

PLC Meeting Rubric

Team:

Date:

Skills	Pre-Initiation	Initiating	Implementing	Refining	Sustaining
SMARTe Goal: Specific, Measureable, Attainable, Relevant, Time Bound, Everyone	The goal is not written as a SMARTe Goal	SMARTe Goals are missing three components	SMARTe Goals are missing two components	SMARTe Goals are missing only one component.	SMARTe Goals have all required components.
Data Analysis	The team collected, analyzed and used data to change instructional strategies.	The team collected, analyzed and used data to change instructional strategies.	The team collected, analyzed and used common data to change instructional strategies.	The majority of the team collected, analyzed and used common data to change instructional strategies.	The whole team collected, analyzed and used common data to change instructional strategies.
Instructional Strategies Plan	Action Tasks are not related to a SMARTe Goal. No evidence of implementation on designated instructional strategies.	Action Tasks are remotely related to the SMARTe Goal. Team is talking about tasks, however no significant action has been taken.	Action Tasks are somewhat related to the SMARTe Goal. Action toward the tasks have been identified with a timeline for completion.	Action Tasks are related to the SMARTe Goal. Action on tasks have gone beyond implementation.	Action Tasks are directly related to the SMARTe Goal. Evidence on the tasks indicate that the process has become embedded.
Collaboration	Little or no collaboration is evident around student learning.	Team is talking about collaboration with no significant evidence of collaboration about student learning.	Collaboration about student learning has begun but remains fragile.	Collaboration about student learning has gone beyond implementation.	Collaboration about student learning is deeply embedded.
Clarity in Documentation	The content is unclear and off topic.	The content is somewhat clear.	The content is moderately clear.	Most of the content is clear and the ideas are somewhat formulated.	The content and ideas are clearly present, documented, and on topic. Details are explicitly explained and transparent.