



Could've Been
an Email...



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Hello!



Ahren Crickard, JD, LSSBB

Academic Strategic Initiatives

Office of Executive Vice Chancellor, Resource Administration

AGENDA

20 minutes

20 minutes

10 minutes

Learn & Kahoot

Group exercise

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

× $280 \times 50 \text{ weeks/year} = \$14,000$

× Harvard Business Review

× Meeting Cost Calculator



IS IT A MEETING?





1.

Define & Describe

Assembly for common 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?



5 Whys



2.

Set Expectations

Level set for meeting

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



3.

Construct Goals

Create actionable goals

YOU GET AN ACTION ITEM!

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





KAPOW!!
(or Kahoot)



Group **WORK**

Work through meeting scenarios
with your group.

SCENARIO #1

- ★ 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.

SCENARIO #2

- ★ 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.

SCENARIO #3

- ★ 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.

SCENARIO #4

- ★ 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.

SCENARIO #5

- ★ 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.

THANK YOU!



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 [SlidesCarnival](#)
- × Photographs by [Startupstockphotos](#)

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?

