

# Southeast Missouri State University Greek Five Star Chapter Program



## Philosophy

The fraternity and sorority community at Southeast Missouri State University has a long and rich history. Dating back more than seventy years, fraternities and sororities have been an active part of the Southeast Missouri State University and Cape Girardeau community.

The University's mission is supportive of the goals and ideals of fraternity and sorority membership. These ideals are Academic Achievement, Chapter Management, Membership Development and Education, Civic and Community Engagement, and Harm Reduction/Risk Management. When compared to the Southeast Missouri State University's mission statement that calls for the campus to embrace, "...student-centered education and experiential learning" the connection is clear (Southeast Missouri State University Mission Statement, 2017).

The relationship between the University and fraternities and sororities have long been and must remain mutually beneficial. Fraternities and sororities have great potential to create meaningful experiences through a wide range of leadership opportunities and campus involvement. Through their connection to each person's fraternity or sorority the campus can realize greater alumni involvement and commitment to Southeast. Evidence has repeatedly shown that students engaged in Greek Life have greater retention and persistence rates than students outside of the Greek system (Caruz, 2013, University of North Colorado).

Each national fraternity and sorority maintains a set of standards that each of their local organizations must meet. In addition, the University's Five Star Chapter Program is meant to recognize the work of chapters and to provide feedback on where chapters can further develop their organizations.

## Description

Established in 2017, the Five Star Chapter Program provides organizations the opportunity to be recognized with "star standing" in five key areas of chapter operations **1) Academic Success, 2) Chapter Management 3) Membership Development and Education, 4) Civic and Community Engagement, and 5) Harm Reduction/Risk Management**. Star standing in each of the areas is based upon a set of pertinent criteria. The star standings will be determined by the following point value:

1. Five Star Chapters - Chapters attaining 90% or more of possible points; these chapters are considered role model chapters in these areas.
2. Four Star Chapters – Chapters attaining 70% - 89% of possible points; these chapters are considered effective and strong chapters in these areas.
3. Three Star Chapters – Chapters attaining 55% - 69% of possible points; these chapters are meeting expectations but would benefit from additional work to improve these areas.
4. Two Star Chapters – Chapters attaining 41% - 54% of possible points; these chapters are not meeting expectations and must work to improve their chapter's efforts.
5. One Star Chapters – Chapters attaining 26% – 40% of possible points; these chapters are not meeting expectations and must work to improve their chapter's efforts.
6. Chapter Non-Conforming - Chapters scoring less than 25% of the eligible points or failing to submit any information for the Five Star Chapter Program

## **TimeLine**

The following chapter data will be collected from chapters on a calendar year basis, January through December. All materials are due, via SELink, to the Office of Greek Life by Monday, February 18, 2019 at 11:59 p.m.

## **Use of Five Star Chapter Program**

The Five Star Chapter Program, which includes the past Greek Accreditation program, focuses on the actions chapters take and the structure they have in place to support their organization. Chapters are required to submit data for the Five Star Chapter Program or formally notify the Office of Greek Life they do not intend to participate. All chapters will have the outcome of this process noted on the Greek Life website and this information will be shared with prospective students/parents who contact the Office of Greek Life office.

The outcome of the Five Star Chapter Program will be shared at the end of Greek Week or at another mutually agreed upon date. Each chapter will be awarded the number of stars as defined under the "Description" section. One fraternity and one sorority, if they have achieved at least four stars, with the highest total point value will be recognized as the overall chapter winner for that category. In the event of a tie, each chapter with that point value will be recognized.

## **Submission Process**

Chapters must address each area in all five sections for their chapter to be properly recognized for the appropriate star rating. Submissions should be clear in terms of the materials submitted. Effort should be made to avoid the use of chapter specific terminology or terminology not generally known outside of the Greek community. Additionally, be sure to spell out any abbreviations and avoid using chapter specific terms where possible. As your Five Star Chapter materials are reviewed by other faculty/staff, they should represent your chapter and every effort should be made to address spelling and grammar issues prior to submission. Each chapter is encouraged to share unique example of activities or programs that support your evaluation for each category item.

Only one person, the Chapter President or designee, per chapter may upload the materials, however, the separate areas can be completed by other members of the chapter. Materials must be submitted via SE Link.

- Begin at <https://selink.semo.edu/>) and login
- Once logged in click on "Office of Greek Life" and scroll down to forms
- Click on "Five Star Chapter Program" and it will launch the process

## **Evaluation**

The submitted materials will be reviewed by of faculty and professional staff at Southeast Missouri State University or invited professionals with experience in Greek Life and/or who work with student organizations at a college or university. Each submission will be reviewed by three individuals and the average of the three scores will be the score for each item/section. Reviewers are asked to provide written feedback in relation to their score. Any dispute between panelists will be resolved by the Office of Greek Life.

## **Confidentiality**

The materials submitted to the University for evaluation as part of the Five Star Chapter Program, remain the property of the chapter. Once the evaluation is complete the materials will be retained by the Office of Greek Life for one year to support the star rating for each organization. After one year the materials will be returned to the chapter or if the chapter does not wish them to be returned they will be destroyed. Materials submitted for the Five Star Chapter Program will not be shared with other chapters without the permission of the chapter. The one exception to this is information that is already publically available.

**Section 1: Academic Achievement**

1. The chapter must maintain a term chapter grade point average at or above the all-women’s undergraduate/all men’s undergraduate average for each semester of the evaluation year. *Documentation: Provided by Greek Life.*

	Spring 2017	Fall 2017
Performance .30 above comparison group average	45 points	45 points
Performance .20 above comparison group average	35 points	35 points
Performance .10 above comparison group average	25 points	25 points
Performance at comparison group average	15 points	15 points
Performance .10 below comparison group average	- 20 points	- 20 points
Performance .20 below comparison group average	- 30 points	- 30 points
Performance .30 below comparison group average	- 40 points	- 40 points

2. The new member class must have achieved a term grade point average at or above the all-women’s undergraduate/all men’s undergraduate average for each semester of the evaluation year. (Evaluated by combining the spring and fall semester new member classes and determine an overall new member term gpa for the calendar year) *Documentation: Provided by Greek Life.*

Performance .30 above comparison group average	45 points
Performance .20 above comparison group average	35 points
Performance .10 above comparison group average	25 points
Performance at comparison group average	15 points
Performance .10 below comparison group average	- 20 points
Performance .20 below comparison group average	- 30 points
Performance .30 below comparison group average	- 40 points

3. The chapter must demonstrate evidence of a chapter scholarship program. This could include study buddies, tutors, etc. *Documentation: A typed narrative describing how you have assisted chapter members to improve their academics this year. A copy of your chapter bylaw is not sufficient, you should explain how the program is accomplished.*

Range: 0-20 points

4. Summarize the chapter’s scholarship accountability plan including how members are celebrated and recognized for high academic performance, as well as how members are held accountable for poor academic performance. *Documentation: A typed narrative explaining how you recognize your members for academic excellence and respond to poor performance. Up to 10 points for the celebration part of the program and 10 points for the accountability element of the chapter’s program.*

Range: 0-20 points

5. Chapter has members in University recognized Academic Honor Societies. Honor society must be academic discipline specific, does not include or apply to Dean’s List, Phi Kappa Phi, or Phi Eta Sigma, or other honor societies not registered with the University and connected to an academic department. *Documentation: A list of members and their honor society. Student ID must be included so information can be verified with academic departments. Students submitted without an ID number will not be considered.*

1 point per person, up to a maximum of 15 points

6. Chapter has members recognized by the University for the “Dean’s List,” their first semester membership in Phi Eta Sigma, or induction into Phi Kappa Phi. *Documentation: A list of members and the semester they were on the Dean’s List, Phi Eta Sigma, or Phi Kappa Phi. Student ID must be included so information can be verified. Students submitted without an ID number will not be considered.*

1 point per person, up to a maximum of 15 points per semester

## Section 2: Chapter Management

7. The chapter must send chapter delegates to at least one regional or national conference, meeting, convention, or educational program/seminar sponsored by the national organization. *Documentation: Those attending should write a summary of what was learned and how their attendance will impact them and the chapter. Include the dates, locations of the conference, and any program that was provided.*  
10 points (5 points for each additional active member who attends, up to a maximum of 25 total points)
  
8. The chapter conducts at least one officer retreat or training session a year. *Documentation: A typed narrative that explains the event and who presented it, the date it was held, who attended, agenda, and goals/outcomes of the event. Detailing the outcomes of the event is critical to secure full points.*  
Range: 0-20 points
  
9. The chapter conducts an annual retreat for all members. The retreat must include educational components related to chapter goals, values/mission/purpose of organization, or leadership development skills. *Documentation: A typed narrative that explains the activities in the retreat, as well as who led them, the date of the retreat, the attendance, and the outcomes of the retreat. Detailing the outcomes of the event is critical to secure full points.*  
Range: 0-20 points
  
10. The chapter must have an internal standards/judicial board whose purpose is to address member conduct and standing concerns. *Documentation: A typed narrative that describes your standards board, how members are selected, and how incidents are reported, as outlined in your bylaws. Include the type of sanctions that are typically imposed on members. Just submitting a copy your bylaw is not sufficient.*  
Range: 0-20 points
  
11. The chapter has a fully functioning alumni advisory board. The chapter must have contact with this board as a whole at least once a semester. *Documentation: A typed narrative explaining the interaction with your advisory board, as well as the names and contact information of Board members.*  
Range: 0-10 points
  
12. Chapter has a written budget. The budget includes explanation on revenues and expenses and is based on past actual revenue and expenses for the chapter. The budget must be formally adopted by the chapter. *Documentation: A typed narrative explaining the budget process, including a copy of the budget.*  
Range: 0-15 points (5 additional points if chapter shows that 5% or greater of their budget goes into savings)
  
13. Chapters submit President's Report, which includes roster and chapter updates are submitted monthly by required deadline. *Documentation: Provided by Greek Life*  
3 points per monthly report
  
14. Chapter has a website and a social media presence where chapter events and information is shared. *Documentation: A list of the addresses for the website and each social media address. List the person/officer responsible for the updating of social media*  
Range: 0-10 points for a chapter website (5 points subtracted if information is not current)  
5 points each for Facebook, Instagram, and Twitter (no points given if information is more than a month old)

**Section 3: Membership Education and Development**

15. The chapter must host two educational programs per semester for the benefit of the chapter membership. Must have 75% of members in attendance at each event. *Documentation: A typed narrative that explains each event and who presented them, the date they were held, attendance, and outcomes of the events.*  
 Range: 0-15 points (additional one point for each 5% additional membership that attends)
16. The chapter has an internal awards/recognition process that recognizes individual members who demonstrate a commitment to the founding principles/values of the fraternity/sorority through participation in the chapter’s activities/events/programs. (Active of the Year, nominating individuals for national awards, etc). *Documentation: A typed narrative that explains the criteria and selection process for the awards, and a list of award recipients.*  
 Range: 0-20 points
17. Chapter has and follows a new member education plan. Full point plan would include length of new member process, a plan for new member retention, programs/workshops geared towards new members and the use of professional or experts to present the new member education program. *Documentation: Copy of new member plan, with typed narrative from new member educator explaining the process. Process should be broken out by specific outcomes and not just a list of events. Include who, by name and title, was responsible for presenting each new member program or workshop.*  
 Range: 0-30 points
18. Chapter conducts its Ritual once during the semester. *Documentation: Statement by chapter officer responsible for the Ritual confirming the event took place and the date. Purpose of the Ritual: Initiation, Founders Day, etc. This does not include or apply to a Ritual chapter meeting.*  
 10 points each semester (5 additional points each time ritual is held each semester up to 20 points)
19. Chapter hosts a Founders Day program/event. The event can be either open to the public or limited to members. The program/event must be more than just chapter members being in badge attire. *Documentation: Statement by Chapter officer responsible for the program/event confirming the activity took place, date of the program/event, and the estimated attendance by the chapter. If the program/event is open to those outside of the chapter a summary of the program must be included.*  
 Range: 0-10 points
20. (updated) Chapter is a University registered student organization and has an active Alumnus/Alumna chapter adviser and a university faculty/staff adviser. *Documentation: A typed narrative that explains the role of the advisers and how they are engaged with the chapter. Include name and contact information.*  
*Note: A chapter must be registered during both academic years to get the full points.*  
 10 points being a registered student organization and 5 points each for Alumni and faculty/staff adviser
21. Chapter president (or designee) attends the Office of Greek Life academic year transition, or similar event, (typically held in January or early February). *Documentation: Provided by Greek Life*  
 15 points
22. New members of the chapter attend Greek Foundations when hosted by the Office of Greek Life or similar chapter program, hosted by their chapter that covers issues of Greek Life including governing council operations, governing council judicial process and risk management. A minimum of 85% of new members should attend the program during their first semester in the chapter as a new member. *Documentation: Provided by Greek Life*  
 85% - 89% attendance, 15 points  
 90% - 95% attendance, 20 points  
 95+% attendance, 25 points

23. (updated) Chapter membership attend two governing council or Office of Greek Life sponsored or endorsed educational minimum standards programs per semester. Event must be sponsored or approved by governing council. *Documentation: Provided by Greek Life.*
- 80% - 89% attendance, 15 points  
90% - 95% attendance, 20 points  
95+% attendance, 25 points
24. Chapter has members recognized by the University as members of Order of Omega, Rho Alpha, NRHH (National Residence Hall Honorary), or other Office of Greek Life recognized student leadership honor society. *Documentation: A list of members and the organization they are a member of. Student ID and the adviser for the organization must be included so information can be verified with departments. Students submitted without an ID number will not be considered.*
- 1 point per person, up to a maximum of 15 points per semester

**Section 4: Civic and Campus Engagement**

25. Chapter sponsors at least two hands on community service projects each semester in which 50% of the chapter are active participants in them. *Documentation: A typed narrative explaining the projects, the dates they were held, the agency served, and the members participating. Events during Greek Week and Homecoming are not eligible. Events during a chapter’s Philanthropy weekend can be included.*
- 10 points for each activity per semester (5 additional points for each additional community service project, up to 50 points for the year)
26. Chapter hosts/sponsors at least one fundraising/philanthropy event each semester. *Documentation: A typed narrative explaining the events(s), the organization receiving the funds, amount donated, and evidence that the funds received from the event were donated. Events during Greek Week and Homecoming are not eligible.*
- 10 points for each activity per semester (5 additional points for each additional fundraising/philanthropy event, up to 30 points for the year)
27. Chapter co-sponsors at least one activity with another social sorority or fraternity each semester that is not during Homecoming or Greek Week. Event can be a social event, however, it cannot be part of a Philanthropy event or weekend and cannot include alcohol. *Documentation: A typed narrative explaining each event and what chapters attended, including if the event was social or some other focus.*
- 10 points for each activity per semester (5 additional points for each additional event, up to 30 points for the year)
28. Chapter co-sponsors at least one activity with another student organization that is not a social Greek organization each semester that is not during Homecoming or Greek Week. Event can be a social event, however, it cannot be part of a philanthropy event or weekend and cannot include alcohol. *Documentation: A typed narrative explaining each event and what chapters attended, including if the event was social or some other focus.*
- 10 points for each activity per semester (5 additional points for each additional activity event, up to 30 points for the year)
29. Chapter members serve as officers (the position must be elected and not appointed) in other student organizations outside of the chapter. *Documentation: Name, Student ID number, name of the organization and adviser for each officer. Information will be used to verify positions of leadership.*
- 1 point per person, up to a maximum of 15 points per semester

30. (updated) Chapter members participate, either as participants or facilitators in Camp Redhawk, FLYP, Emerging Leaders, Presidents Leadership Academy, CSIS, or other Office of Greek Life approved University sponsored leadership development program. Note: Points are only given to participants who complete the program and not just for being admitted. *Documentation: Name, Student ID number, name of the organization and adviser for each organization listed. Information will be used to verify positions of leadership. Students submitted without an ID number will not be considered.*  
 1 point per person, up to a maximum of 15 points per semester

**Section 5: Harm Reduction/Risk Management**

31. The chapter educates members on the organization’s emergency response plan/policies each year. This includes the chapter’s emergency communication plans and life safety programs (CPR, First Aid, medical amnesty, etc.) *Documentation: A copy of the plan, including a short typed narrative including the date the policy was reviewed, who presented it, and an explanation of activities used to instruct members.*  
 Range: 0-10 points
32. The chapter must educate its membership on the risks associated with alcohol use and abuse at least once per semester. *Documentation: A typed narrative that explains the event and who presented it, the date it was held, attendance, and outcomes of the event.*  
 Range: 0-15 points (5 additional points for additional training, up to a max of 30 total points)
33. The chapter must have a designated officer whose responsibility is to educate and enforce a chapter’s national risk management and harm reduction policies. (Could be in combination with other duties.) *Documentation: A typed narrative describing the position and its duties, as outlined in the chapter bylaws, as well as goals for the office and outcomes. Detailing the outcomes is critical to secure full points.*  
 Range: 0-10 points
34. (updated) For the calendar year of this application (January – December) a chapter has no instances of being found responsible for violation(s) of the Student Code of Conduct as determined by judicial process. For purpose of this section a chapter under a judicial sanction and who remain in good standing are eligible for full points. *Documentation: Provided by Greek Life and the Office of Student Conduct.*  
 Chapters with no infractions receive 30 points per semester. A deduction of 15 points for each section of the Student Code of Conduct a chapter is found to have violated, up to a total loss of 30 points per semester. Chapters not in good standing during any semester will receive no points for that semester. Chapters on probation, suspension held in abeyance, and suspension from the University are not eligible for the Harm Reduction/Risk Management award and are not eligible for the overall chapter of the year award. Chapters on probation, suspension held in abeyance, and suspension from the University will be listed a “Chapter Non-Conforming” for the Harm Reduction/Risk Management category.

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*The Chapter Five Star Program cannot capture an absolute perfect picture of each Greek organization at Southeast. The Staff within the Office of Greek Life are committed to using this program as a tool for helping chapters improve and to recognize demonstrated success. We also pledge the program evaluation is completed free of influence from chapters or advisers and those scoring the evaluations have agreed to the confidentiality of the submissions.*