startupstockphotos</u>

## READING LIST

- 1. Death By Meetings, (2004) By Patrick Lencioni
- 1. Meetings Suck (2016), By Cameron Herold
- 1. Bad Meetings Happen To Good People, (2017), By Leigh Espy
- 1. The Surprising Science of Meetings, (2019), By Steven Rogelberg

# IS IT A MEETING?

<u>Define purpose:</u>
\*Clearly define and describe the common purpose of the meeting.

Set expectations:
\*Clearly define role
of each participant

\*Lay out goal of project/initiative

\*Communicate goal of meeting

\*Communicate next steps to each member Set goals:

\*Give out action items!

\*Communicate next steps to group \*Give context of action items context of larger goal.