Committee Audit Protocol
(Considerations and Operations)

Purpose:

Articulate the function of each team/committee/work group within an organization. Identify inefficiencies, redundancies, challenges, and notable concerns as well as assets and alignment across a system's continuous improvement efforts.

Step One: Fill in the rows of the Committee Audit (***Working Smarter, Not Harder Audit***) for all teams/committees/work groups your school has in place or is currently implementing (operationalizing definitions of requested items, as needed).

Step Two: Reflect on what you see in the committee audit
- Are there multiple teams/committees/work groups that seek to affect the same outcomes?
- What do you notice about the personnel involved?
- Are different stakeholders represented?
- Do the members of different teams overlap?
- Do all your teams/committees/work groups align with a reform/priority area (e.g., Unified Improvement Plan or strategic plan goal)?
- Do all teams/committees/work groups seek to specifically address the needs of your school?
- Are any teams/committees/work groups no longer necessary (i.e., have they never met; are meeting infrequently; has their project dissolved)?

Step Three: Look for and take note of overlaps, gaps, and needs.
- Do any of the committees/teams/projects target the same student group, purpose, and outcomes? Could they be combined?
- Do the teams/committees/work groups you have in place address all your school's priority/reform areas? Are they any gaps? (efforts not represented in the audit)
- Do any of your teams need more clearly defined outcomes?
- Do any of your teams need additional representation?

If desired, you may more fully investigate the questions in Steps 2-3 by using the corresponding ***Committee Audit Reflection and Analysis*** Section.

After completion of the audit (steps 1-3), revise teaming structures according to collaborative decision-making. Take action as needed to develop, eliminate, or reframe teams according to the results of the auditing process. Then, plan for changes: Communicate revisions and orient teams to shifts in processing.

Additional support for each/all team(s) could include adoption of consistent tools and/or structures for convening (e.g., norms and agreements, agenda template, Meeting Foundations Checklist).

Working Smarter, Not Harder Audit

Team, Project, Committee	Purpose (include identified group served)	Outcome	Staff Involved	Data Sources	Relationship to School Unified Improvement Plan Goals/Priorities

Committee Audit Reflection and Analysis

1. **Outcomes-Purpose:**
   a. What teams/committees/work groups seek to affect the same outcomes?
   b. What teams focus on school-wide/systems level topics?
   c. What teams focus on student-specific topics/concerns/issues?
   d. Which of your teams need more clearly defined outcomes?

2. **Stakeholder Involvement:**
   a. What do you notice about the personnel involved?
   b. Do the members of different teams overlap? If overlap is greater than 75%, consider combining
   c. Are different stakeholder groups represented?
   d. Do any of your teams/committees/work groups need additional representation?

   Yes_____ No_____

   List the teams and who is "missing" here.

3. **Alignment with School Improvement Efforts**
   a. Are there teams/committees/work groups that does/do *not* align with a reform/priority area (e.g., UIP goal)? Which one(s)?
   b. Are there teams/committees/work groups that does/do *not* specifically address the needs of your school? Which one(s)?
   c. Are any teams/committees/work groups no longer necessary (i.e., have they never met; are meeting irregularly and/or without purpose/intentionality; has their project dissolved; have the needs of the school shifted away from their purpose)?

4. **Overlaps, Gaps and Needs**
   a. Do any of the teams/committees/work groups target the same system, student group, purpose, and/or outcomes? Yes_____ No_____
   b. To avoid *redundancies or inefficiencies*, where might you be able to combine?
   c. Which teams/committees/work groups might you be able to eliminate?
   d. Do the teams/committees/work groups you have in place address all of your school's priority/reform areas? Yes_____ No_____ List here any *gaps* (priorities or focus areas not represented in the audit).