

Meeting Effectiveness

Please rate the different meetings in your organization using the following categories. 4=High; 1=Low

Leadership Team Meetings...					Faculty/Staff Meetings...				
1. Clearly defined agenda	4	3	2	1	1. Clearly defined agenda	4	3	2	1
2. Processes for meeting	4	3	2	1	2. Processes for meeting	4	3	2	1
3. Strong facilitation	4	3	2	1	3. Strong facilitation	4	3	2	1
4. Record of deliberations	4	3	2	1	4. Record of deliberations	4	3	2	1
5. Evaluation of meeting	4	3	2	1	5. Evaluation of meeting	4	3	2	1