



## meetings

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The staff meeting is a multipurpose meeting. The principal focus of this meeting is to prepare for the upcoming week of labs. Its emphasis is directed at helping the apprentice teaching assistants initiate their preparation and understanding of the labs. At the same time it provides a chance for all staff members to prepare, reevaluate, and discuss how to improve as teachers in the anatomy lab environment. Coincident with these objectives is the discussion of any business necessary for the smooth and coordinated operation of the course. Much of the ongoing improvement to the course begins with discussions and debates at these meetings.

The staff meeting is mandatory for all staff members. We have much to accomplish during this meeting, so it is important that people arrive on time. Every effort will be made to start the meetings promptly.

The meeting proceedings may be outlined as follows (the times are approximations and may vary):

3:30 PM — Meeting begins.

3:30 to 4:30 PM — Teaching preview of next week's labs. Four eight minute presentations followed by five minute discussions.

4:30 to 4:35 PM — Teaching preview clean-up. All staff members should chip in and get things put away as quickly as possible so we can continue with the meeting.

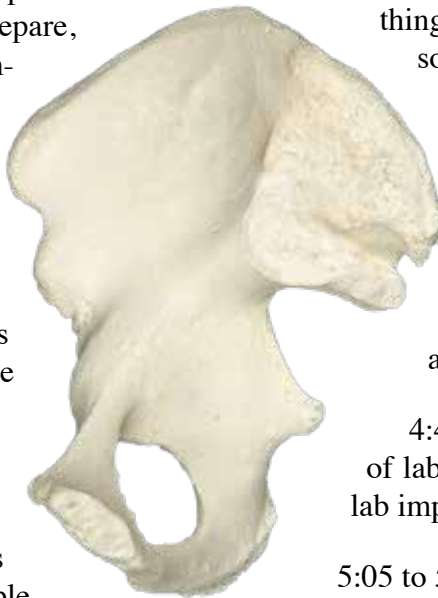
4:35 to 4:45 PM — Discussion of past weeks labs. Were there any problems? What should we be aware of? Did any questions arise about anatomy?

4:45 to 5:05 PM — Discussion of lab objectives, teaching skills, and lab improvement.

5:05 to 5:15 PM — Teaching topics or general teaching discussions

5:15 to 5:30 PM — Staff business.

I strongly encourage all staff members to come prepared to participate in these meetings. One might legitimately ask, "How do I come prepared to participate in the meeting?" The following ideas might help.



First, be aware of the proceedings outlined above. If you realize what will occur you can better prepare to participate. For example, note that one of the first things we will do each week is discuss the previous week's labs. With this in mind you can think about how labs went during the week and come prepared to discuss problems and present ideas for solutions and improvements.

Second, it is important that you prepare for any teaching episodes you might have during the lab teaching preview. This will require that apprentice teaching assistants come in prior to the meeting to organize and study the body parts they will use for their demonstration. It will require that mentor teaching assistants, even though more experienced, still prepare to present excellent example demonstrations when it is their turn.

Third, a few tips. It is easy for apprentice teaching assistants to just sit back and listen, thinking there is nothing of significance that they can add amidst the more experienced staff members. This is the farthest thing from the truth. Many of the great ideas for course and program improvement over the years began with suggestions from apprentice teaching assistants. So be bold and participate. It is just as easy for mentor teaching assistants to sit back and observe. Usually, not because of intimidation, but rather because of apathy. There is no room for apathy on my staff, besides you are here because I value your contribution and expertise. So please come prepared to share it.