



## **CSUF Faculty Development Center**

### **Decision Support Center Pre-Agenda Evaluation**

This form should be completed before the “pre-agenda” meeting with the DSC Coordinator. It will assist the FDC in designing a meeting program that will best suit the needs of your group.

**Facilitator Name** \_\_\_\_\_  
**Reservation Date** \_\_\_\_\_  
**Reservation Time** \_\_\_\_\_

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Why do you want to use the Decision Support Center? (check all that apply)

- Group Discussion     
  Brainstorm     
  Problem-identification/solving  
 Project Analysis     
  Presentation     
  Group Consensus  
 Information Gathering   
  Other \_\_\_\_\_

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1. What is the purpose of the event?
  
  2. What will you want to accomplish?
  
  3. What should the group accomplish?
  
  4. How many will be participating?
  
  5. Are introductions necessary?
  
  6. Will you need any additional equipment?

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Please send this form to Sean Pollack (PLS 44G); or fax it to 714-278-5805