

Fort Hays State University
Student Engagement: Fraternity & Sorority Life
Chapter Accreditation Process
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WHAT IS ACCREDITATION?

Accreditation is a review process to determine if chapters meet defined standards of quality. Once achieved, accreditation is not permanent—it is renewed annually to ensure that the quality is maintained. This process is a comprehensive review and assessment of all facets of chapter operations and is a key process in the development and maintenance of chapter standards as defined by Student Engagement, with consideration of inter/national fraternal values.

CHAPTER ACCREDITATION PROCESS (CAP)

CAP is the process by which Student Engagement ensures that a Greek-lettered organization meet our minimum expectations. CAP provides the opportunity for fraternities and sororities to reflect upon and report on their chapter operations for the academic year. Chapters have the opportunity to highlight their commitment and contribution to their chapter's values, Fort Hays State University, and the Hays community by providing educational and social enrichment opportunities that enhance the student experience using the five values as a guide:

OUR COMMUNITY VALUES

Fraternity and sorority life at Fort Hays State University embrace six community values, chapter operations, and the five community pillars: *Social, Academic, Empowerment, Leadership, and Service*. These values guide the organizations to enhance our community, university, and members.

Social

Social events and programming are key aspects of fraternities and sororities, enabling them to be well-functioning organizations, while also frequently engaging with their members, other chapters, the FHSU community as well as the surrounding Hays community.

Academic

Chapters should take an active role in ensuring the success of each of their members through combining in-chapter and campus resources to help each member succeed in their college career.

Empowerment

Fraternities and sororities have the ability to positively influence their organizations and their members through a variety of initiatives, allowing members to develop personally and professionally.

Leadership

Chapters are encouraged to help develop members' leadership skills by attending fraternity and sorority focused conferences, encouraging members to hold leadership positions in other organizations, and hosting leadership programs within their chapter.

Service/Philanthropy

Members of each fraternity and sorority are required to contribute to the campus, Hays, and the global community by giving their time and talents to individuals, organizations or the community.

These expectations reflect the values of the Fort Hays State University fraternity and sorority community, and our inter/national fraternities and sororities. Fraternities and sororities will be encouraged to develop

in these areas throughout the year. With the support of Student Engagement, chapters will set goals aligned with these expectations that push their organization to new heights.

ACCREDITATION CHECKLIST

Social

Below are the main points that encourage a chapter to grow socially:

- 75 percent of members participate in an organization not affiliated with Fraternity and Sorority Life. Must be submitted as part of the Semester Report.
- Participate in two (2) siblinghood events per semester (51 percent or more of chapter members must be present). Must be submitted on TigerLink using the Program Submission form found on the Student Engagement page.
- Participate in one (1) event with another chapter per semester. Must be submitted on TigerLink using the Program Submission form found on the Student Engagement page.
- Participate in one (1) event with a non-Greek student organization (Student Government Association, University Activities Board, etc.). Must be submitted on TigerLink using the Program Submission form found on the Student Engagement page.
- Minimal interactions with the surrounding Hays community. Must be submitted on TigerLink using the Program Submission form found on the Student Engagement page.
- Chapter has at least 75 percent of the All-Greek events (Greek Week, leadership retreats, officer transition programs, ect.). Must be submitted as part of the Semester Report.
- Creates and utilizes a recruitment plan that uses both formal recruitment events and continuous open recruitment.

Examples: Collaboration with other student organizations, partnerships with other chapters, chapter retreats.

Academic

Below are the main points that encourage a chapter to grow academically:

- Chapter GPA is equal to or .1 above the All-Campus GPA. (Grade check Jacob)
- New Member GPA is equal to or .1 above the All-Campus GPA. (Grade check Jacob)
- Chapter has scholarship initiatives that recognize and incentivize those who excel academically (Panhellenic scholarships do not count). Must be turned in as part of the Semester Report.
- Chapter participates in one (1) academic program per semester, with a majority (51 percent or more) of the chapter members present. Must be submitted on TigerLink using the Program Submission form found on the Student Engagement page.
- Chapter has a plan to support members falling below chapter's academic standards. Must be submitted as part of the Semester Report.
- Chapter has incentives to encourage members to go to class, and do well overall academically (Skippy Jar, Smarty Pants award, ect.). Submitted as part of the Semester Report.

Examples: Chapter study halls, members tutoring other members, collaborating with the Kelly Center.

Empowerment

Below are the main points that encourage a chapter to empower its members:

- Chapter has a new member education plan. Must be submitted on TigerLink using the CAP Submission form found on the Student Engagement page.
- Chapter provides educational/developmental programming to members by providing an outline of the program, key take-aways, goals, and expectations for members. Must be submitted on TigerLink using the Program Submission form found on the Student Engagement page.
- Chapter regularly communicates with alumni/alumni governance board (ex: recruitment alumni helping current alumni chair). Must be turned in as part of the Semester Report.
- Chapter provides mentorship opportunities. Must be submitted as part of the Semester Report.
- Chapter has a clearly defined risk management plan. Must be submitted on TigerLink using the CAP Submission form or Semester Report found on the Student Engagement page.
- Chapter has a clearly defined membership retention plan.
- Chapter sets goals for the academic/calendar year.
- Chapter has defined procedures for judicial board operations.

Examples: Chapter programming, university outreach, mentoring opportunities, alumni relations.

Leadership

Below are the main points that encourage a chapter to develop strong leaders:

- Chapter sets goals with clearly defined and articulated action steps to ensure success. Must be submitted as part of the Semester Report.
- Chapter has leadership structure and organization chart. Must be submitted on TigerLink using the CAP Submission form found on the Student Engagement page.
- Chapter provides leadership training for its executive board members. (Provide attendance, educational outcomes, content, and overall purpose of the training). Must be submitted as part of the Semester Report.
- Chapter's Executive Board meets and communicates regularly. Must be submitted as part of the Semester Report
- Appropriate chapter leadership is attending local, regional, and/or national conferences. Must be submitted as part of the Semester Report.
- Chapter is applying on behalf of itself/its members for local, regional, and/or national conference awards and recognition. (Provide copies of application and award information). Must be turned in as part of the Semester Report.
- Chapter implements an officer/executive board transition plan.
- Chapter has a budget created for the academic/calendar year.
- Chapter has updated and is upholding chapter bylaws.
- Chapter has one (1) to (3) citations/infractions against it or its members per year.
- Chapter keeps an updated roster through timely submission of red/green cards and is reflected on TigerLink.
- Chapter has successfully completed the recognized housing procedure.

Examples: Leadership with another student organization, attending Fraternity/Sorority focused conferences, leadership retreats.

Service/Philanthropy

Below are ways that an organization can achieve completing their service hours:

- Chapter hosts one (1) philanthropy event per semester. (Report the event, cause, amount of money raised, and attendance). Must be submitted on TigerLink using the Program Submission form found on the Student Engagement page.
- Chapter can demonstrate how their events impact of service events on the community and its members. Must be submitted as part of the Semester Report.
- Chapter has 75 percent attendance for all Panhellenic and IFC service/philanthropy events.

Examples: Jana's Campaign, collaborating with the Hays Community, Victor E. Garden.

LEVELS OF ACHIEVEMENT

Exceeds Expectations

The chapter exceeds expectations set forth by Fort Hays State University. The chapter receives a 55-72 on the rubric. The Chapter makes valuable contributions to the Fraternity and Sorority, Fort Hays State University, and the Hays communities.

1. Chapter remains an accredited organization at Fort Hays State University
2. Letter sent to chapter's inter/national headquarters about exceeding the Fraternity and Sorority Life expectations
3. If available, \$100 scholarship to be used for chapter programming*
4. Recognition at Greek Banquet
5. Eligible to win any of the Greek Awards
6. Preference is given for Chapter of the Year award
7. Social media recognition
8. An action plan with recommendations for improvement

Meets Expectations

The chapter meets expectations set forth by Fort Hays State University. The chapter receives a 36-54 on the rubric. The Chapter contributes to the Fraternity and Sorority, Fort Hays State University, and the Hays communities.

1. Chapter remains an accredited organization at Fort Hays State University
2. Recognition at Greek Banquet
3. Eligible to win any of the Greek Awards
4. Action plan with recommendations for improvement

Fails to Meet Expectation

The chapter failed to meet expectations set forth by Fort Hays State University. The chapter receives a 0-35 on the rubric.

1. Chapters will meet with their chapter advisor and the Fraternity/Sorority Life Coordinator to create an action plan for improvement
2. Letter sent to chapter's inter/national headquarters expressing concerns
3. Possible social probation for the semester or academic year
4. Ineligible to win any Greek Award
5. 3 consecutive Fails to Meet Expectation reports may result in loss of University recognition and accreditation of the chapter

Scoring

CAP is comprised of qualitative and quantitative data. Scoring operates a 0-1-2 model. 0 points are awarded for failing to meet expectation on any scored item; 1 point is awarded for meeting expectations on any scored item; and 2 points are awarded for exceeding expectations on any scored item. If an organization follows the check list and turns in all appropriate items on time then they will be awarded at least 1 point. An additional point can be earned by going above the general expectations listed, for a total of 2 points. All quantitative data will be scored by the Coordinator of Student Engagement and the Assistant Director. This data will be tracked through Tigerlink utilizing the CAP forms on the Student Engagement TigerLink page. Qualitative data will be scored through a panel of judges during chapter presentations. Submitted qualitative material will be used as references, guides, supplemental material and or verification for information shared during chapter presentations. Presentation scores will be

averaged together to determine the appropriate score to each qualitative item. Items averaging below 1 will be scored as “failing to meet expectation.” Items averaging between 1-1.5 will be scored as “meets expectations.” Items scored 1.6-2 will be scored as “exceeds expectation.”

PRESENTATIONS

Each chapter is required to give a presentation to a diverse panel made up of staff members from the Memorial Union, Faculty, and other staff members. The presentations should be no more than 20 minutes long and will be followed by a 10-minute question and answer session. The presentation should highlight the chapter’s ongoing commitment to, and the achievement of, the described community values, and focus on at least 4 goals the chapter set and worked towards throughout the year (2 goals for each semester). A “summary sheet” will be provided to the judges detailing quantitative progress at the time of the chapter’s presentation.

The entire chapter **DOES NOT** need to be present for the presentation. A **minimum of three (3) and no more than five (5)** chapter members are required to give the presentation. The presenters should detail how their chapter has successfully upheld each community value, and worked towards meeting the set goals.

GREEK AWARDS

Material submitted for CAP and chapter presentations will count as submission for the Greek Chapter Awards. Greek awards will be announced at the annual Greek Banquet. Ties will be broken by the chapter with the higher presentation score or average for the corresponding pillar and award. Individual awards will be submitted through a separate application process.

Awards and scoring:

- Chapter of the Year: Highest overall CAP score
- Academic Excellence: Highest score of the Academic Pillar
- Campus and Community Involvement: Highest average score of the Social and Empowerment pillars
- Service: Highest score of the Service Pillar

TIMELINE

A timeline for each semester will be provided to chapters. All documents and CAP material are due on the assigned date.

COLLECTED PROGRAM INFORMATION

There will be a form on TigerLink that requires the following information to be collected:

- Budget
- Goal Plan
- New Member Education Plan
- Participation List (Part of the Semester Report)
- Scholarship Plan
- Program Evaluation
- Recruitment Plan

RUBRICS

	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Fails to Meet Expectations</u>
SOCIAL	<ol style="list-style-type: none"> 1. More than 75% of membership participates in an organization that is not affiliated with Fraternity and Sorority Life. The following organization are affiliated with Fraternity and Sorority Life: Interfraternity Council, Panhellenic Council, and Order of Omega 2. Chapter holds at least four (4) siblinghood events per semester. A majority (51% or more) of chapter membership must be present for these to be considered siblinghood events. 3. Chapter has regular interactions with the surrounding Hays community and businesses 4. Chapter has at least 51% attendance at all 100% of All-Greek events. 	<ol style="list-style-type: none"> 1. 75% of membership participates in an organization that is not affiliated with Fraternity and Sorority Life. The following organization are affiliated with Fraternity and Sorority Life: Interfraternity Council, Panhellenic Council, and Order of Omega 2. Chapter holds between two (2) and three (3) siblinghood events per semester. A majority (51% or more) of chapter membership must be present for these to be considered siblinghood events. 3. Chapter has minimal interaction with the surrounding Hays community and businesses 4. Chapter has at least 51% attendance at least 75% of All-Greek events. 	<ol style="list-style-type: none"> 1. Less than 75% of membership participates in an organization that is not affiliated with Fraternity and Sorority Life. The following organizations are affiliated with Fraternity and Sorority life: Interfraternity Council, Panhellenic Council, and Order of Omega. 2. Chapter holds less than two (2) siblinghood events per semester. A majority (51% or more) of chapter membership must be present for these to be considered siblinghood events. 3. Chapter does not interact with the surrounding Hay community and businesses. 4. Chapter has below 51% attendance at less than 75% of All-Greek events.

ACADEMICS	<u>Exceeds Expectations</u>	<u>Meets Expectations</u>	<u>Fails to Meet Expectations</u>
	<ol style="list-style-type: none"> 1. Chapter GPA is at least .11 greater than the All-Campus GPA 2. New Member GPA is at least .11 greater than the All-Campus GPA 3. Chapter can demonstrate how the use of scholarship initiatives and/or incentives helped improve chapter academics. 4. Chapter holds at least two (2) academic programs per semester. A majority (51% or more) of chapter membership need to be present to be considered a chapter academic program. 5. Chapter can demonstrate how the academic plan helped improve chapter academics. 	<ol style="list-style-type: none"> 1. Chapter GPA is equal to or .1 above the All-Campus GPA 2. New Member GPA is equal to or .1 above the All-Campus GPA 3. Chapter has scholarship initiatives that recognize and/or incentivize members who excel academically. 4. Chapter holds one (1) academic programs per semester. A majority (51% or more) of chapter membership need to be present to be considered a chapter academic program. 5. Chapter has a plan to support members falling below chapter's academic standards. 	<ol style="list-style-type: none"> 1. Chapter GPA is less than the All-Campus GPA 2. New Member GPA is less than the All-Campus GPA 3. Chapter has no scholarship initiatives that recognize and/or incentivize members who excel academically. 4. Chapter holds zero (0) academic programs per semester. A majority (51% or more) of chapter membership need to be present to be considered a chapter academic program. 5. Chapter has vague/no plan to support members falling below chapter's academic standards.

EMPOWERMENT	<u>Exceeds Expectation</u>	<u>Meets Expectation</u>	<u>Fails to Meet Expectation</u>
	<ol style="list-style-type: none"> 1. Chapter can demonstrate how the member education plan helps chapter members become active and engaged members of the community. 2. Chapter provides quality educational/developmental programming to members by providing an outline of the program, learning outcomes, goals, and expectations for members. Examples include, but are not limited to: content experts from campus, hosting campus-wide programming, and service-learning projects sponsored by the chapter. 3. Chapter engages with alumni/alumni governance board 4. Chapter can demonstrate how mentorship programs help chapter members become active and engaged members of the community. 5. Chapter actively and routinely utilizes and practices their risk management plan 	<ol style="list-style-type: none"> 1. Chapter has a new member education plan. 2. Chapter provides educational/developmental programming to members by providing an outline of the program, learning outcomes, goals, and expectations for members. 3. Chapter regularly communicates with alumni/alumni governance board. 4. Chapter provides mentorship opportunities. 5. Chapter has a clearly defined risk management plan 	<ol style="list-style-type: none"> 1. Chapter does not have a new member education plan. 2. Chapter does not provides educational / developmental programming to members by providing an outline of the program, learning outcomes, goals, and expectations for members. 3. Chapter does not communicate with alumni/alumni governance board. 4. Chapter has no/very limited mentorship opportunities. 5. Chapter has vague/no risk management plan

LEADERSHIP	<u>Exceeds Expectation</u>	<u>Meets Expectation</u>	<u>Fails to Meet Expectation</u>
	<ol style="list-style-type: none"> 1. N/A 2. 25% or more of chapter members have leadership roles in outside organizations, listed and defined by governing documents. 3. Chapter provides leadership training for its entire membership. Please provide attendance, educational outcomes, content, and overall purpose of the training. 4. Chapter leadership and general members are attending local, regional, and/or national conferences. 5. Chapter/chapter member is being recognized for its accomplishments by local, regional, and/or national conference. Provide copies of application and award information. 	<ol style="list-style-type: none"> 1. Chapter has a leadership structure and organizational chart. 2. 10-24% of chapter members have leadership roles in outside organizations listed and defined, listed and defined by governing documents. 3. Chapter provides leadership training for its executive board members. Please provide attendance, educational outcomes, content, and overall purpose of the training. 4. Appropriate chapter leadership is attending local, regional, and/or national conferences. 5. Chapter is applying on behalf of itself/its members for local, regional, and/or national conference awards and recognition. Provide copies of application and award information. 	<ol style="list-style-type: none"> 1. Chapter does not have a leadership structure and/or organizational chart. 2. Less than 10% of chapter members have leadership roles in outside organizations, listed and defined by governing documents. 3. Chapter provides little to no leadership training. 4. Appropriate chapter leadership is not attending local, regional, and/or national conferences. 5. Chapter is not applying on behalf of itself/its members for local, regional, and/or national conference awards and recognition.

SERVICE	<u>Exceeds Expectation</u>	<u>Meets Expectation</u>	<u>Fails to Meet Expectation</u>
	<ol style="list-style-type: none"> 1. 50% of chapter members complete 20 hours of community service per semester. Please provide documentation of service events (hosting organization, attendance, event, outcomes). 2. Chapter hosts more than one (1) philanthropy event per semester. Please report the event, cause, amount of money raised, and attendance. 3. Chapter can demonstrate profound impact of service events on the community and its members 	<ol style="list-style-type: none"> 1. Chapter completes 20 hours of community service per semester. Please provide documentation of service events (hosting organization, attendance, event, outcomes). 2. Chapter hosts one (1) philanthropy event per semester. Please report the event, cause, amount of money raised, and attendance. 3. Chapter can demonstrate impact of service events on the community and its members 	<ol style="list-style-type: none"> 1. Chapter completes less than 20 hours of community service per semester. Please provide documentation of service events (hosting organization, attendance, event, outcomes). 2. Chapter hosts less than one (1) philanthropy event per semester. Please report the event, cause, amount of money raised, and attendance. 3. Chapter cannot demonstrate impact of service events on the community and its members.