

Collaborative Team Process Checklist RESPONDS Preschools

Directions

Only one copy of the Collaborative Team Process Checklist checklist should be submitted on-line. The checklist should be completed prior to submission, however, with the participation of everyone on the Universal or Targeted Team (as appropriate).

* This survey was submitted by the following RESPONDS preschool program:

- Children Unlimited (Conway)
- Newport Early Childhood Support Program
- REACH Preschool Program (Rochester)
- Somersworth Early Education Center
- Timberlane Learning Center

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* The checklist refers to the function of the following team:

- Universal team
- Targeted Team

* This on-line survey was submitted by: (your name)

* This checklist was submitted in:

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* 1. Team membership and member commitment are established.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

* 2. Meeting schedule has been determined (when and for how long?)

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

* 3. Meeting location, as distraction-free as possible, has been selected.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

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- * 4. Meeting roles have been defined (facilitator, time-keeper, decision/note keeper, etc.)

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

- * 5. Roles have been assigned or system for rotating roles has been adopted.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

- * 6. Process for reaching a team decision (i.e. consensus, majority vote) has been defined and adopted.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

- * 7. Process for developing a team meeting agenda is established. Job of preparing agenda is assigned.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

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- * 8. Team mission is established that clarifies the function and assignment of the team.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

- * 9. Ground rules for expected meeting behavior have been agreed to, recorded and adopted (develop list or meeting matrix).

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

- * 10. Ground rules and mission are posted at meetings and are regularly referred to as guiding documents for meeting process.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

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- * 11. A decision log or action planning sheet are used to record decisions made at meetings and to record tasks to be completed. Tasks to be completed are assigned, and dates of expected completion are established. (The decision log or action planning sheet may replace traditional meeting minutes or notes.)

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

- * 12. Decision log or action planning sheet is distributed to all members (including any who were absent) after the meeting is held and is reviewed as the first agenda item at the next team meeting.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

- * 13. A file for notes, logs, handouts and materials used by the team is established (if confidential information is included, must be stored in a secure location).

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

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- * 14. Action plan has been developed to address priority items that are not in place or are partially in place.

	Status	Priority for Improvement
Ratings	<input type="text"/>	<input type="text"/>

Action planning notes may be submitted here. (optional)

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THANK YOU!