



**Sigma Alpha Epsilon Fraternity/Sorority Annual
Evaluation Process
Gettysburg College**

Academic Achievement and Intellectual Engagement				
Criteria	5 pts	10 pts	15 pts	Bonus Points (1-5)
Academic Support Plan Points: 5	Pieces of the scholarship plan are submitted as part of the evaluation process	There is a full plan in place approved during current calendar year by Academic Advising	The chapter demonstrates that the full plan is being implemented within the chapter	Option A: Plan approved within the first month of the spring semester. Option B: Members below a 2.50 GPA have a demonstrated increase in GPA
Academic Events Points: 0	Attend 2 events per year with 60% of the members present	Co-sponsor 2 events per year w/60% of members present	Co-sponsor 2 events per year: 1. w/ 60% of members present 2. open to the campus w/ 60% members present	Innovation in creating the event; campus participation
Faculty Advisor Points: 5	Chapter has a faculty advisor	Chapter meets with the faculty advisor at least 3 times each semester (1 full chapter, 2 officers)	The chapter and faculty advisor report regular engagement	N/A
GPA Sp: 3.07 (Men: 3.09) Fa: 2.86 (3.00) Points: 0	Chapter GPA is within 0.1 of the All-Men's/All-Women's GPA each semester	Chapter GPA meets or exceeds the All-Men's/Women's GPA each semester	Chapter GPA is at least 0.1 above the All-Men's/Women's GPA each semester	Option A: 0.1 increase in fall compared to spring Option B: highest fraternity/sorority GPA
Member Leadership Development Points: 17.5	Chapter describes how they utilized lessons from other involvement to influence chapter leadership	Chapter hosts 2 leadership workshops per year with 60% of members present	Creation of a 3-year membership development plan that is implemented	10% of members complete the leadership certificate program
Career Planning & Networking Points: 15	Engaging with Center for Career Development 1 program per year with 60% of members present; have a student serve as a liaison	Have 75% of members utilize Career Development in an individual capacity	Work with alums or parents on an event for chapter with Career Development assistance or attend open networking events on campus	N/A
Chapter Officer Trainings Points: 7	Attendance at all GL sponsored retreats & trainings & HQ convention	Utilize HQ resources for transition workshop 1 per year	Organize a collaborative conversation with other chapters on or off campus	Attendance at other leadership institutes (UIFI, NGLA, etc.)

Member Recruitment and Retention				
Chapters found responsible for hazing by HQ or College will automatically receive an Unacceptable for this section. Chapters charged with hazing will receive no points for the New Member Education Program.				
Criteria	5 pts	10 pts	15 pts	Bonus Points (1-5)
New Member Education Program Points: 10	Submitting program & on-time verified initiation	100% participation in core NME curriculum	Chapter participation in College-sponsored hazing prevention program	N/A
Recruitment Data Points: 17.5	Submission of a written recruitment plan by Spring Break for the following fall	Not found responsible for recruitment violations	Meet average class size/quota or meet class size from last year	Exceeds average class size/quota or chapter is above total
Retention of Members (throughout new member education) Points: 17.5	90% of enrolled in good standing of all members	95% retention	100% retention	95% 4-year graduation rate for members
Ritual Implementation Points: 10	Verified inter/national ritual for initiation occurred on time	Ongoing trainings about ritual	Utilization of regular ongoing rituals and ceremonies	N/A
Wellness, Health and Safety Program Points: 5	60% of chapter members attend 1 program per year	No members have more than 4 points	Members utilize bystander intervention or training or 2nd program 100% attendance (TIPS does not count for bystander)	80% of members have no points
New Member GPA Fa: 2.82 (Men: 2.94) Points: 2.5	Average New Member GPA is no more than 0.1 below the All-Sophomore GPA	Average New Member GPA meets or exceeds the All-Sophomore GPA	Average New Member GPA is at least 0.1 above the All-Sophomore GPA	Option A: 0.1 increase from previous fall Option B: highest fraternity/sorority new member GPA

Community Engagement				
Criteria	5 pts	10 pts	15 pts	Bonus Points (1-5)
Alumni Relations Points: 17.5	Communications sent twice per year to alumni	Hosting registered gathering for alumni on Homecoming or Reunion weekend or have 60% chapter attend an open alumni event	Hosting registered gathering for alumni other than Homecoming or Reunion weekend	Option 1: Host educational/career event utilizing alumni Option 2: Participate in Founders Day activities
Public Relations Points: 5	Maintaining positive, current online presence for chapter members and organization	2 articles per year in more than one source	Positive organizational featured media coverage	N/A
Community Service Points: 0	3 hours of service per year (every member)	6 hours of service per year (every member)	Participating in a semester-long service program	N/A
Philanthropy Points: 17.5	Host or co-sponsor 1 event per year	Host or co-sponsor an event and educate on the supported cause	Event, education & college support and/or sr. class gift committee	Option 1: Positive unsolicited media coverage Option 2: Non-HQ or Greek Awards recognition
Parent Relations Points: 10	1 communication to parents	Multiple communications with parents	Host educational event involving parents	N/A
Campus Engagement Points: 15	Between 85%-90% of chapter membership is involved in at least 1 campus organization outside of the Greek community each semester. (IM Sports included)	Between 91%-95% of chapter membership is involved in at least 1 campus organization outside of the Greek community each semester. (IM sports excluded)	Between 96-100% of chapter membership is involved in at least 1 campus organization outside of the Greek community each semester.	Verified 3 – 5 members participate in a CPS Dialogue group or co-sponsor a dialogue with CPS
Citizenship/Social Justice Program Points: 15	Not responsible for any bias incidents and attend 1 program per year w/60% of members present	Co-sponsor a discussion with a social justice dialogue group or community agency with 60% of members present	Host a service event with a social justice campus group or community agency with 60% of members present	N/A
Inter-Greek Relations Points: 17.5	60% of members attend Greek community wide alcohol-free event	Co-sponsor an alcohol free event with 60% of members attending (see clarifying notes)	60% of members attend or chapter sponsors 3 or more alcohol-free Greek events	Sponsor an alcohol-free event with a same-gendered Greek organization

Organizational Management				
Criteria	5 pts	10 pts	15 pts	Bonus Points (1-5)
Risk Management Points: 15	Social event management plan and/or Crisis Management plan submitted prior to first social event	Utilize social event management plan and/or Crisis management plan (based on pre/post, conduct)	Host educational event(s) with 60% of members present on Risk Management (can be internal)	Have no reports of underage consumption, common source, or medical distress coming from the chapter
Judicial Record (Organizational and Membership) Points: 2.5	Chapter members are not involved with any major judicial incidents	No repeating conduct incidents for the chapter	No conduct incidents for the chapter	60% of members attend a violence prevention or full Green Dot training
Insurance Obligations Fulfilled Points: 10	Insurance certificate on file with the College including College listed as additionally insured and waiver signed prior to first social event	All insurance reduction education sessions completed	N/A	Host an external speaker or community-wide educational event about liability
Governing Documents (Bylaws and Constitution) Points: 7.5	Bylaws and constitution submitted annually in the spring semester	Bylaws updated and chapter can discuss purpose behind any changes	Chapter has demonstrated use of their local governing documents	Option 1: Bylaws and constitution submitted in first 30 days. 2: review conducted by someone outside of organization
Awards Points: 15	Chapter applies for 1 award through headquarters or submitted HQ recognition materials, Gettysburg College or other entity	Chapter applies for more than 1 award through headquarters, Gettysburg College or other entity	Chapter applied for award and received the award	Chapter or member wins non-Greek specific award
Facility Management Points: 10	No major life safety violations	No life safety violations in any personal rooms or common areas	N/A	N/A
Organizational Structure Points: 5	Chapter officer positions filled and roster submitted within 30 days	Demonstrated use of a chapter committee structure	60% of juniors and seniors serve on a committee	N/A
Financial Management Points: 5	Create budget and submit budget and chapter fees	Demonstrate chapter use of the budget	Participate in financial management training	N/A

Academic Achievement and Intellectual Engagement Rating	
Gettysburg Great	90-125
Above Average	65-89
Satisfactory	35-64
Underachieving	20-34
Unacceptable	0-19
Points Earned by Chapter: 49.5	

Member Recruitment and Retention	
Gettysburg Great	80-105
Above Average	55-79
Satisfactory	30-54
Underachieving	15-29
Unacceptable	0-14
Points Earned by Chapter: 62.5	

Community Engagement	
Gettysburg Great	100-135
Above Average	75-99
Satisfactory	40-74
Underachieving	25-39
Unacceptable	0-24
Points Earned by Chapter: 97.5	

Organizational Management	
Gettysburg Great	100-135
Above Average	75-99
Satisfactory	40-74
Underachieving	25-39
Unacceptable	0-24
Points Earned by Chapter: 70	

Overall Rating Scale	
Gettysburg Great	370-500
Above Average	260-380
Satisfactory	140-270
Underachieving	85-160
Unacceptable	0-100
Points Earned by Chapter: 279.5	

Sigma Alpha Epsilon Evaluation Summary

The remainder of the evaluation report is feedback from the evaluation committee based on both the written materials and oral presentation for the 2016 calendar year. This year marked the third full year of the evaluation process. The notes included in the remainder of this report contain direct feedback from the 8 panelists serving on the committee for Sigma Alpha Epsilon. These notes include best practices, identify areas for growth, and should be utilized by the incoming executive board as they develop their strategic plan for 2017.

Academic Achievement and Intellectual Engagement

- One area that the chapter regressed in this past semester was in academic success. The chapter GPA fell over 0.20 points from the spring to the fall. Recognizing that there were high-achieving members of the senior class that graduated, the chapter will need to find ways to support its members moving forward to re-establish a strong academic record.
- There are some easy opportunities for the chapter to achieve additional points in the Academic Achievement section, particularly by submitting their academic support plan to Academic Advising for review and approval. Recognizing the decrease in academic success this fall, this is also a program that could be important to chapter members moving forward.
- The committee encourages the chapter to reinforce the importance of intellectual engagement for the chapter as a whole, and look to attend or host academic events in future years. Finding ways to engage with their faculty advisor or seek out a new advisor will further solidify a stronger intellectual climate and connection within the organization.
- Areas of strength for the chapter within this section include its leadership development and career programming efforts. The committee believes Sigma Alpha Epsilon's career programming and involvement is a best practice among Greek organizations.

Member Recruitment and Retention

- The chapter discussed that during their evaluation of potential new members in recruitment, they try to assess the value that the candidate will bring to the chapter and consider their conduct record as a predictor of future behavior. This committee believes this expectation that all members are contributing to the chapter is good model for the chapter to continue utilizing into the future.
- The chapter has recently renewed its use of the initiation ceremony, and the committee encourages the chapter to continue these efforts. The presenters discussed the desire to begin utilizing the proper ritual at chapter meetings to ensure the regular engagement with the fraternity's ceremonies throughout the year.
- The new member GPA was in line with the overall chapter GPA, both of which fell below the all-men's GPA in the fall semester. The committee recommends that chapter leadership discuss with the current sophomore class ways that it can better support new members in the coming year as they make the adjustment to the commitments that come from fraternity membership.
- While the chapter continues to stress the importance of internal accountability and readily works with Public Safety and Student Activities & Greek Life to address issues that occur, the committee still encourages incoming chapter leadership to stress with members that their individual actions outside of the fraternity still reflect on the organization as a whole.

Community Engagement

- The chapter continues to have tremendous alumni support for managing the chapter facility; advising the leadership of the undergraduate chapter; participating in alumni functions; and engaging in career programming with the active members. The committee believes this

comprehensive alumni support continues to be a best practice in the Greek community at Gettysburg.

- The chapter co-sponsored a silent auction on Family Weekend with Delta Gamma that raised \$4,000, a 33% increase from the prior year.
- Recognizing a significant overlap in football players within their membership, the chapter participated in a youth football fundraiser and hosted a cookout to benefit the youth football program. This is a great strategy for finding causes with which chapter members have a nature passion and connection.
- The committee believes that the chapter has a very active service program within the chapter, but that they did not receive points this year due to an incomplete documentation of individual members' service hours. Panelists believe this was a missed opportunity for the chapter.
- Recognizing the positive efforts of the fraternity, the committee encourages the chapter to explore opportunities to share these efforts externally through a more robust public relations effort.
- The chapter's ongoing relationship with Survivors, Inc. to hold the Walk A Mile event is a best practice, and a program the chapter appears to be interested in continuing to grow moving forward.
- The chapter had nearly 100% participation in other co-curricular organizations and activities in 2016. The committee hopes the chapter will continue stressing the importance of campus engagement among its members.
- The chapter maintained its previous record of participating in inter-Greek events, but also co-sponsored an event with another fraternity this year. Chapter members' ongoing participation on the Interfraternity Council and in other programs helps to build strong relationships with other fraternities and sororities.

Organizational Management

- The committee recommends that the chapter implement a more formalized committee structure in future years. The current ad-hoc model has increased membership involvement in the management of the organization, but the panelists believe the chapter could continue to be more proactive by formalizing its committee structure.
- Chapter members stressed the importance of holding individual members accountable when they do not fulfill their responsibilities or cause damage in the facility. The committee supports the chapter in continuing these efforts.
- The lone significant shortcoming in Organizational Management this year was primarily focused on individual members' conduct outside of the chapter. As mentioned in a previous note, this is an opportunity for the chapter to stress the importance of positive personal conduct both within and outside of the chapter.
- Similar to the committee recommendation for formality of the chapter's committee structure, the panelists recommend that the chapter revise its foundational documents, such as its bylaws and budget, in 2017. While the chapter has continued to increase its organizational effectiveness over the past five years, the committee believes formalizing these practices and creating strong documentation will assist in transition efforts each year.
- The chapter submitted a limited budget in 2016, but the committee wants to express that a more complete budget will be necessary in future years. Demonstrating use of the budget is also an opportunity for the chapter moving forward.

Overall Comments

- Sigma Alpha Epsilon has increased its rating each year of the evaluation process, and solidified its standing as an Above Average chapter in 2016. The committee believes there are still opportunities for the chapter to improve its score through more complete documentation, and encourages incoming leadership to solidify its preparation for the evaluation to provide a more complete picture of chapter operations.
- Given the strengths of the chapter that are already in place, the committee recommends that the chapter engage in a strategic planning process in 2017 to target those remaining areas of deficiency to put the chapter in a position to achieve Gettysburg Great next year.
- The committee appreciated the genuine articulation of the importance of the fraternity for Sigma Alpha Epsilon members in the presentation. Presenters were able to describe the impact on each of them that this fraternity experience has had.
- The general themes that emerged this year as areas for the chapter to continue improving are individual member conduct; engagement with the academic program; and formality of chapter policies and practices. The chapter benefits from both strong advisory board and a commitment to one another among its members that have allowed it to be successful without some of the formal structures within the organization. In an effort to ensure long-term success, the committee recommends that the chapter add some additional structure and formality to its operations.
- The chapter has achieved an overall high level of operation for the past several years, and 2016 continued this upward trend. The committee appreciates the efforts of the outgoing leadership, and hopes the incoming chapter officers will continue to make improvements to an already strong organization moving forward.