

University of Wisconsin-Superior  
Leadership Office  
Student Leader Learning Outcomes  
Effective Meetings Rubric

Outcomes:

1. Student leaders will effectively and efficiently run a meeting (executive, general, committee, one on one).
2. Student leaders will take appropriate actions/complete needed tasks before, during, and after meetings.

Action Plan:

Comments:

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Effective Meetings BEFORE THE MEETING	Novice Awareness	Intermediate Occasional application	Advanced Intentional & effective application
<b>Know governing documents</b>	No attention to governing documents	Knows they exist, but not familiar with content	Uses and understands governing documents
<b>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>Work between meetings</b>	No communication/work takes place between meetings	Some work takes place, but some items addressed in meeting that could have been completed elsewhere	The meeting addresses relevant issues that could not be resolved elsewhere
<b>Develop outcomes for 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>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>Invite/accept appropriate people</b>	No consideration of people who may have information about topic or who have a stake in 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
<b>Set meeting content based on mission of the organization</b>	There is no known content before the meeting; content not tied to the stated organization mission	Attendees generally know the content of the meeting and its relationship to the organization mission	People know their roles in the content of the meeting ahead of time, which is closely aligned with organization mission
<b>Determine when to have a meeting</b>	No set time; meet spur of the moments	Have set time	Analyze if a meeting is actually needed; contact the appropriate people well ahead of time
<b>Arrive early and prepared</b>	Arrives late and/or does not have material ready	The meeting starts on time, most material ready OR all the material is ready, but the meeting does not start on times	Is early to the meeting, all the material is ready; meeting starts on time
<b>When Prepare facilities</b>	No attention to room set up of 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

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<b>Effective Meetings DURING THE MEETING</b>	<b>Novice Awareness</b>	<b>Intermediate Occasional application</b>	<b>Advanced Intentional &amp; effective application</b>
<b>Set the ground rules (may only need to be at first meeting)</b>	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>Know Parliamentary Procedure (if applicable)</b>	Aware that the meeting should be run by Parliamentary Procedures	Some Parliamentary Procedures take place, but not all the time	Understands purpose of Parliamentary Procedures and ensures that each member abides by these rules throughout the meeting
<b>Start on time</b>	Meeting does not start on time or required attendees are not present	Some meetings start on time; most required attendees present	All meetings start on time because required attendees are present
<b>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	Agenda is reviewed, adjusted (if needed), and agreed upon by attendees
<b>Review action items from previous meeting</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>Uphold speaker etiquette</b>	Does not explain/hold attendees accountable for proper behavior when speaker comes	Sets expectation for etiquette and addresses issues when needed	Trains attendees on appropriate etiquette at the beginning of tenure; leads by example; follows up in a professional manner
<b>Monitor conversation flow/focus on issues</b>	The discussion gets off track, lots of side conversations	The conversation flows with minor distractions	Discussion stays on track with attentive listeners and balanced participation
<b>Define roles (if applicable)</b>	No discussion or definition of meeting roles	Roles (facilitator, recorder, timekeeper, etc) are defined loosely	Roles are clearly defined, accepted by the group, and rotated (if applicable)
<b>Watch time for meeting</b>	No time limit for meeting of 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>Establish action items</b>	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. Tabled items are recorded for future agendas
<b>Set date for next meeting (if applicable)</b>	No thought given to next meeting	Next meeting set based on convenience of standard	Next meeting is set at an agreed upon time and attendees know the content

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<b>Effective Meetings AFTER THE MEETING</b>	<b>Novice Awareness</b>	<b>Intermediate Occasional application</b>	<b>Advanced Intentional &amp; effective application</b>
<b>Close on time</b>	Meeting just fizzles out	Meeting closes	Meeting closes on a positive note
<b>Evaluate the meeting</b>	No reflection of how the meeting went	Some reflection on how the meeting went and improvements	Reflects on questions such as: "Did the meeting accomplish the desired outcomes?" "What contributed to the meetings success?" "Did all attendees have an opportunity to give and/or receive feedback?"
<b>Straighten up room</b>	No action to pick up the room	Sometimes straightens up the room	Room is left in as good, or better, shape than it was found
<b>Publish minutes/attendance (may be delegated)</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>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>Inform stakeholders</b>	Does not inform stakeholders of progress	Informally makes stakeholders aware of progress	Thoroughly informs stakeholders of groups' progress