

## **Committee Evaluation**

The committee self-evaluation process is a collective, introspective, and comprehensive reflection by committee members. By asking specific questions, members, in collaboration with the committee chair, can capture effective suggestions to improve and enhance the effectiveness of each committee.

Committee self-evaluation is conducted on an annual basis, ahead of the next Academic year, with comments and suggestions then fed into the structure, content and presentation of each committee for the following year.

Comments and suggestions should be constructive, and actionable suggestions. A critical view is useful but we as respondents to always frame this within the greater narrative of the positive work the committee has achieved over the outgoing year, which should help respondent to focus on how improvements can drive further successes into the next cycle.

### **Feedback**

#### **Goals or Purpose of Committee**

1.	All committe committee.	e members ur	nderstand the	goals and pur	pose of our
Stron	□ 1 gly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree
2.	Committee n	nembers agre	e on the goals	s and purpose	of the committee.
Stron	□ 1 gly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree
3.	_	nment betwee ecisions made	•		nd the actions taken
Strong	□ 1 gly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree

4.	Committee goals and purpose are captured in a working Terms of Reference, including details of core membership.				
Strong	□ 1 gly Agree	□ 2	□ 3	□ 4	□ 5 Strongly Disagree
Suppo	ort for the Co	mmittee			
5.	Our committe support its fu	•	ate resources	(for example,	budget, people) to
Strong	□ 1 gly Agree	□ 2	□ 3	□ 4	□ 5 Strongly Disagree
6.	Our committe organisation.	ee has the res	pect and supp	oort of key sta	keholders within our
Strong	□ 1 gly Agree	□ 2	□ 3	□ 4	□ 5 Strongly Disagree
Time a	and Location	of Meetings			
7.	Our meetings	s are held regu	ularly and with	appropriate	frequency.
Strong	☐ 1 gly Agree	□ 2	□ 3	□ 4	□ 5 Strongly Disagree
8.	Our meetings	s begin and er	nd as schedul	ed.	
Strong	□ 1 gly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree
9. The length of our meetings is appropriate and respectful of the agenda.					
Strong	☐ 1 aly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree

	10. We receive the meeting agenda and materials in advance of the meeting to allow for appropriate review and preparation.				
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree	
11.We consistently use our meeting time well. Issues get the time and attention proportionate to their importance.					
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree	
<ol> <li>The location where our meetings are held is conducive to positive group interaction and discussion.</li> </ol>					
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree	
13. The location presentation		•	eld allows for a audio/visual p	•	
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree	
Attendance					
14. Attendance at our meetings is consistent and members arrive on time.					
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree	
15. Attendance at our meetings is evaluated as a criterion for continued membership on the committee.					
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree	

# Recording/Minutes

			ate and reflect the members 4	the discussion, next.
Strongly Agree	⊔ <b>∠</b>		<b>□ ¬</b>	Strongly Disagree
Membership				
17. Our membe relevant sec committee.				nowledge and and purpose of the
□ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree
18. Our membe	rs treat each o	other with resp	pect and court	esy.
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree
19. Our membe	rs attend mee	tings prepare	d and ready to	contribute fully.
☐ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree
20. As a genera are valued.	ıl rule, when I	speak I feel lis	stened to and	that my comments
□ 1 Strongly Agree	□ 2	□ 3	□ 4	☐ 5 Strongly Disagree

## **General Comments**

21. What I like the most about our meetings?
22. What I would like to see improve at our meetings?
23. What areas should the committee focus on in the future?
24. Any other comments: