



Table 9.1 Collaboration Time Assessment Instrument

Question	Consistently	Frequently	Occasionally	Comments
Do team members address student needs?				
Does the team use data in making decisions?				
Do team members reflect upon the mission/vision statement?				
Do team members explore their commitment to students and colleagues?				
Do team members utilize the potential of resource personnel?				
Are leadership responsibilities shared?				
Do team members participate equally in decision-making?				
Are guidelines for gaining consensus followed?				
Are team decisions implemented?				
Are records kept of team decisions?				

Continued

<b>Question</b>	<b>Consistently</b>	<b>Frequently</b>	<b>Occasionally</b>	<b>Comments</b>
Do team members integrate content and skills?				
Are teachers not on the team informed of key decisions?				
Do team members recognize the relationship between planning periods and the instructional program?				
Do team members recognize the relationship between planning periods and the intervention program? Are parents involved in the team process?				
Do team members discuss appropriate teaching strategies?				
Do team members make use of flexible time opportunities?				
Do team members offer suggestions for the design of the master schedule?				

Continued

<b>Question</b>	<b>Consistently</b>	<b>Frequently</b>	<b>Occasionally</b>	<b>Comments</b>
Does the team have an agenda for all meetings?				
Do team members utilize opportunities to group and regroup students for instructional purposes?				
Do department meetings focus on vertical alignment?				
Do subject-area teachers implement existing curriculum?				
Do subject-area teachers offer suggestions for curriculum revision?				