



Cooperative Studies Program (CSP) Meeting Evaluation Survey

OMB No. 2900-0770

Estimated Burden: 10 minutes

Expiration Date: 9/30/2020

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Cooperative Studies Program (CSP) MEETING EVALUATION

What is your position? (Optional): _____

<i>Circle one number for each statement.</i>	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
Meeting Preparation					
1. I received sufficient information (e.g., agenda, meeting purpose, etc.) about the meeting well in advance.	1	2	3	4	5
2. I understood why this meeting was being held (e.g., information sharing, planning, problem solving, decision making, open discussion, etc.) and the specific outcomes expected.	1	2	3	4	5
3. I understood what was expected of me as a participant, and what was expected of the other participants (including the leader, coordinator, chairperson, facilitator, etc.).	1	2	3	4	5
4. I understood the intended flow of the meeting (e.g., agenda, schedule, design, etc.) and when it would end.	1	2	3	4	5

<i>Circle one number for each statement.</i>	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
Meeting Execution					
5. Presentations were informative	1	2	3	4	5
6. Presentations were clear	1	2	3	4	5
7. Participants listened carefully to each other.	1	2	3	4	5
8. Participants were able to express themselves openly, honestly, and directly.	1	2	3	4	5
9. Breakout sessions were well facilitated	1	2	3	4	5
10. Agreements and/or conflicts were explored and constructively managed.					
11. The meeting achieved its intended purpose (e.g. the agenda was followed, it ended on time).	1	2	3	4	5
12. My participation contributed to the outcomes achieved.	1	2	3	4	5

Cooperative Studies Program (CSP) MEETING EVALUATION

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<i>Circle one number for each statement.</i>	Strongly Disagree	Disagree	Undecided	Agree	Strongly Agree
Overall ratings					

13. Overall, I am satisfied with this meeting and I feel my time here has been well spent. 1 2 3 4 5

14. Overall, I believe that the meeting will advance the program in the right direction. 1 2 3 4 5

15. I would look forward to another meeting like this one in the near future. 1 2 3 4 5

16. Please list any items you think were exceptionally good or deserve recognition about the meeting (e.g., presentations, organization, etc.).

17. Please list any items you think need improvement for the next meeting.

18. Other comments
