

Observation form for community meetings – CMNS TLC

Name of the community:

Date of community meeting:

Number of participants: _____

Physical environment (room, refreshments, etc.):

Length of meeting: _____

Who are the people in the community in terms of gender, position, disciplines, age, and experience? _____

Opening remarks (Who leads the meeting)? In a sentence describe the opening remarks

Are there multiple people contributing?

Is the community forming subgroups?

Does the community have an overall goals, or specific goals for this meeting? Can the observer articulate that goal/s?

Is the community working towards meeting their goal(s)?

Is there discussion of classroom experience and student learning?

Are community members cooperating with each other?

What are they focusing on in terms of professional development – curriculum change, pedagogical change, assessment, etc.?

Is there a sense of acceptance to share ideas in the group?

Is there a discussion about future projects, grants, research, etc?

Does the community use outside experts?

Is there continuity (planning for the next meeting, building off of the last meeting)?
