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MISSION OF THE CENTER FOR STUDENT INVOLVEMENT (CSI)

“The mission of the Center for Student Involvement is to guide, support, and challenge students to enhance their total educational experience through opportunities that foster involvement and leadership with the aim to develop professional, personal, and civic responsibilities in diverse learning environments.”

CHAPTER ACCREDITATION PROCESS (CAP)

CAP is the process by which the Center for Student Involvement 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. CAP has created and defined the minimum expectations in order to uphold the “Community Values” of fraternities and sororities. The fraternity and sorority community embraces and aims to uphold the following values:

SOCIAL
ACADEMIC
EMPOWERMENT
LEADERSHIP
SERVICE
CHAPTER OPERATIONS

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 the Center for Student Involvement, chapters will set goals aligned with these expectations that push their organization to new heights.

WHAT IS ACCREDITATION?

Accreditation 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 the Center for Student Involvement, with consideration of inter/national fraternal values. Chapters are required to submit an annual report and conduct a presentation to a panel of faculty, staff, and students.

Throughout the academic year, undergraduate chapters receive significant training and coaching related to the Accreditation process. Chapters are evaluated and provided feedback through reports that they are encouraged to consider in their planning for the following year.

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 a key aspect of being a well-functioning organization. Fraternities and sororities frequently interact with each other and the surrounding community. Fraternities and Sororities build lifelong siblinghood by attending meetings, participating in chapter programming, engaging with their brothers/sisters through service, leadership development, and chapter gatherings. Recommendations for upholding the Social Values can be, but are not limited to, the following items:

- Relationships with other organizations
- Chapter-only programming
- Community relationships
- Community engagement

Academic

Academics are a vital part of the college experience, and chapters should take an active role in ensuring the success of each of their members. Combining in-chapter and campus resources, each member should have the tools for success in their college career. Those who fall short of the chapter and community expectations should work with their chapters to set up and follow, a support plan that becomes a partnership. Recommendations for upholding the Academic Values can be, but are not limited to, the following items:

- Grades
 - New Members v All Chapter
- Scholarship initiatives
- Academic programming
- Academic support initiatives
- Academic goals

Empowerment

Fraternities and Sororities have the ability to positively influence their organizations and their members through chapter programming, university outreach, mentoring opportunities, alumni relations, and providing support during new member transition. Through these initiatives, chapters empower their members to continue developing personally and professionally. Recommendations for upholding the Empowerment Values can be, but are not limited to, the following items:

- Membership education
- Chapter programming
- Alumni relations
- Mentorship opportunities
- Utilization of campus resources
- Risk management

Leadership

Fraternity and sorority members pride themselves on being leaders within their chapters and in the larger community. Chapters have the obligation to help develop members' leadership skills by having members attend local, regional, and national conferences; encouraging participation in other organizations by holding leadership roles; and by hosting leadership programs within their own chapter. Recommendations for upholding the Leadership Values can be, but are not limited to, the following items:

- Chapter leadership structure and organization chart
- Leadership outside of chapter
- Leadership programming
- Attendance at local, regional, and/or national conferences
- Member/chapter recognition at local, regional, and national conferences

Service/Philanthropy

Members of each fraternity/sorority at Fort Hays State University are required to contribute to the campus, Hays, and the global community by giving of their time, talents, and treasures. Members will assist in raising funds for local and national philanthropic organizations; have the opportunity to give of their time through service to an individual, organization, or the community; and have the opportunity to collaborate with other Fort Hays State University student organizations or departments to build lasting change. Service hours must be submitted through TigerLink. Recommendations for upholding the Service/Philanthropy Values can be, but are not limited to, the following items:

- Community Service
 - Hosted by chapter
 - Participation in other service events
 - Projects: hours/impact
- Philanthropy
 - event/money raised/what the money went to

Chapter Operations

Fraternities and sororities are complex organizations that require constant observation, reflection, and change in order to remain relevant and competitive in modern society. Making sure chapters are upholding their bylaws, having a comprehensive recruitment and member retention plan, setting and reflecting upon chapter goals, and creating a chapter budget to ensure financial stability are all important aspect of chapter operations.

- Recruitment plan and programming
- Executive board transition programming
- Membership retention
- Goal setting
- Budget creation and implementation
- Updating and upholding bylaws
- Judicial board operations
- Chapter judiciary history
 - Infractions
 - Police reports
- Updated chapter rosters

LEVELS OF ACHIEVEMENT

Exceeds Expectation (46-57)

The chapter exceeds expectations set forth by Fort Hays State University. The chapter receives a 46-52 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 Expectation (28-45)

The chapter meets expectations set forth by Fort Hays State University. The chapter receives a 29-45 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 (0-27)

The chapter failed to meet expectations set forth by Fort Hays State University. The chapter receives a 0-28 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 on 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. All quantitative data will be scored by the coordinator of student involvement and tracked through Tigerlink. 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 meets expectation.” Items averaging between 1-1.5 will be scored as “meets expectations.” Items scored 1.6 and higher will be scored as “exceeds expectation.”

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.

	<u>Exceeds Expectation</u>	<u>Meets Expectation</u>	<u>Fails to Meet Expectation</u>
EMPOWERMENT	<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.

CHAPTER OPERATIONS	<u>Exceeds Expectation</u>	<u>Meets Expectation</u>	<u>Fails to Meet Expectation</u>
	<ol style="list-style-type: none"> 1. Chapter can demonstrate the recruitment plan has helped increase recruitment. 2. N/A 3. Chapter can demonstrate the membership retention plan has helped retain members. 4. Chapter sets goal with clearly defined and articulated actions steps to ensure success. Chapter also reflects and adjusts goals accordingly. 5. N/A 6. N/A 7. N/A 8. Chapter has no citations/infractions against it or its members per year. 9. N/A 10. N/A 	<ol style="list-style-type: none"> 1. Chapter has a clearly defined recruitment plan. 2. Chapter implements an officer/executive board transition plan 3. Chapter has a clearly defined membership retention plan 4. Chapter sets goals for the academic/calendar year 5. Chapter has a budget created for the academic/calendar. 6. Chapter has updated and is upholding chapter bylaws 7. Chapter has defined procedure for judicial board operations 8. Chapter has one (1) to three (3) citations/infractions against it or its members per year 9. Chapter keeps an updated roster through timely submission of red/green cards and such is reflected on TigerLink 10. Chapter has successfully completed the recognized housing procedure 	<ol style="list-style-type: none"> 1. Chapter has vague/no recruitment plan. 2. Chapter has vague/ no officer/executive board transition plan 3. Chapter has vague/no membership retention plan 4. Chapter does not set goals for the academic/calendar year. 5. Chapter does not have a budget created for the academic/calendar year 6. Chapter does not have updated and/or is not upholding chapter bylaws. 7. Chapter does not have defined procedures for judicial board operations. 8. Chapter has more than three (3) of citations/infractions 9. Chapter does not keep an updated roster by timely submission of red/green 10. Chapter has not successfully completed the recognized housing procedure

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. 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. Commitment and achievement of each principle includes, but is not limited to reflection of: programming and events; attendance at programs, events, and workshops; chapter goals; and philanthropy and service events.

Chapters may give the presentation through any platform that is deemed appropriate by the Coordinator of Student Involvement (Fraternity/Sorority Life).

TIPS FOR SUCCESS

- Have a weekly meeting segment where your chapter updates its progress on the upcoming CAP deadlines
- Complete program review within a week after a program occurs
- Reach out if you have questions
- Ask for feedback
- Make this a chapter effort, not just one person or the executive board
- Do not wait until the last minute to complete tasks
- Honesty is more important than lying to make your chapter appear better

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:

- Chapter name
- Event name
- Event date
- Type of event
- Event outcomes
- Money raised
- Service hours
- Organization supported
- PR Plan
- What went well
- What did not go well
- How to improve this event for next time