COMMITTEE OBSERVATION SHEET

You can use this template to help record and review your observations of committee meetings.

Committee ___________________________ Date ____________

Leadership Observations

Leadership skills and style demonstrated by the Chair

Other committee members who adopt a leadership role

Dynamics in the room and how they are managed — different viewpoints and communication styles

How issues are dealt with and resolved — decision making strategies

How the committee deals with conflict situations or when they can’t reach an agreement
Meeting Content Observations

Kinds of issues dealt with by this committee

Evidence of external forces affecting the university or faculties

Overlap of academic and administrative issues

Connections between vision, strategy and operational planning