

## Effective Meetings Rubric

### Student Leader Learning Outcomes (SLLO) Project

Name of Student:

Date Completed:

EFFECTIVE MEETINGS OUTCOMES	<u>NOVICE</u>	<u>TRANSITION</u>	<u>INTERMEDIATE</u>	<u>TRANSITION</u>	<u>ADVANCED</u>
	Awareness or Base Level Knowledge	From Novice to Intermediate	Apply the concept somewhat	From Intermediate to Advanced	Intentional and Effective Application
<b>BEFORE THE MEETING: Know governing documents</b>	No attention to governing documents		Knows they exist, but not familiar with content		Uses and understands governing documents
<b>BEFORE THE MEETING: Review previous meeting minutes</b>	Does not give attention to previous minutes		Reads previous minutes, but does not take action on items		Reads and takes action on previous minutes as needed
<b>BEFORE THE MEETING: Work between meetings</b>	No communication/work takes place between meetings		Some work takes place, but some items still addressed in meeting that could have been completed elsewhere		The meeting addresses relevant issues that could not be resolved elsewhere
<b>BEFORE THE MEETING: Develop outcomes for the meeting</b>	No outcomes are established		Outcomes are thought about but not written down or incorporated into the agenda		Outcomes are established prior to setting the agenda with a clear purpose of what needs to be accomplished at the meeting
<b>BEFORE THE MEETING: Set the agenda</b>	No agenda is set		Rough outline of topics or process is given at the meeting		The agenda is created and sent out to attendees prior to the meeting
<b>BEFORE THE MEETING: Invite/accept appropriate people</b>	No consideration of people who may have information about the topic or who have a stake in the decision/action		Thinks about inviting others; may not get to it in a timely manner		Makes a deliberate choice and contacts people with plenty of notice

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<b>BEFORE THE MEETING:</b> Set meeting content based on mission of the organization	There is no known content before the meeting; content not tied to the outlined curriculum or organization mission		Attendees generally know the content of the meeting and its relationship to the organization mission and curriculum		People know their roles in the content of the meeting ahead of time, which is closely aligned with organization mission and curriculum
<b>BEFORE THE MEETING:</b> Determine when to have a meeting	Not set time; meet spur of the moment		Have a set time		Analyze if a meeting is actually needed; contact the appropriate people well ahead of time
<b>BEFORE THE MEETING:</b> Arrive early and prepared	Arrives late and/or does not have material ready		The meeting starts on time, most material ready OR all that material is ready, but the meeting does not start on time		Is early to the meeting, all the material is ready; meeting starts on time
<b>BEFORE THE MEETING:</b> Prepare facilities	No attention to room set up or AV needs		Most of the time the room is set up correctly and AV needs are taken care of		When attendees arrive, the room is set up and the AV equipment has been tested
<b>DURING THE MEETING:</b> Set the ground rules (may only be needed at first meeting)	Ground rules not set, no discussion of operating guidelines/expectations		Some ground rules set, but not used consistently		Ground rules agreed upon by attendees, posted/given to all group members
<b>DURING THE MEETING:</b> Know Parliamentary Procedure (if applicable)	Aware that the meeting should be run by Parliamentary Procedures		Some Parliamentary Procedures takes place, but not all the time		Understands purpose of Parliamentary Procedures and ensures that each member abides by these rules throughout the meeting

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<b>DURING THE MEETING: Start on time</b>	Meetings do not start on time or required attendees not there		Some meetings start on time; most required attendees there		All meetings start on time because required attendees are there
<b>DURING THE MEETING: Review agenda</b>	There is no agenda or it is not reviewed		There is an agenda, but it is not reviewed for content or process by group		The agenda is reviewed, adjusted (if needed), and agreed upon by attendees
<b>DURING THE MEETING: Review action items from previous meetings</b>	No reflection on past action items		Past items are reviewed, but there may not be accountability		Items are discussed, people held accountable for their commitments, actions recorded in the minutes
<b>DURING THE MEETING: Uphold speaker etiquette</b>	Does not explain/hold attendees accountable for proper behavior when speaker comes		Sets expectations for etiquette and addresses issues when needed		Trains attendees on appropriate etiquette at the beginning of tenure; role models behavior; follows up in a professional manner to address issues
<b>DURING THE MEETING: Monitor conversation flow/focus on issues</b>	The discussion gets off track, lots of side conversations		The conversation flows with minor distractions		The discussion stays on track with attentive listeners and balanced participation
<b>DURING THE MEETING: Define roles (if applicable)</b>	No discussion or definition of meeting roles		Roles (facilitator, recorder, timekeeper, gatekeeper, etc.) are defined loosely		Roles are clearly defined, accepted by the group, and rotated (if applicable)

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<b>DURING THE MEETING:</b> Watch time for meeting	No time limit for meeting or discussion items		The meeting may end on time, but all agenda items may not have been addressed thoroughly		The meeting ends on time; each item is discussed within its allotted time
<b>DURING THE MEETING:</b> Establish action items	No assignments for follow up		Some action items are established; may not have owner or timeline		Action items assigned, recorded, and given timelines for follow up. Record tabled items for future agendas
<b>DURING THE MEETING:</b> Set date for next meeting (if applicable)	No thought given to next meeting		Next meeting set based on convenience or standard		Next meeting is set at an agreed upon time and attendees know the content
<b>DURING THE MEETING:</b> Close on time	Meeting just fizzles out		Meeting closes		Meeting closes on a positive note
<b>AFTER THE MEETING:</b> Evaluate the meeting	No reflection of how the meeting went		Some reflection on how the meeting went and improvements		Asks/acts on questions such as "Did the meeting accomplish the desired outcomes?" "What contributed to the meeting's success?" "Did all attendees have an opportunity to give and/or receive feedback?"
<b>AFTER THE MEETING:</b> Clean room	No action to clean room		Sometimes cleans/straightens room		Room is left in as good or better shape than it was found in

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<b>AFTER THE MEETING: Publish minutes/attendance (may be delegated to “recorder” or secretary”)</b>	Minutes/attendance are not taken or distributed		Minutes/attendance are completed and distributed within a week after the meeting		Minutes/attendance are distributed within 24 hours after the meeting
<b>AFTER THE MEETING: Follow up on action items or delegated items</b>	No follow up or action taken on action items		Some action items are completed between meetings		All action items are completed/ followed up on before the next meeting
<b>AFTER THE MEETING: Inform stakeholders</b>	Does not inform stakeholders of progress		Informally informs most stakeholders of progress		Thoroughly informs stakeholders of group’s progress

**COMMENTS:**

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