HOLDING A SUCCESSFUL FACULTY MEETING

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One of the indispensable means of managing a school is through proper planning and dissemination of information. What has transpired in the course of discussions for the faculty must then be relayed to the rest of the employees for proper guidance and compliance.

To do this, careful planning among the school personnel must take place. The members may either be the subject coordinators, year level chairs and department head. The meeting is then spearheaded by the school head himself. Meetings may also be done through departments where in the information given by the principal from the previous meeting is then cascaded by the department heads or subject coordinators to the faculty.

But sometimes, there are instances that the target plan is not hit by the discussions of the meeting. This may be a result of some factors that deter the planning stage to be successful. Once the planning process is not successful therefore the implementation will also follow to be a disaster.

Ending, the purpose of the meeting is defeated thus the result of the planning proves to be in vain.

This instance can be avoided if the meeting for planning itself is also prepared and planned as well. There are a few factors to consider in executing a faculty meeting that ensures the success of plans made.

Location and space of the meeting venue must be adequate to accommodate all the concerned attendees. If the location is far from the station of the teachers, chances
are, the teachers will all be late to the time of the meeting or much worse would just skip the meeting and resort to echoing of those who attended the faculty meeting. The venue must also be spacious enough to accommodate all attendees. Proper ventilation and lighting must also be considered.

The process of delivering information must be organized. The purpose of the meeting is to achieve clear understanding of the situation. Information must be given one after the other not all at the same time. Avoid skipping information or hopping from one point to another. This will create confusion and commotion amongst the faculty. Make it a habit to stick to the topics and do not inject other unrelated concerns. This will make the meeting clearer and finish on time.

Make sure that the information to be delivered in clear and detailed. Vague or ambiguous information will only lead the faculty to confusion and misinformation. Teachers will not be able to comply appropriately or properly. Teachers will either delay the execution of the plan or not comply at all waiting for clarification. The tendency is to talk with each other and make their own assumptions about the plan. This leads to misinterpretation, miscommunication and misguidance.

The implementers must have the courage to impose changes and stick to the plan made. Heads and department heads, once proposing a project or a plan that seems to be a bit compromising to the faculty but ensures great benefits once executed accordingly, must be firm with the decision. In some cases, such as changes in class schedule from normal to shifting, or extra assignments and teaching loads will definitely raise a few eye brows. The school head together with the admin staff must be able to justify the reason for changes and be firm enough to implement it.

Faculty meetings are important for they play a vital role in the smooth operations of the school activities and programs. If the administration is able to consider these
Factors for sure faculty meetings will definitely be successful thus resulting to a successful execution of plans made.

Reference:

Thomas, L. (2015), 6 Tips For Faculty Meeting That Is Worth Going To, Edutopia, retrieved from https://www.edutopia.org/discussion/6-tips-faculty-meetings-worth-going