



Research Paper

Development of Modules for Understanding the Concept of Staff Meeting Among B. Ed. Student-Teachers

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Abstract

Teacher educators play an important role in developing abilities, knowledge, skills and values of future teachers. B.Ed. curriculum is constructed in order to provide training and experience to the student-teachers to take responsibilities and cope up with the expectations. The purpose of this paper is to emphasise the Development of Modules for Understanding the Concept of Staff Meeting among B.Ed. student-teachers. Researcher used Cooperative Techniques and Role play and sample was collected from 40 student-teachers. The study was carried out by Pre-Test and Post-Test only Experimental Group Design. Researcher in this study found that the Development of Module as more effective to understand the concept thoroughly and aroused the curiosity and interest among the B. Ed. student-teachers.

Keywords - Staff Meeting, Modules, Student-Teachers

I. Introduction:

An educational institution performs a significant function of providing learning experiences to lead their student-teachers from the darkness of ignorance to the light of knowledge. The key personnel in the institutions who play an important role to bring about this transformation are Teacher Educators. Teacher Educators need to change and update their efficiency in teaching-learning process, as the generation changes. The usage of different techniques is based on the creativity and innovative ways of Teacher Educators which is reflected by the involvement of the students. Teacher Educators should create an environment in which all the student-teachers delve themselves in the ocean of knowledge which is possible due to the techniques/ methodologies used in the classroom. Teacher Educators have a primary role in determining what is needed and what would work best for their student-teachers, which instructional decisions ultimately shape student-teachers educational experiences and learning outcomes as well as to meet the needs of all the stakeholders of education.

It is well known that the quality and extent of student-teachers achievement are determined primarily by Teacher Educators competence, sensitivity and Teacher Educators motivation.

As it rightly said by Hackman, "Almost every time there is a genuinely important decision to be made in an organization, a group is assigned to make it- or at least to counsel and advise the individual who must make it."

Usually, Important Decisions are taken in the staff meeting and these decisions are important for achieving the goals of the institution. Now, let us understand the concept of staff meeting.

II. CONCEPT OF STAFF MEETING

Meaning Of Staff Meeting - It provides a common platform for teachers where they can exchange their ideas on important issues and problems concerning school life. A staff meeting is when the members of a staff assemble together. This assembly takes place to discuss subjects which will help in the smooth functioning of the institute. Staff Meetings are particularly significant in the success of any institute. In short, these should be held at every institute so as to ensure effective operation.

"A meeting system is a technique used to make meetings, conferences or other gatherings of individuals go more smoothly, come to mutually agreeable decisions or otherwise accomplish a goal".¹

"A gathering attended by the members of staff of a school, to discuss issues relating to the running of the school."

1

Need And Importance of Staff Meetings

Staff meetings are important for both: Head masters and teachers.

For the Head masters: It is helpful to headmaster in following ways:

- Improves the planning and co-ordination of activities that have an impact on institution.
- Creates a sense of unity and connectedness among the staff members.
- Brings a wide variety of voices and collective wisdom to bear on important issues/ problems and changes facing workplace.
- Overall improved efficiency and effectiveness.
- Provides an opportunity to get to know staff members.
- ¹ <https://www.slideshare.net/sqjafery/staff-meeting-46885338> - Staff meeting (slideshare.net)

For the staff member:

- Enhances the sense of ownership and importance of staff members by ensuring meaningful and productive participation in decisions that affect staff members.
- Provides an opportunity to keep informed on what is going on.
- Enables staff to understand, appreciate and support each other's work.
- Improved job satisfaction by being more involved.

Types of Staff Meeting

There are different types of staff meetings that take place. Each holds different purposes and are held at different times. We can divide them into three types:

- **Formal /General Meeting-** These types of meetings are planned beforehand and take place at fixed intervals. They are carried out in an organized manner. They have firm agendas and are completed within a particular time. These meetings are structured strictly to follow the time limit. For example- preparing timetables, rules and regulations, construction of curriculum and more. It is held at regular intervals like monthly interval. Meetings have rigid & structured agenda.
- **Informal / Mini Staff Meeting-** These meetings are conducted when the group feels "It's time we need to talk". Such a meeting could also be a sub-group of a formal meeting. Typically, they are convened to deal with specific issues, rather than an entire subject. Little notice is needed for convening such a meeting. This type of meeting could include a small group of two people or a larger group of up to six people. The outcome of such a meeting is usually a plan, a solution or a request to hold a larger, formal meeting.
- **Planned Informal Meetings-** For a leader responsible for planning institutional tasks and activities, such a meeting is the most useful. The principal decides the objectives of such a meeting, identifies and selects participants, prepares his/her case and deals with staff members singly or in groups. It is necessary to think about all the possible individuals who could provide help in the process of planning before conducting such a meeting so as to avoid random results, misunderstanding and waste of time and energy.
- **Emergency / Urgent Meeting-** The administrators summon an emergency meeting when they face unpredictable circumstances. They are held immediately, at not much notice. These take place to tackle the situation currently at hand. For instance, when a disaster happens like a fire breakout, cases of indiscipline, a visit by a scrutinizing expert and more. It is held when unforeseen or unexpected situation arises. Meetings are called at short notice.

Stages of Staff Meeting

- **Preparation & Planning-** Before the meeting takes place, make sure to be prepared thoroughly. Always set an agenda for the meeting. Otherwise, the staff meeting will be pointless. Convey the set agenda beforehand to the members. This allows the staff members to prepare in advance. It also makes them more involved. Secretary is appointed, Size of membership, Agenda of meeting, notice of meeting & Copy of minutes, Venue & time and Proper arrangements are important points to be considered.
- **Actual Meeting-** The preparation beforehand makes it easier to execute the meeting. During the meeting, it is necessary to not lose track. Keep the focus on the agenda as well as on the time. Cover up all the crucial topics. Summarize everything discussed at the end to clear any queries. Greet members and make them feel welcome, Start on time. End on time. Enough time to respond & listen, Review the agenda and set priorities for the meeting, Stick to the agenda. Go through agenda one by one, Effective & dynamic leadership, Respect the opinions, Free from domination & monopolization, No one should feel neglected, Friendly & congenial atmosphere, not to long & confined to main agenda, encourage group discussion to get all points of view and ideas as well as Freedom to express the views, encourage feedback, keep conversation focused on the topic, Keep minutes of the meeting for future reference, Summarize agreements reached and end the meeting on a unifying or positive note and Summarize action items, indicating who is responsible, and when the activities are due are important points to be considered.

➤ **Post Meeting-** The most important part is the follow-up. Simply fixing an agenda will not do it. Following-up about the progress of the task is crucial. Remind the staff about the goals set at the meeting. This way they will be on their toes and will achieve fruitful results. Secretary recorded minutes accurately, write up and distribute minutes within 3 or 4 days, Discuss any problems during the meeting with other staff, Goals are attained, Decisions implemented accurately and Follow-up on delegation decisions, Steps necessary to group involvement in future meeting, Give recognition and appreciation to excellent and timely progress, Transfer the left-over agenda or put unfinished business on the agenda for the next meeting, Conduct a periodic evaluation of the meetings and Another meeting is necessary are important points to be considered.

Rationale of the Study:

Studies are conducted on Staff Meetings on Perceptions of Teachers towards Staff Meetings, describing the common purposes of meetings and to provide recommendations and tools for planning and leading effective meetings, identifying how employees feel about having more meetings and what can be done to improve employees' feelings about their work meetings and a tool for reducing the time loss and dissatisfaction associated with meetings.

In B.Ed. Course, Semester II, Interdisciplinary Course- Educational Management includes the Concept of Staff Meeting. As researcher had observed for number of years that student teachers had difficulties in understanding the Meaning, concept, Types and Process of Staff Meeting as they are not exposed or attended any Staff Meeting.

However, no research has been conducted on student-teachers of B.Ed. In view of personal experience of the researcher, researcher felt the need of conducting the research with respect to student-teachers. Hence, researcher proposes to develop modules for understanding the concept of staff meeting among B. Ed. student-teachers.

Statement of Problem:

Development of Modules for Understanding the Concept of Staff Meeting among B. Ed. Student-Teachers.

Aim of the Study:

The major aim of the present research was to develop the modules for Understanding the Concept of Staff Meeting among B. Ed. Student-Teachers.

Objectives of the study:

- To study the Pre-test Scores of the Concept of Staff Meeting among B. Ed. Student-Teachers.
- To develop modules for understanding the Concept of Staff Meeting among B. Ed. Student-Teachers.
- To study the Post-test Scores of the Concept of Staff Meeting among B. Ed. Student-Teachers.
- To compare the Pre-test and Post-test Scores for Understanding the Concept of Staff Meeting among B. Ed. Student-Teachers.

Hypotheses of the Study:

Following null-hypotheses were formulated to test the hypotheses.

- There is no significant difference between pre-test and post-test mean scores of the Concept of Staff Meeting of the experimental group.

Methodology of the study:

The Experimental method was employed in this study. 40 student teachers were randomly selected and Modules was used on experimental group. Pre-test, post-test on experimental group was followed.

Sample and Data Collection:

A sample of 40 B. Ed. student-teachers (Unaided teacher education institutions affiliated to the University of Mumbai) was surveyed. The method of sampling used was Random sampling.

Tools for Data Collection:

The following tools were used by the Researcher:

(a) Concept of Staff Meeting (Pre-test and post-test) was prepared.

The researcher had prepared 20 marks of Multiple-Choice Questions for the pre-test and post-test.

(b) Module for Understanding the Concept of Staff Meeting was prepared.

Part 1: Researcher used the think-pair-share strategy, a co-operative technique, to understand the topic ‘Need and Importance of Staff Meeting’. Researcher formed the pair of two student- teachers and gave them time to discuss about the Concept. Need and Importance of Staff Meeting and then, in front of the whole class. Module developed the critical thinking skills, communication skills, develop their knowledge and confidence among student-teachers.

Part 2: Researcher has conducted Role play to understand the topic ‘Types of Staff Meeting’. Student-teachers were allotted different roles to perform. The main types are formal, informal and emergency Staff Meeting therefore three role plays were conducted. After each role play concept and characteristics were discussed. It was very full of fun activity and useful to understand the types of Staff Meeting.

Part 3: Researcher has used Jigsaw strategy, a co-operative technique, to understand the topic ‘Process of Staff Meeting’. The researcher divided the student-teachers into three groups and allotted them the different sub topics. It made the student-teachers to think about the topics and encouraged them for brain storming session as well as made the concept of Process of Staff Meeting more interactive and efficient.

Administration of Test:

a) Administration of Understanding the Concept of Staff Meeting Scale Pre-Test

Before administration the Module for Understanding the Concept of Staff Meeting researcher has implemented Concept of Staff Meeting Scale for B. Ed. students. Pre-test is used as Concept of Staff Meeting Scale.

b) Administration of Module for Understanding the Concept of Staff Meeting

A Module for Understanding the Concept of Staff Meeting was based on Concept, Need and Importance of Staff Meeting, Types of Staff Meeting and Process of Staff Meeting.

c) Administration of Understanding the Concept of Staff Meeting Scale Post Test

After administration of the Module for Understanding the Concept of Staff Meeting researcher has implemented the Understanding the Concept of Staff Meeting Scale for B. Ed. students to find out the level. Post-test is used as Concept of Staff Meeting Scale.

Techniques of Data Analysis:

The following descriptive and inferential statistical techniques were used for data analysis:

- i) Descriptive Analysis (with Mean)
- ii) Inferential Analysis (with t-test)

Analysis and Interpretation:

Hypothesis 1: There is no significant difference between pre-test and post-test mean scores of the Concept of Staff Meeting of the experimental group.

Table No. 1: Comparison of Pre & Post Test Means Scores of the Experimental Group

Experimental Group	No. of Student - Teachers	Mean	‘t’ Value
Pre - Test	40	56.37	9.46
Post – Test	40	60.67	

Significant at 0.01 levels.

The above table shows that there is a significant difference between the pre-test and post-test mean scores of the experimental group as revealed by the ‘t’ value (9.46) which is significant at 0.01 level.

The better performance of the experimental group in the post test is clearly noticed when it is compared with its pre-test performance. This is a definite indication of the effectiveness of the application of Module for the Concept of Staff Meeting.

III. Finding and Conclusion:

- There is a significant difference between the pre-test and post-test mean scores of the experimental group as revealed by the ‘t’ value (9.46) which is significant at 0.01 level. It means student-teachers understanding is much better in post-test as compared with its pre-test.

The study shows that use of Role play and Co-operative learning techniques like think-pair-share and Jigsaw Techniques were effective for understanding the concept of Staff Meeting. Student-teachers got encouraged, motivated and actively participated when they are given an opportunity to think and discuss. It is an active learning technique where student-teachers have brain storming session. This helped in understanding the concept of Staff Meeting effectively and clear their doubts. These activities made the teaching learning process interesting and easy.

Implications

Policy makers

The present research will help the teaching and learning more effective. It helps the policy makers to know and realize the effect of intervention strategy and can be added few technique-based lessons as part of B.Ed. internship syllabus and implement different innovative techniques in the field of Education.

Principal

The present research will help the Principal/ head of the institution to encourage the Teacher Educators to use innovative techniques for achieving the goals of the institution. While planning for teaching learning process for the entire year, the principal should motivate and encourage the faculty to use different techniques, activity-based teaching, co-operative Techniques as well as to provide needed time and resources to make teaching learning process more effective, interactive and for student's better understanding in order to improve the result/ performance of the students and the institution.

Teacher Educators

The present research will be useful to Teacher Educator to enhance and encourage them to implement different techniques / modules for teaching learning process to make the student-teachers understand the concepts better. The teacher educators are the pillars of any educational institutions; therefore, it is important that the teacher educators understand the effectiveness of co-operative Techniques, activity-based teaching and to make the teaching learning process more interesting, encouraging and motivating. The teacher educators should be introduced/ trained with all new technologies/ techniques available to be well versed to incorporate and to make use of the different activities and techniques to be conducted in the teaching learning process.

Student-Teachers

The present research will be useful to the student-teachers, as any topic taught by using different activities/ techniques / innovative and co-operative techniques tend to make learning interesting, helps to understand the concepts better, makes learning easy and to remember longer and provides student-teachers an interesting role, encourage to participate actively, provide opportunities to involve, share their views and make them think about the related aspects. The student-teachers are the future teachers, part of the educational institution and will be taking part in planning school activities, which will help them to implement different techniques in their teaching. So, the scope of using and benefiting the techniques will be broader.

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