

Effective Meetings

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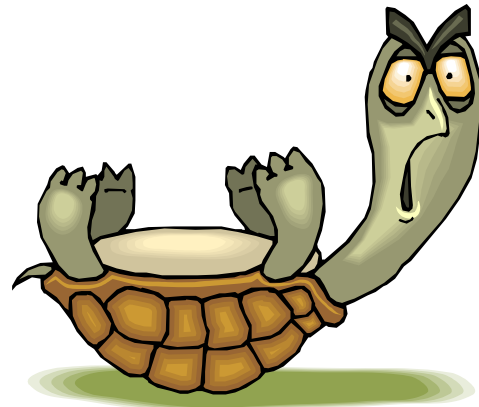
Melissa Leyva

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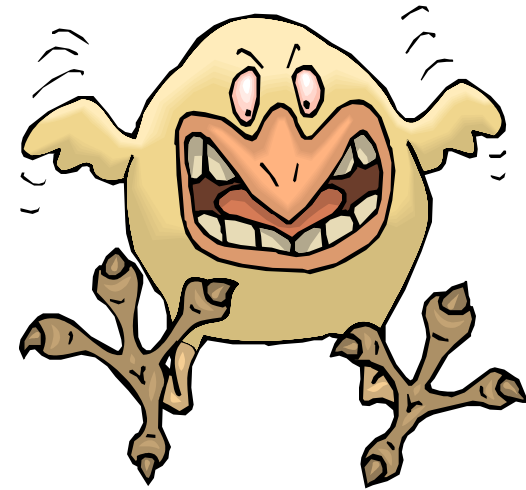
Tucson, Arizona

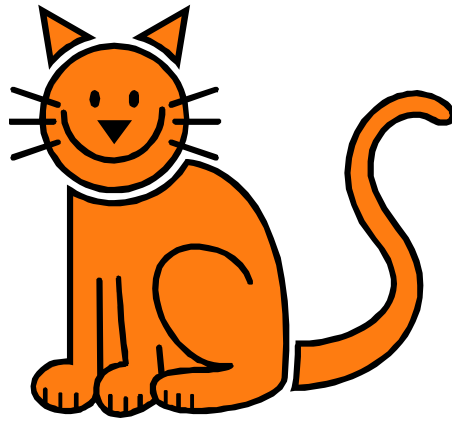
Alpha Beta Chi Chapter



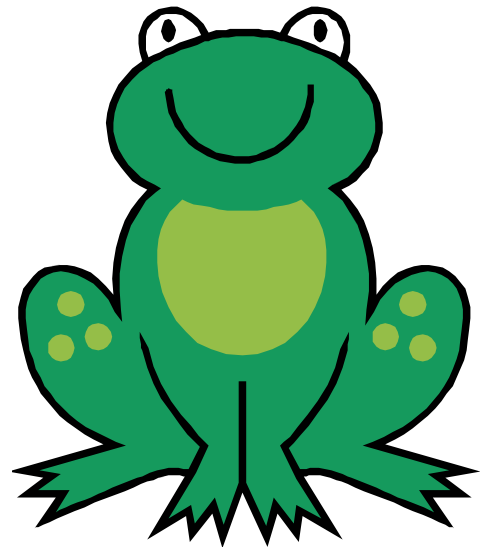


What do you
absolutely
hate about
working in
small groups?





What do you
really like
about working
in small
groups?



HATE ABOUT GROUPS

LIKE ABOUT GROUPS

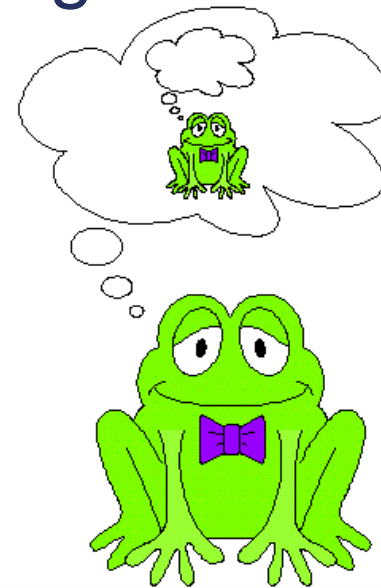
Exercise



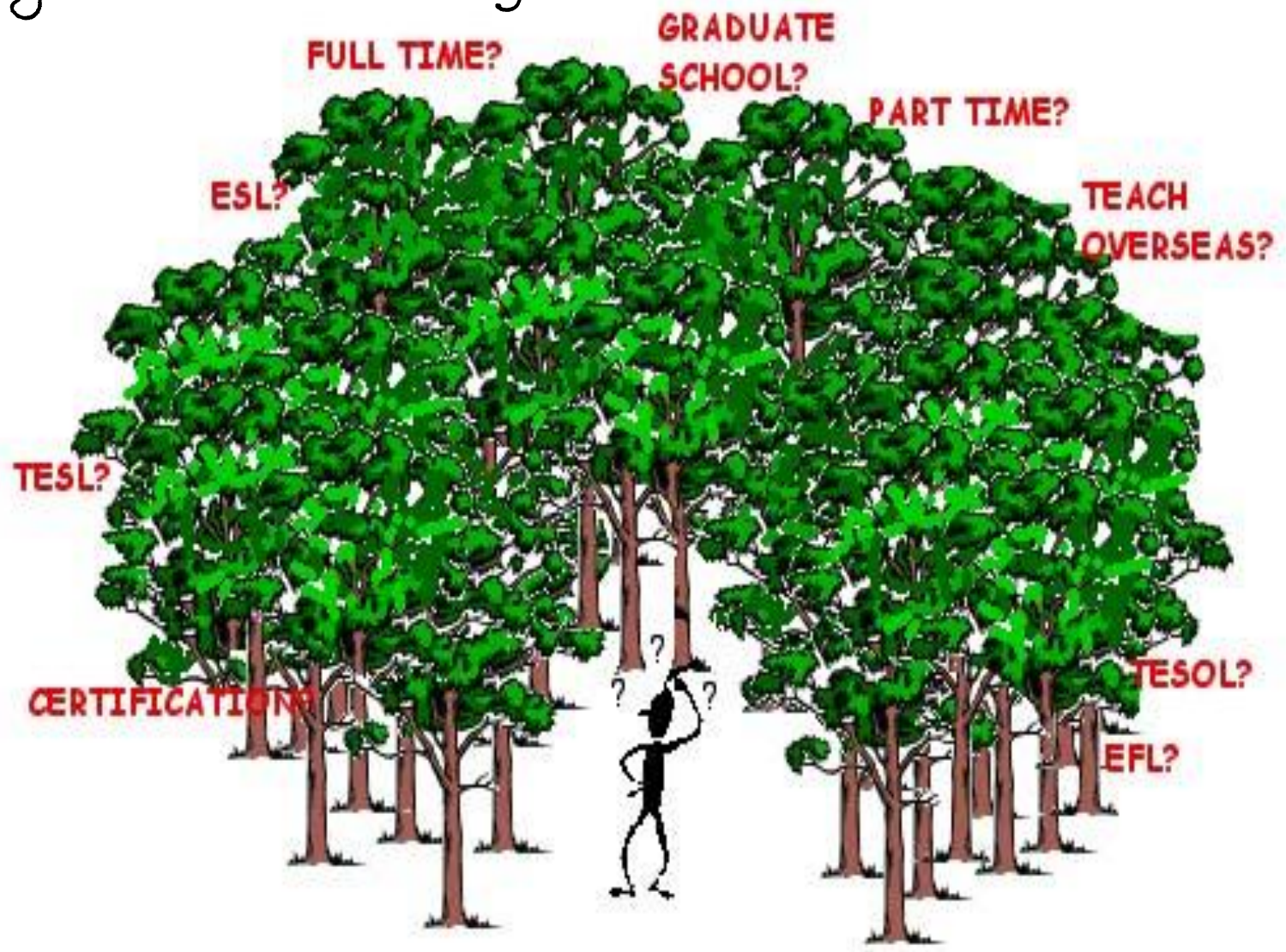
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What is being metacognitive?

- Think about thinking
- Think about the process of doing something
- Be aware of the “big picture” surrounding an event
- The efficient use of this knowledge to self-regulate
 - Awareness
 - Planning
 - Monitoring and reflection



In two years I'll be / do / go...



Example



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This logger loves trees, they are his way of life. Ben Holm hates tree-huggers who are trying to destroy his way of life.



Abigail loves forests. She says this logger is destroying the forest. With the trees cut down, animals leave. The soils wash away. Nothing is the same. Ever.

Do you see the forest or the trees?

Example



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What is my goal?
How motivated am I?



Goal:
To get an A
on next week's
essay exam.

Motivation level:
High

What do I already know
about the topic?



Assess prior
knowledge

How much time will
it take me to study?



Estimate time needed:
Set priorities
Schedule time

What strategies work best
for me on essay exams?



Memorization?
Outlining?
Mnemonics?
Diagramming?
Self-testing?

Example



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Purposes of Meetings

- Get “THE” best answer from many perspectives
- Learn processes
- Learn group skills
- Build rapport, a feeling of community



Group Member Roles



- When asked what individual roles there are in successful groups, people often respond:
 - Leader – guides group.
 - Reference – finds and uses resources.
 - Scribe – records work.



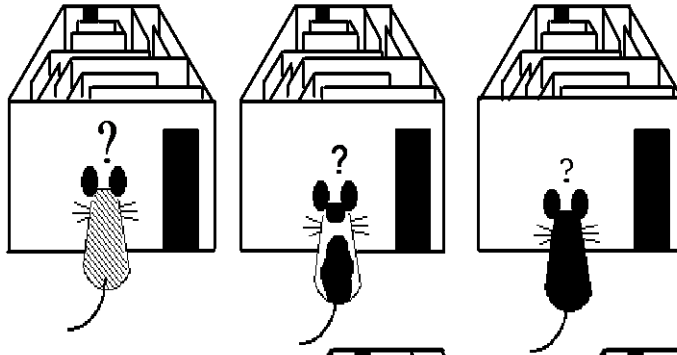
Group Member Roles – Less Effective

- When observed, ineffective small groups often show these individual roles:
 - Overtalker – loudly interrupts.
 - Undertalker – makes quiet side conversation.
 - Hypercontributor – lectures, does all work.
 - Derailer – moves group off-task.
 - Hypocontributor – listens or is uninvolved.
 - Placeholder – makes no positive contribution.

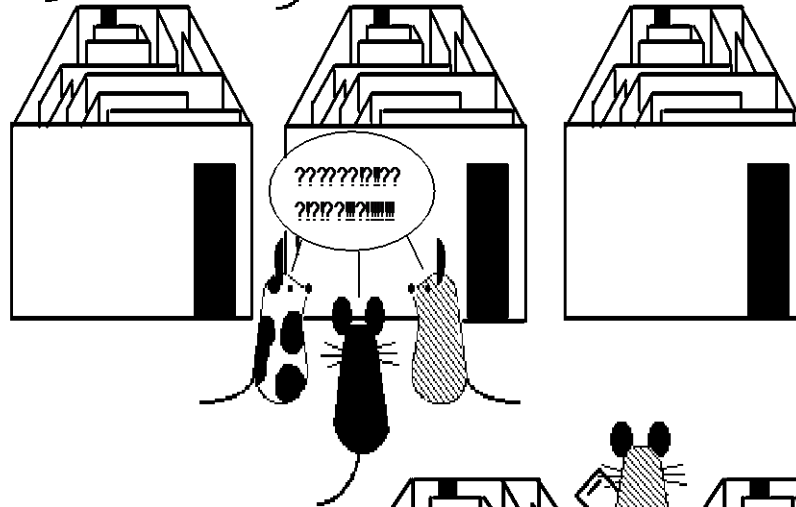


Ideal Cooperative Learning

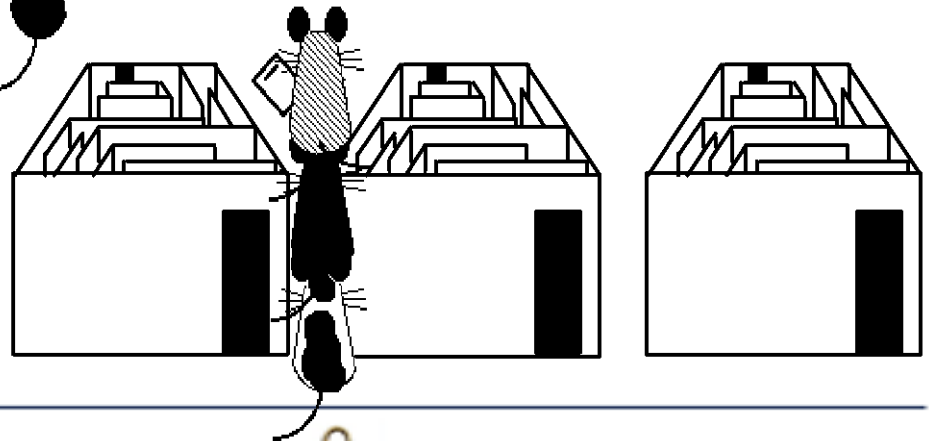
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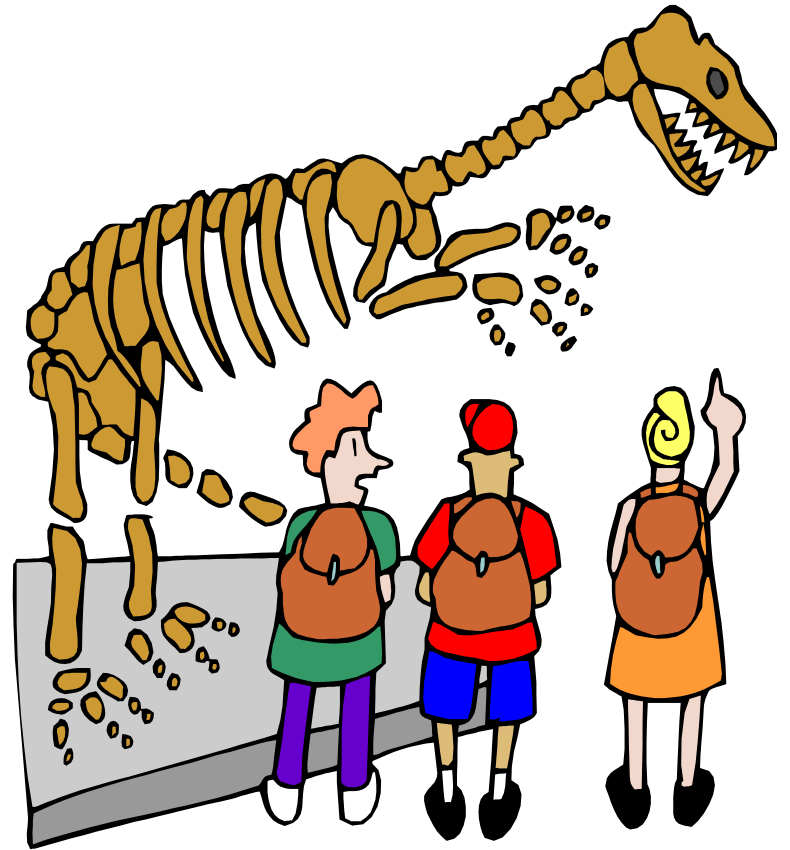
Group Member Roles – More Effective

- When observed, effective small groups show these individual roles:
 - Gatekeeper – encourages participation from all.
 - Facilitator – questions to clarify & expand.
 - Analyzer – analysis, evaluation.
 - Encourager – affirms, gives positive feedback.
 - Forwarder – moves group to next step.
 - Hypothesizer – “big picture” person.



Improving How Small Groups Work

- Train people to recognize both effective and ineffective behaviors.
- Revisit training frequently using many techniques.
- Hold people accountable for behavior through formal and informal assessment.



Starting Off...

- Discuss experiences of working in groups
- Explain metacognition
- Discuss functions of a group
- Explain the positive group roles
- Subsequently...
 - Remind
 - Review
 - Reassess progress



Getting a Group “Unstuck”

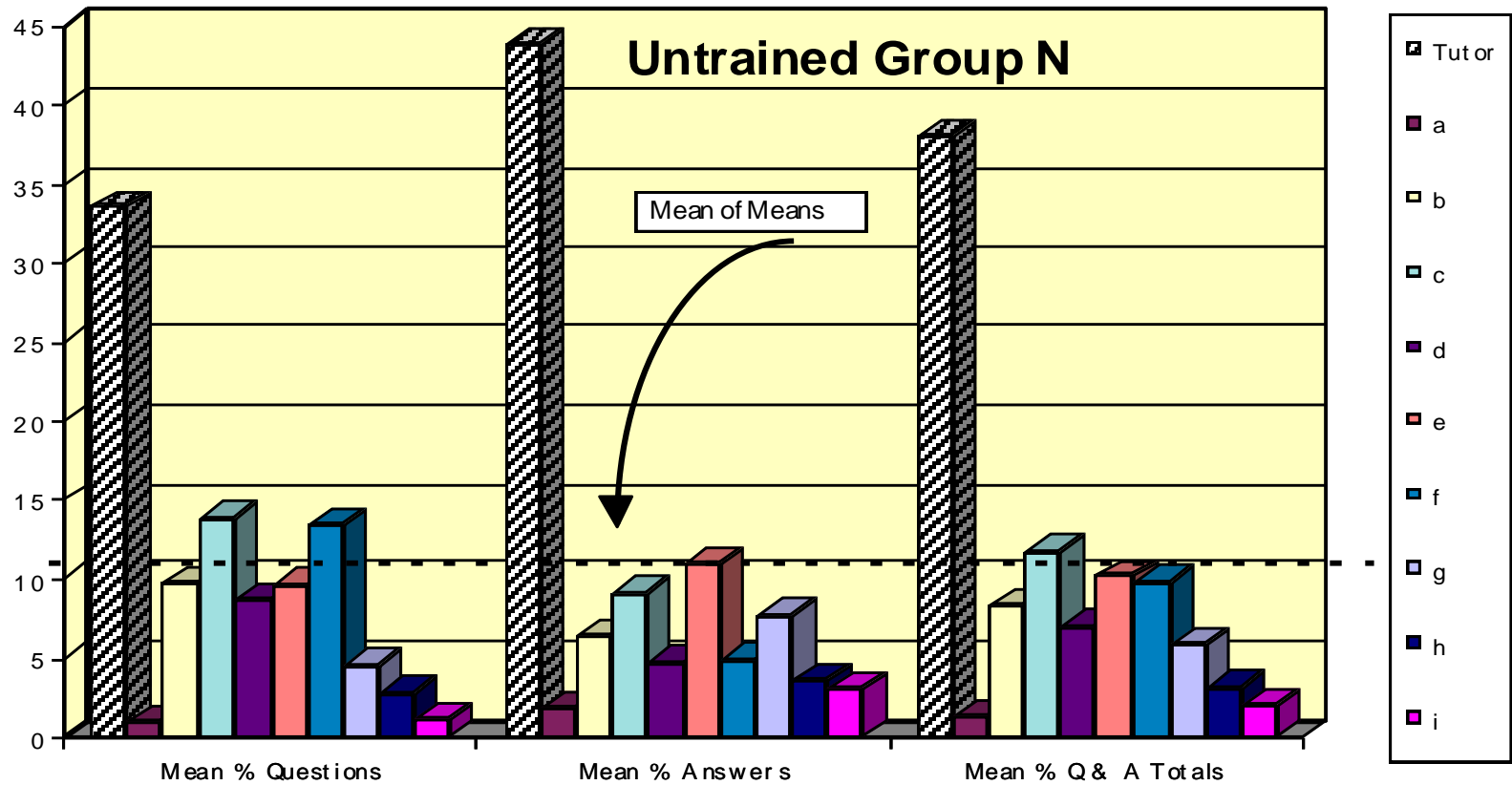
- Remember, people in the group are responsible for how the group works.
 - “Power games” hurt effective groups.
 - Keep the common goal in mind.
- When trying to get a group moving,
 - Be positive
 - Focus on the process & not the individuals



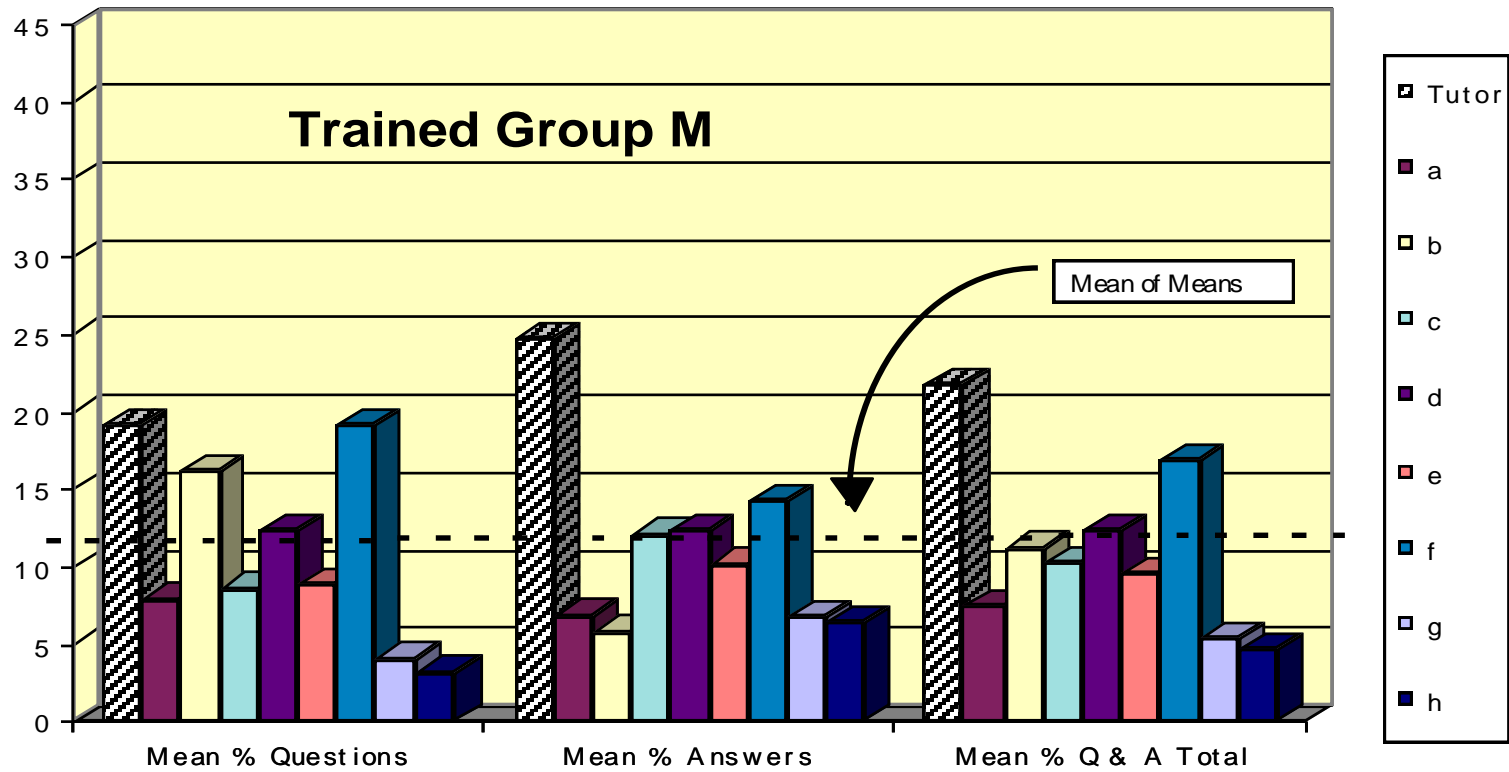
The research shows...

- For those who are interested, the formal research was done for 4 years at UCLA
- The informal research has been done for over 15 years in K-12 schools, colleges, and graduate schools
- People all over the world use these methods





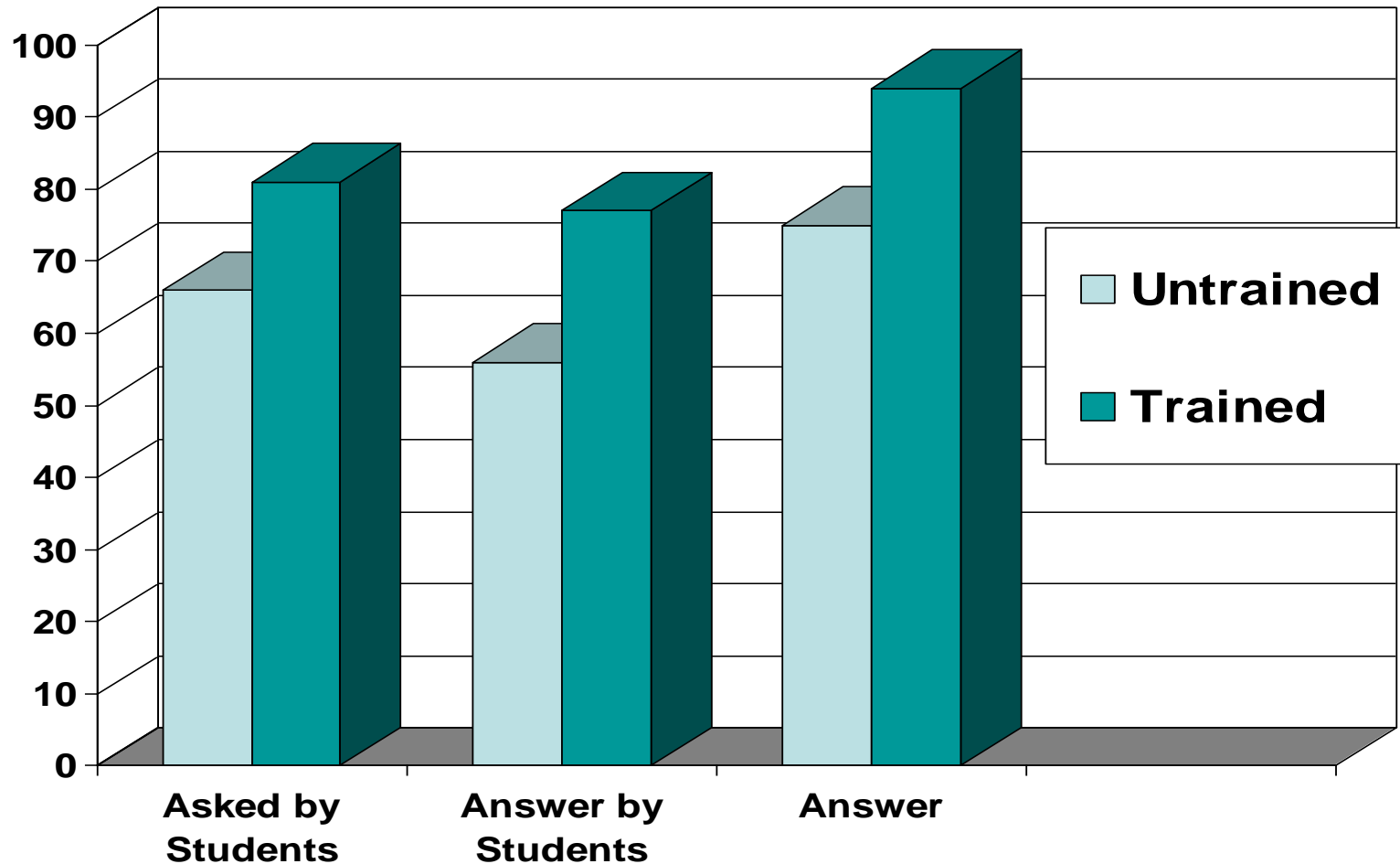
Mean Percentage of Questions, Answers,
and Total Questions and Answers Combined
Contributed by Each Participant: Group N
(Per Session Average # Questions: 180, Answers: 135)



Mean Percentage of Questions, Answers,
and Total Questions and Answers Combined
Contributed by Each Participant: Group M
(Per Session Average # Questions: 127, Answers: 119)



Questions and Answers





Additional Results



Trained groups:

- Spent less time “off topic”
- Had less “side talk” - undertalking, off-topic or inappropriate humor
- Leader took less talk time as group became more engaged



Conclusions

- People can learn to recognize roles.
- People can take ownership of:
 - Group process
 - Their own learning.
- People will ask and answer more rigorous questions.
- People will have more, and more positive, interactions

