Committee Audit Protocol (CDE Office of Learning Supports, 2017-2018)
(*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 Matrix”) 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 of your teams/committees/work groups align with a reform/priority area (e.g., UIP 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 of 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 Reflection Question document.)

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., Agenda Formatting, Meeting Foundations Checklist), as well as content related to *Effective Teaming*. 