Check List for Deans’ Council Presentations

In an effort to make Deans’ Council meetings run more effectively and efficiently, the following checklist has been developed. Please use this check list to plan your presentation.

Four Types of Agenda Items (Check all that apply)
___Information Item – (up to 15 minutes max.)
___Progress Report – (up to 30 minutes max)
___Approval Item – (up to 15 minutes max)
___Idea Gathering – (up to 45 minutes max)

Information Item
___Information was important for Deans’ Council members to know
___Information was presented clearly and succinctly
___Time allotted was sufficient and used wisely
___Pertinent information was make available prior to the presentation
___Deans’ Council members were encouraged to provide input/feedback

Progress Report
___Purpose for today’s update was clearly stated
___Long-term goals for the project were clearly stated and consistent with team purpose
___Team is “on track” making progress toward goals
___Timeline and responsibilities for future work were discussed and agreed upon
___Necessary policy or procedure changes were highlighted and discussed
___Time allotted was sufficient and used wisely
___Pertinent information was make available prior to the presentation

Approval Item
___Information regarding the Approval item was presented clearly and succinctly
___Presenter was able to answer Deans’ Council questions and issues
___Decision needed was stated clearly and accurately
___Time allotted was sufficient and used wisely
___Pertinent information was make available prior to the presentation

Idea Gathering
___Presenter stated the task clearly and succinctly
___Presenter effectively facilitated the gathering of information and ideas
___Time allotted was sufficient and used wisely
___Pertinent information was make available prior to the presentation
___Presenter outlined next steps in the process