



# Improve Meeting Utilization

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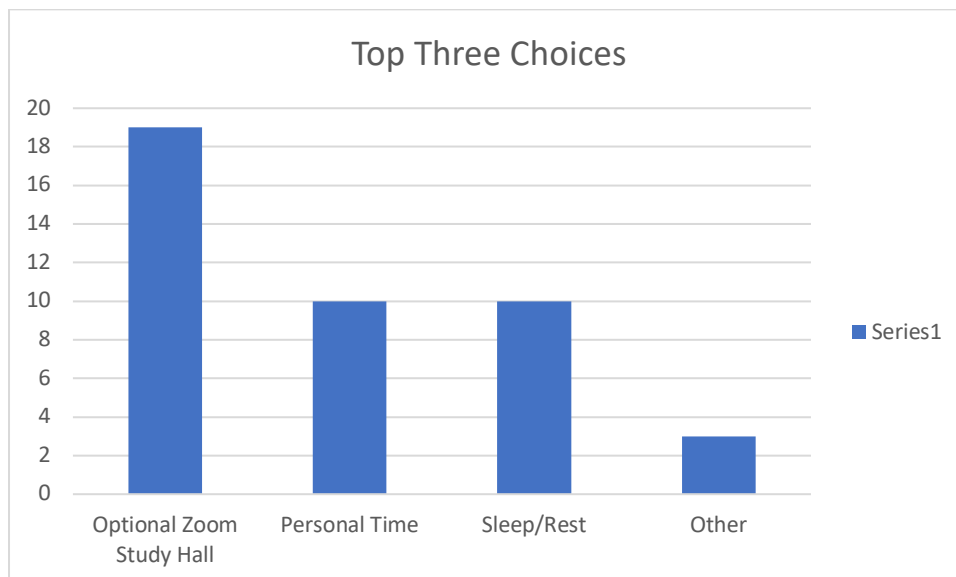
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## Executive Summary

Students here at Year Up have been mentioning concerns that the weekly meetings have not been utilized. This report is going to cover the key findings and data collected from research and surveys conducted by the current year up students. The survey shows that over 90% of the students think that the content of the meetings is reiterated. They feel as if they are not learning anything and that they have gone through all the information on the orientation week. Over 87% of the students indicated that the Applied Application Session is not useful. Recommendations for this growth area are:

- To combine AAS and MMK into one session without increasing the time of the meeting.
- Sending weekly announcements via email than waiting until Thursday AAS.
- Most of the students from the survey prefer an optional zoom study hall instead of an hour and 20 minutes of AAS.
- The top 3 choices of substitutes for the AAS are Optional zoom study hall, Personal Time, and Sleep/rest as shown in the graph



## Introduction:

Year Up is a one-year intensive workforce development program that takes young adults from minimum wage jobs or unemployment to meaningful jobs with a financially stable life. Along with endless support from the Year Up Team and Seattle Central College (SCC) professors, the program divides the year into six months of class and six months of internship. Students are given 5 classes per quarter and are required to attend 3 additional meetings with the Year Up Team every week. However, due to recent experience and feedback, it seems that the Year Up meeting hours are not being utilized to their full potential.

This report will analyze student preference and experience from the 2022 Spring Cohort to learn whether Year Up students are benefitting from these meetings and if not, what can be done to change this.

## Discussion:

Applied Application Session (AAS), Monday Morning Kickoff (MMK), and Friday Feedback (FF) are three different meetings that Year Up students are required to attend outside of their classes with SCC. AAS and MMK are done virtually on zoom during the week and FF is in person where each week a new guest speaker comes to share their knowledge and experience. These meetings are set to help the students in career development, yet there is no official description to share the purpose of these meeting hours. What is the purpose of these meetings? Is the purpose being met? Due to the lack of supporting details, 25 students from the Spring 2022 Year Up Cohort were surveyed regarding their experience with these meetings. This cohort has been the hybrid cohort; 4 days of class on zoom and one-half day in person. Many do not raise any concern with FF because of the benefit of this specific meeting; networking with peers, hearing from the guest speaker, and meeting face to face. That being said, higher numbers were indicating that AAS and MMK are not benefitting students' career development. Here are some of the data gathered from the cohort:

- 78% of the 25 Spring 2022 Students say they find no benefit from MMK and 87% of those students say they find no benefit from AAS.
- 91.3% of these students say that AAS and MMK consist of reiterated information.
- 90% of these students say having these two separate meetings is a "waste of time".
- 82.6% of these students suggest that using the time allotted for AAS as an optional study hall hour will benefit students more



82.6% of the 25 current Year Up Students suggest that using the time allotted for AAS as an optional study hall will benefit them more than meeting an extra hour and 20 minutes with Year Up Staff during the week. Study hall is a set time allotted for students to do schoolwork independently or with help from others. It is said that allowing a time set for doing schoolwork increases students' grades and allows them to catch up on their classes. Although it is said that colleges find study halls a waste of time, it is believed to benefit Year Up Students. Year Up's Mission and Vision is to eliminate the opportunity divide for young adults; most of these students work, have families and do not come from much. They may have a set time for school, but after school hours they attend to their other responsibilities. Allowing students an extra hour and 20 minutes every week will benefit their schoolwork and will help Year Up retain its mission and vision.

### Recommendations:

By utilizing Year Up meetings to their full potential Year Up can achieve quality meetings and reduce the workload stress impacted by Year Up students. To achieve this goal Year Up should start at the basic level by reducing the number of meetings. There are 3 meetings students are required to attend each week; AAS; MMK, and Friday Feedback. In total that's 5 hours and 40 minutes of meeting time a week. AAS and MMK are both respectively an hour and 20 minutes long. The truth is that a vast majority of Year Up students believe that the information presented during these meetings is reiterated. A majority also believe that these meetings are not beneficial to their career development. Combining AAS and MMK into one session without increasing the length of the meeting time will benefit the students more and address these concerns.

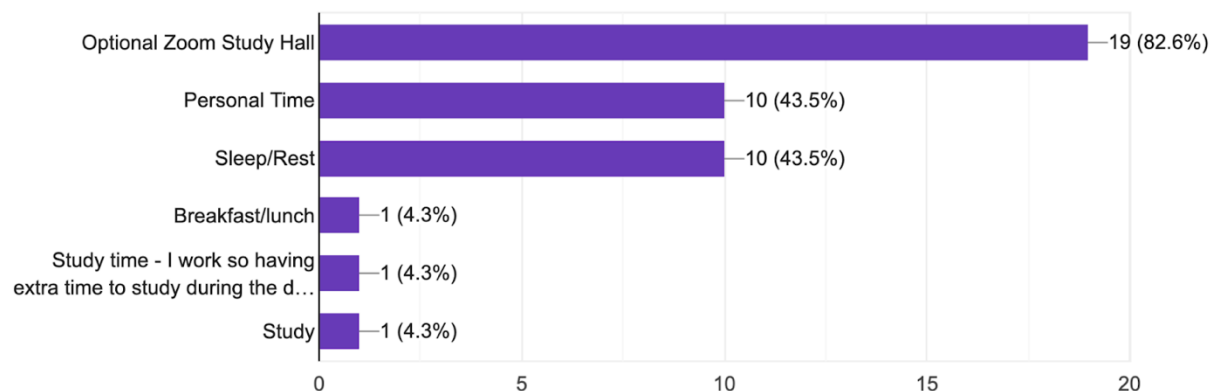
Another way of achieving this goal is effectively using the most out of email communications. Year Up students are required to check their emails three times a day yet there is a major lack of announcements via email. A lot of what's addressed at the meetings is simple, but what if Year Up just used one of their many great resources, emails! A weekly announcement email would allow meetings to be condensed and lead

to a high-quality meeting with the most crucial information without too much being reiterated.

What should Year Up fill in with that entire one hour and 20 minutes of the session? An optional zoom study hall would cater to student progress. Students can use this time to tackle workload and further their success. If this strategy were to be implemented, students would benefit from nearly 30 hours of zoom study hall during the learning and development phase.

How will you utilize your time if one of these meetings becomes a study hall hour?

23 responses



## Conclusion:

To maximize productivity and impact student development Year Up should condense meetings. Keep Friday Feedback as it is since it is the most important of the three but combine AAS and MMK. Condense meetings by avoiding repetitive content, sending announcements via email, and giving students an optional zoom study hall. When all said and done, this could potentially result in student productivity, reduce fatigue for students, and propel them towards success.

## References:

*How does a study hall work?* Wazeesupperclub.com. (n.d.). Retrieved May 9, 2022, from <https://www.wazeesupperclub.com/how-does-a-study-hall-work/>

## Appendix:

Inputs or Resources	Activities	Outputs	Long-term Impact (2+ years)
<ul style="list-style-type: none"><li>• Survey</li><li>• Staffing</li><li>• Adjusted Schedules</li><li>• Time</li></ul>	<ul style="list-style-type: none"><li>• Goal: Condense AAS and MMK into 1 session.</li><li>• Reduce information/Repetitive content.</li></ul>	<ul style="list-style-type: none"><li>• Email communications for a vast majority of announcements</li><li>• High-Quality Meetings</li></ul>	<ul style="list-style-type: none"><li>• 30+ hours of study sessions for students during the L&amp;D phase.</li><li>• Less fatigue</li><li>• Program more organized</li><li>• Purpose-driven</li><li>• Meaningful and impactful meetings</li></ul>